

# COLUMBIA COLLEGE EVENING CAMPUS UNDERGRADUATE CATALOG 2010-2011

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*This catalog is published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations to the College. Columbia College reserves the right to change prices, curricula, policies and practices as described in this catalog as circumstances, efficiency of operation and fiscal contingencies may require.*

*Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law to include race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status or disability in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities.*



## STATEMENT OF MISSION, VALUES AND VISION

Columbia College improves the lives of diverse undergraduate and graduate learners through exemplary teaching.

The liberal arts and sciences and professional programs of the College embrace and profess the values of:

- Student-centrism
- Life long learning
- Ethics and citizenship
- Flexibility and innovation
- Quality and improvement
- Civility and respect
- Environmental and fiscal stewardship.

*Vision: A model institution.*

*Approved by the Board of Trustees  
May 1, 2009*

## DESCRIPTION

Columbia College, a private, coeducational institution, offers associate, baccalaureate, and master's degrees that prepare students of differing backgrounds for entry level or advanced positions in various occupations and professions. Founded in 1851 by charter of the Missouri legislature and then named Christian Female College, Columbia College assumed its current name and became coeducational in 1970. Although it retains a covenant with the Christian Church (Disciples of Christ), Columbia College is a nonsectarian institution.

The College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools and holds specialized accreditation in its Education and Nursing programs. Students may enroll in day, evening or online classes at the home campus in Columbia, Missouri, or in its Adult Higher Education Division at one of the many nationwide

# COLLEGE PROFILE

- Classification:** Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie Foundation classification: Baccalaureate Colleges II.
- Location:** Home campus in Columbia, Missouri (population 88,000 plus over 25,000 students at three separate colleges) on Interstate 70, halfway between St. Louis and Kansas City. Air service via major airline to Columbia Regional Airport. Nationwide campuses located throughout the United States and in Cuba: Alabama: Redstone Arsenal; California: Coast Guard Island, Lemoore, Los Alamitos, San Diego, San Luis Obispo; Cuba: Guantanamo Bay; Colorado: Aurora; Florida: Jacksonville, Jacksonville Naval Air Station, Orlando, Patrick Air Force Base; Georgia: Fort Stewart, Hunter Army Air Field; Illinois: Crystal Lake, Elgin, Freeport, Lake County; Missouri: Christian County, Fort Leonard Wood, Jefferson City, Kansas City, Lake Ozark, Moberly, Rolla, St. Louis; New York: Fort Drum, Hancock Field; Oklahoma: Fort Still; South Carolina: NWS Charlestown; Texas: Fort Worth; Utah: Salt Lake City; Washington: Marysville, Whidbey Island.
- Degrees Conferred:** Associate in Arts, Associate in General Studies, Associate in Science, Bachelor of Arts, Bachelor of General Studies, Bachelor of Science, Bachelor of Fine Arts, Master of Arts in Teaching, Master of Business Administration and Master of Science in Criminal Justice.
- Campus:** 19 buildings on a 30-acre campus four blocks from downtown Columbia.
- Library:** 80,000 volumes, 250 periodicals, nearly 2,500 audio-visual items, access to on-line resources. Member of MOBIUS statewide consortium.
- Enrollment:** More than 1,000 full and part-time day students, representing 25 states and 27 foreign countries; more than 1,700 evening and graduate students and more than 9,000 Nationwide and Online students.
- Athletics:** Member, American Midwest Conference of the NAIA (men's soccer and basketball; women's volleyball, basketball and softball) and a variety of intramural sports.
- Accreditation:** Accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Approved for teacher preparation by the Missouri State Department of Elementary and Secondary Education. Associate in Science degree in Nursing fully approved by the Missouri State Board of Nursing.

The Higher Learning Commission  
 North Central Association of Colleges and Schools  
 Commission on Institutions  
 30 North LaSalle Street, Suite 2400  
 Chicago, IL 60602-2504  
 Telephone: 312/263-0456 or 1-800/621-7440  
 E-mail: [info@ncacihe.org](mailto:info@ncacihe.org)

Department of Elementary and Secondary Education  
 P.O. Box 480  
 Jefferson City, MO 65102  
 Telephone: 573/751-6504  
 E-mail: [mlucas@mail.dese.state.mo.us](mailto:mlucas@mail.dese.state.mo.us)

Missouri State Board of Nursing  
 3605 Missouri Boulevard  
 P.O. Box 656  
 Jefferson City, MO 65102-0656  
 Telephone: 573/751-0681  
 E-mail: <http://www.ecodev.state.mo.us/pr/nursing>

# Nationwide Campuses



**ALABAMA**

**Redstone Arsenal**  
Mary Morgan, Director  
(256) 881-6181  
redstone@ccis.edu

**CALIFORNIA**

**Coast Guard Island**  
Tom Meehan, Director  
(510) 437-1280  
coastguard@ccis.edu

**NAS Lemoore**

Betsy Quade, Director  
(559) 998-8570  
lemoore@ccis.edu

**Los Alamitos**

Carl David, Director  
(562) 799-9630  
losalamitos@ccis.edu

**San Diego**

Diana Schriefer, Director  
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sandiego@ccis.edu

**San Luis Obispo**

Theresa Genova, Director  
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**COLORADO**

**Aurora**  
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Director  
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aurora@ccis.edu

**FLORIDA**

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jacksonville@ccis.edu

**NAS Jacksonville**

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nasjacksonville@ccis.edu

**Orlando**

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orlando@ccis.edu

**Patrick Air Force Base**

Jeff Musgrove, Director  
(321) 783-5506/3548  
pafb@ccis.edu

**GEORGIA**

**Fort Stewart**  
Richard Conroy, Director  
(912) 877-3406  
ftstewart@ccis.edu

**Hunter Army Airfield**

Ron Aiken, Director  
(912) 352-8635  
hunter@ccis.edu

**GUANTANAMO BAY, CUBA**

011-5399-75555  
guantanamo@ccis.edu

**ILLINOIS**

**Crystal Lake**  
Debra Hartman, Director  
(815) 477-5440  
crystallake@ccis.edu

**Elgin**

Karen Beckstrom, Director  
(847) 214-7197  
elgin@ccis.edu

**Freeport**

Elizabeth Koeller, Director  
(815) 599-3585  
freeport@ccis.edu

**Lake County**

Stephen Stephany, Director  
(847) 336-6333  
lakecounty@ccis.edu

**MISSOURI**

**Columbia - Evening Campus**  
Patti Skinner, Director  
(573) 875-7610

**Fort Leonard Wood**

Dr. David King, Director  
(573) 329-4050  
ftwood@ccis.edu

**Jefferson City**

Kim Bonine, Director  
(573) 634-3250  
jeffcity@ccis.edu

**Kansas City**

Cindy Miller, Director  
(816) 795-1515  
kansascity@ccis.edu

**Moberly**

Dr. Bruce Jackson, Director  
(660) 263-4110, ext. 336  
moberly@ccis.edu

**Lake of the Ozarks**

Dr. John Keeney, Director  
(573) 348-6463  
lakeozark@ccis.edu

**Christian County**

Kathy Gress, Director  
(417) 581-0367  
christiancounty@ccis.edu

**Rolla**

Dr. Greg Stratman, Director  
(573) 341-3350  
rolla@ccis.edu

**St. Louis**

Debra Shrout, Director  
(314) 429-5500  
stlouis@ccis.edu

**NEW YORK**

**Fort Drum**  
Wanda Lancaster, Director  
(315) 775-0128  
ftdrum@ccis.edu

**Hancock Field**

John Hammill, Director  
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syracuse@ccis.edu

**OKLAHOMA**

**Fort Sill**  
Rocky Pines, Director  
(580) 353-7884  
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**SOUTH CAROLINA**

**NWS Charleston**  
Keith McIver, Director  
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nwscharleston@ccis.edu

**TEXAS**

**Fort Worth**  
John Hardy, Director  
(817) 377-3276  
ftworth@ccis.edu

**UTAH**

**Salt Lake**  
Jewly Harris, Director  
(801) 972-6898  
saltlake@ccis.edu

**WASHINGTON**

**NS Everett/Marysville**  
Tom Larsen, Director  
(425) 304-4480  
marysville@ccis.edu

**NAS Whidbey Island**

Marjean Knokey, Director  
(360) 279-9030  
whidbey@ccis.edu

**ONLINE CAMPUS**

Michael Grissom,  
Assistant Dean  
(573) 875-7246  
(800) 231-2391, ext. 7246  
onlinecampus@ccis.edu

## THE HOME CAMPUS

**Atkins-Holman Student Commons.** Located at 1009 Rogers Street. Completed in 2004, this building is named for the parents of Linda Holman Atkins, Christian College alumna, and Thomas Atkins, Trustee Emeritus of Columbia College. The Commons houses Campus Life offices, Career Services, Student Health Services, Barnes and Noble Bookstore, a snack bar and coffee shop and a recognition gallery featuring distinguished alumni. It also provides study and lounge areas for both day and evening students.

**Banks Hall.** A residence hall completed in 1967, Banks houses 108 students in double rooms. There are community baths, special study rooms, and activity lounges on each floor. A computer lab is located on the second floor. Originally named North Hall and subsequently named in honor of Hartley Banks, Sr., chairman of the board and trustee from 1945 to 1971.

**Bass Commons.** Dedicated in 1978, the front campus area is a park-like setting and location for the Ivy Chain ceremony. Named in honor of Mary Machir Dorsey Bass, class of 1901.

**Brown Hall.** Constructed in 1995, this building houses studios for painting, design, ceramics, drawing, printmaking and photography, as well as art faculty offices. General classrooms, including the multimedia classroom, are also located on the lower level. Named in honor of Emma Jean Brown Ballew, class of 1923, to commemorate her generous bequest to the College.

**Buchanan Hall.** Constructed in 1977 and renovated in 2007, this building is named for Genevieve Koontz Buchanan, class of 1938, because of her generosity. This building provides general classrooms and student computer labs.

**Dorsey Hall.** Attached to the east wing of St. Clair Hall by a covered walkway, Dorsey Hall is primarily a classroom building, completed in 1911. Dorsey Hall also houses the chapel and the Jane Froman Studio. Dorsey Gym is used for receptions, conferences and other special events. Named through the benevolence of trustee Robert M. Stockton, for Jeremiah Spires Dorsey, trustee from 1863 to 1908.

**Dulany Hall.** Built in 1965, Dulany Hall contains dining facilities. It is also used as a multipurpose area for social functions and receptions and houses the Lee Room and the Cougar Room. Named for William H. Dulany, trustee from 1922 to 1948, in honor of his bequest to the College.

**Hughes Hall.** Built in a traditional English design in 1939, Hughes Hall houses 73 women in double-room suites. Kitchen facilities are located on each floor and a formal parlor is on the main floor. A computer lab is also available on the main floor.

**Larson Gallery.** Dedicated in May 1996, Larson Gallery is located on the first floor of Brown Hall. It features periodic exhibitions of visual art including works from practicing artists and various collections. It is free and open to the public. Named in honor of distinguished professor emeritus Sidney Larson (Honorary Alumnus Class of 2001), an art faculty member for 50 years.

**Launer Auditorium.** Launer Auditorium, built in 1903 and attached to St. Clair Hall by a covered walkway, was renovated in 1992 and again in 1997. It seats over 500 for convocations and artistic performances. Named in 1972 in honor of Franklin B. Launer, the director of the conservatory of music for 37 years.

**Miller Hall.** Completed in 1960, Miller Hall is the largest residence hall on campus, housing 154 students in double-room suites connected by full baths. It contains kitchen facilities, study rooms and a computer lab. Named in honor of former president James C. Miller, who led the College from 1938 to 1956.

**Missouri Hall.** Completed in 1920 and renovated in 2006, Missouri Hall houses the Florence Larsh '49 Center for Registration and Financial Services, Andrew J. Bass Center for Admissions, Ether L. Bruce Math Center, Elizabeth Toomey Seabrook '42 Writing Center, The Carol Vinkemulder Frobish '49 Parlors, Don and Betty Landers English Parlor, Janet Carter Wright '58 Foyer, Frances Thompson Dillingham '29 Conference Room (First Floor)

and the Diane (Berry '59) and David O'Hagan Conference Room (Third Floor). Also located within are Student Records and Transcripts, Evaluations, Student Support Services (including the Disabilities Services Office), Payroll and Evening Campus Offices.

**Nursing Education Center.** Located at 709 North Eighth Street. This building houses the Nursing practice laboratory, classrooms and faculty offices.

**Online Education Building.** Located at 310 N. 10th, this building houses the offices of the online education program.

**Owens Soccer Stadium.** Named for R. Marvin Owens in recognition of his service to the College as a board member since 1975. Renovated in 2005.

**Robnett-Spence Laboratories and Security Office.** Built in 1969, Robnett-Spence houses science laboratories and the Security Office. Named to honor a gift from Mittie Robnett Spence, class of 1904, and housing the James L. "Bud" Walton Science Laboratories.

**St. Clair Hall.** The main administration building, St. Clair Hall was built in 1900 from pressed brick and Bedford stone in an Elizabethan style. Many administrative and faculty offices are located on the first and second floors. The third floor houses faculty offices, general classrooms and the college archive. Mail and print services is located on the garden level. Named to recognize the contributions and leadership of College presidents Luella St. Clair Moss and her husband, Frank St. Clair.

**Southwell Complex.** Dedicated in 1988, the Southwell Gymnasium is home to the Columbia College Cougar basketball and volleyball squads. Southwell also houses tennis courts, locker rooms and the sports information coordinator's office. An addition/arena was completed in Fall 2002. Named in recognition of a major gift from Virginia Southwell Singletary, class of 1939, a board of trustees member from 1968 until her death in 1989.

**Southy Building.** Built in 1986, this building houses athletic offices and the indoor fitness center. Named in recognition of a major gift from Virginia Southwell Singletary, class of 1939, a board of trustees member from 1968 until her death in 1989.

**Stafford Library.** Completed in fall of 1989, the J.W. "Stan" and Lois Stafford Library houses all library collections and audiovisual materials. The Curriculum Resource Center and one classroom are also located in this building.

**Wightman Maintenance Building.** This building houses the maintenance and housekeeping departments. Named in honor of Maurice Wightman, superintendent of grounds for 62 years.

**Williams Hall.** Purchased in 1851, Williams Hall is the oldest college building in continuous use for educational purposes west of the Mississippi River and has been designated a historic site. Previously the music building, Williams Hall now houses business administration faculty offices and general classrooms. Named in 1969 in honor of the first College president, John A. Williams.

**Atkins-Holman Student Commons**  
 Bookstore • Campus Life • Cougar Cafe  
 Career Services • Health Services

**Brown Hall**  
 Larson Gallery • Classrooms

**Dorsey Hall**  
 Chapel • Jane Froman Studio • Classrooms

**Dulany Hall**  
 Dining Hall, Banquet, Cougar & Lee Room

**Missouri Hall**  
 Administrative Offices • Admissions • Evaluations  
 Registration & Financial Services • Evening Campus  
 Tutoring

**Robnett-Spence**  
 Campus Safety

**St. Clair Hall**  
 Administrative Offices • Alumni & Development  
 Academic Affairs • Faculty • Human Resources  
 Classrooms

**Southwell**  
 Arena • Courts

**Southy**  
 Athletic Department

**Wightman**  
 Maintenance

# COLUMBIA COLLEGE



Handicap Parking

Handicap Accessible Entrance

# Evening Classes

## 2010-2011 Academic Calendar

### **August Session (10/31) August 23 – October 16, 2010**

Mon	Jul 5	.....	Registration begins for returning seniors and new students
Wed	Jul 7	.....	Registration begins for returning juniors
Thurs	Jul 8	.....	Registration begins for returning sophomores
Fri	Jul 9	.....	Registration begins for returning freshmen
Mon	Jul 26	.....	Registration begins for Non-Degree Seeking students
Wed	Aug 11	.....	Evening Campus Faculty/Staff Picnic
Wed	Aug 18	.....	Orientation for new evening students
Mon	Aug 23	.....	MW classes begin
Aug	23-27	.....	Late registration (\$35 fee)
Tues	Aug 24	.....	TTH classes begin
Fri	Aug 27	.....	Friday classes begin
			Last day to add classes
Sat	Aug 28	.....	Saturday classes begin
Mon	Aug 30	.....	Last day to drop a course without academic record and financial liability
Mon	Sept 6	.....	Labor Day Holiday: no classes; offices and library closed (library closed Sep 4-6)
Fri	Sept 10	.....	Make-up date for MW classes
Fri	Oct 1	.....	Last day to withdraw from classes with grade of W
Wed	Oct 13	.....	MW classes end
Thurs	Oct 14	.....	TTH classes end
Fri	Oct 15	.....	Friday classes end
Sat	Oct 16	.....	Saturday classes end
Mon	Oct 18	.....	Grades entered by 12:00 noon

### **October Session (10/32) October 22 - December 18, 2010**

Mon	Sep 13	.....	Registration begins for returning seniors and new students
Wed	Sep 15	.....	Registration begins for returning juniors
Thurs	Sep 16	.....	Registration begins for returning sophomores
Fri	Sep 17	.....	Registration begins for returning freshmen
Mon	Oct 4	.....	Registration begins for Non-Degree Seeking students
Wed	Oct 20	.....	Orientation for new students
Fri	Oct 22	.....	Friday classes begin
Sat	Oct 23	.....	Saturday classes begin
Mon	Oct 25	.....	MW classes begin
Oct	25-29	.....	Late registration (\$35 fee)
Tues	Oct 26	.....	TTH classes begin
Fri	Oct 29	.....	Last day to add classes
Mon	Nov 1	.....	Last day to drop a course without academic record and financial liability
Fri	Nov 5	.....	Friday make-up for MW classes
Thurs	Nov 11	.....	Veterans Recognition Day
Fri	Nov 12	.....	Friday make-up for TTH classes
			Thanksgiving Break; evening classes meet Nov 22 & 23; day and graduate classes do not meet; offices and library open Nov 22–24 8:00 am – 5:00 pm; offices and library closed Nov 25-27; library open Nov 28 2:00-10:00 pm

Sat	Nov 27	.....	Saturday classes do not meet
Mon	Nov 29	.....	Classes resume
Fri	Dec 3	.....	Last day to withdraw from classes with grade of W Holiday Lighting Ceremony/Reception
Wed	Dec 15	.....	MW classes end
Thurs	Dec 16	.....	TTH classes end
Fri	Dec 17	.....	Friday classes end
Sat	Dec 18	.....	<b>Nurse's Pinning Ceremony, 10:00 am</b> <b>COMMENCEMENT, 12:00 pm (all programs)</b> Saturday classes end
Mon	Dec 20	.....	Grades entered by 12:00 noon
Dec	23-24	.....	Offices and library closed
Dec	30-31	.....	Offices and library closed

### **January Session (10/33) January 10 – March 5, 2011**

Mon	Nov 22	.....	Registration begins for returning seniors and new students
Wed	Nov 24	.....	Registration begins for returning juniors
Thurs	Nov 25	.....	Registration begins for returning sophomores
Fri	Nov 26	.....	Registration begins for returning freshmen
Mon	Dec 20	.....	Registration begins for Non-Degree Seeking students
Tues	Jan 4	.....	Evening Faculty Dinner/Meeting
Sat	Jan 15	.....	Orientation for new students
Mon	Jan 10	.....	MW classes begin
Jan	10-14	.....	Late registration (\$35 fee)
Tues	Jan 11	.....	TTH classes begin
Fri	Jan 14	.....	Friday classes begin Last day to add classes
Sat	Jan 15	.....	Saturday classes begin
Mon	Jan 17	.....	Martin Luther King, Jr. Birthday Observance; classes do not meet; offices and library closed
Tues	Jan 18	.....	Last day to drop a course without academic record and financial liability
Fri	Jan 21	.....	Make-up date for MW classes
Fri	Feb 18	.....	Last day to withdraw from classes with grade of W
Wed	Mar 2	.....	MW classes end
Thurs	Mar 3	.....	TTH classes end
Fri	Mar 4	.....	Friday classes end
Sat	Mar 5	.....	Saturday classes end
Mon	Mar 7	.....	Grades entered by 12:00 noon
Mar	7-11	.....	Spring break; evening classes do not meet; day and graduate classes do meet

### **March Session (10/34) March 11 – May 5, 2011**

Mon	Feb 14	.....	Registration begins for returning seniors and new students
Wed	Feb 16	.....	Registration begins for returning juniors
Thurs	Feb 17	.....	Registration begins for returning sophomores
Fri	Feb 18	.....	Registration begins for returning freshmen
Mon	Feb 28	.....	Registration begins for Non-Degree Seeking students
Mar	7-10	.....	Spring Break; evening classes do not meet; day and graduate classes do meet
Wed	Mar 9	.....	Orientation for new evening students



# ACADEMIC POLICIES, REGULATIONS, AND PROCEDURES

The responsibility for understanding and meeting graduation requirements rests entirely with the student.

## ADVISING

### ACADEMIC ADVISING PHILOSOPHY

Academic advising at Columbia College is based on the belief that advising is a developmental process, recognizing such logical and sequential steps as exploration of life goals, exploration of career goals, selection of a major program of study, and selection and scheduling of courses. The decision-making process of exploring, integrating, and synthesizing should be an ongoing and multifaceted responsibility of both the student and the advisor, the ultimate goal of which is student growth. Through such a person-centered approach, academic advising assists students in creating a personally relevant plan for educational, career and life fulfillment.

### ACADEMIC ADVISOR

The College has a carefully planned program of student advising. In addition, individual relationships are maintained between students and instructors in the classroom and through informal conferences. After students have been admitted, they are assigned an advisor. The advisor assists in planning academic work and in solving general problems during the student's college career. (A change in advisor may be requested by making a formal request through the Director of the Evening Campus.)

**While the College provides academic advisement, the responsibility of meeting all degree requirements rests with the student. Students are required to officially declare their majors in the Evaluations Office during the sessions in which 48-60 semester hours are scheduled for completion.**

## INTERNSHIPS

Internships are in-depth, practical learning experiences wherein students are placed in various agencies and/or organizations compatible with their academic majors and educational interests. Internships are supported by the College's academic mission and by the belief that theoretical knowledge is enhanced by and through the application of that knowledge.

As learning experiences, internships are coordinated by faculty working in conjunction with a designated supervisor in the agency or organization. A formal contract is developed in cooperation with the

student, the faculty member, and the agency supervisor. This contract defines the nature and objectives of the learning experience and the responsibilities of each party involved. Specific requirements vary with the academic programs and agencies involved.

Internships are available in the junior or senior academic years. Two course numbers are assigned for internships: 399 and 499. Students enroll for credit during the term in which they undertake the internship. Departments may limit the number of hours acquired by internship. Some programs require a cumulative GPA of 3.0 or higher for enrollment in internships.

Students are expected to work in an agency or organization for a minimum of 45 clock hours for every semester hour for which they enroll.

Evaluation of student performance is made by the faculty member and the agency supervisor. The successful completion of contracted papers, projects and tasks must occur before credit is given. If a student is dismissed from an internship position by the agency for legitimate reasons (a situation tantamount to being fired), the student fails the course. However, if a situation beyond the student's control results in that student's inability to complete the course, then the student must initiate action through the faculty member to find an alternative resolution.

## OVERLOAD POLICY

Students are required to obtain permission to enroll in nine hours during an eight-week session. This includes courses taken through the Evening Campus, the extended campuses, and the Online Campus. Only those students close to graduating from Columbia College, with a minimum 3.0 cumulative grade point average and a compelling reason to take a course overload in an eight-week session may apply to the Director of the Evening Campus. **Students must first visit with their advisor to discuss all available alternative options.** If an overload is approved, there will be no overload fee charged.

## COURSE PREREQUISITES

Course prerequisites are established to ensure that a student has adequate academic preparation to succeed in a particular course. Electronic prerequisite enforcement helps ensure that students meet prerequisite requirements. **However, it is the stu-**

**dent's responsibility to closely examine the course descriptions to determine if prerequisites exist and enroll in courses in the proper sequence.**

In some exceptional cases it may be apparent that the student possesses the required skills and knowledge to succeed in a particular course, even though s/he has not taken the prerequisite course. In this case the prerequisite course may be waived by the Campus Director with approval of the appropriate faculty member. Waiver of a course prerequisite does not remove the requirement to complete the course if it is a requirement for the student's degree program.

## ASSESSMENT

Columbia College uses the results of Major Field Tests and MAPP (Measures of Academic Proficiency and Progress) to improve learning experiences and the curriculum both in specific majors and general education.

### Major Field Test

The Major Field Test (MFT) is a nationally normed standardized test taken by thousands of students at college and universities throughout the United States. The content of the Major Field Test reflects the basic knowledge and understanding gained in the core undergraduate curriculum. The tests are designed to assess mastery of concepts and principles, as well as knowledge expected of students at the conclusion of a major in specific subject areas.

The MFT will be administered during the capstone course.

MAPP Test (The Measure of Academic Proficiency and Progress)

The MAPP test is a nationally normed standardized test taken by thousands of students at colleges and universities throughout the United States.

The MAPP test focuses on skills developed in introductory courses in the humanities, social sciences, and natural sciences. It concentrates on issues, themes, and ideas.

## ATTENDANCE AND LACK-OF-EFFORT POLICIES

Students are expected to attend all classes and laboratory periods for which they are enrolled. The instructor defines conditions under which an absence is excused. The instructor is responsible for the maintenance of standards and quality of work in his or her classes. An absence is an individual matter between student and instructor.

Students are directly responsible to instructors for class attendance and for work missed during an absence for any cause. If absences jeopardize prog-

ress in a course, the student's instructor will submit an attendance warning letter promptly to the Student Records Office. An instructor may drop such a student from the course; and any drop initiated during the semester or session by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record as grades F or W at the discretion of the instructor. Columbia College reserves the right to drop or withdraw students from courses due to lack of attendance. This information may be reported to various government agencies.

Signs are posted if an instructor cannot attend during any regularly-scheduled class period. In the event that the instructor does not arrive at an appointed class a representative of the class should make inquiries in the Evening Campus Office.

Please refer to the Financial Aid section regarding attendance requirements for financial aid purposes.

## CATALOG CHANGES AND TIME LIMIT FOR COMPLETING DEGREE

No time limit exists for a student to complete a degree. Students have the option of graduating under the requirements of the catalog, including general education requirements and courses designated as general education, in effect at the time of their graduation from the College or in effect at the time of their initial enrollment to the College provided no more than eight years have elapsed between initial enrollment and graduation. Students enrolled through the Service Members' Opportunity College Program are exempt from the eight-year limitation.

**The responsibility for understanding and meeting graduation requirements rests entirely with the student. Students must also understand that some departmental changes to specific requirements, prerequisites, etc. may affect their degree program.**

**An official drop or withdrawal takes place only when a student officially requests a drop or withdrawal through appropriate channels as listed below. Students may drop in eServices but withdrawals must be done at the campus with paperwork turned in by the appropriate deadlines. A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to withdraw from class does not constitute official drop or withdrawal. Withdrawals become effective the date the campus receives the form.**

## ADDING A COURSE

Evening students may add courses until 5:00 p.m. on the **fifth** class day of the session (Saturdays not included). Forms are available in the Registration and Financial Services Office. The forms must be

returned to the Registration and Financial Services Office before the end of the add period for the courses. At that time, courses are added to the students' schedules if space is available in the class.

## DROPPING A COURSE

**Drop During First Week of Session:** A student may drop a course or courses during the first week of a session for any reason. No punitive grade or financial liability will be issued PROVIDED the student drops through eServices OR an Add/Drop/Withdrawal form is received at the campus prior to close-of-business on the first business day of the second week of the session.

## STUDENT CONDUCT

The College has adopted a Student Conduct Code to protect the rights of students, faculty, staff and the College itself. This code ensures that the Columbia College learning community is one characterized by mutual respect, civility and good citizenship.

Columbia College students, as members of the academic community, are expected to accept and adhere to these high standards of personal conduct. Students shall:

1. Treat all members of the College community with courtesy, respect and dignity.
2. Comply with directions of College officials acting in the performance of their duties.
3. Treat the campus itself, including buildings, grounds and furnishings, with respect.
4. Respect the rights and property of other members of the College community.
5. Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
6. Accept responsibility for and the consequences of their actions and shall encourage responsible conduct in others.
7. Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
8. Abide by all published policies including but not limited to those that appear in the College Catalog, Student Handbook, Residential Life Handbook and Code for Computer Users.
9. Refrain from any contact with firearms on campus and from tampering with fire safety equipment in college buildings and on campus grounds.

10. Have no firearms, weapons or any other item designed to inflict harm or damage on campus. Sworn law enforcement and military officials possessing firearms while on duty may be exempt.
11. Behave in a manner that does not intentionally or recklessly interfere with normal college sponsored activities, including, but not limited to, studying, teaching, research, college administration, or fire, police or emergency services.
12. Refrain from behavior that intentionally or recklessly endangers, threatens, or causes physical or emotional harm to any person including self, or that intentionally or recklessly causes reasonable apprehension of such harm.

The Student Code of Conduct, as well as the following guidelines outlining the adjudication of conduct-related offenses, applies to all Columbia College students.

### Academic Integrity

The College expects students to fulfill their academic obligations through honest and independent effort. In a community of scholars committed to truth, dishonesty violates the code of ethics by which we live and is considered a serious offense subject to strong disciplinary actions. Academic misconduct includes but is not limited to the following:

1. Knowingly furnishing false or misleading information.
2. Falsification, alteration or misuse of college forms or records.
3. Any joint effort in examinations, assignments, or other academic activity unless authorized by the instructor.
4. Plagiarism in any form; using another's phrase, sentence, or paragraph without quotation marks; using another's ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one's own.
5. Willfully aiding another in any act of academic dishonesty. Columbia College is equally concerned about the interpersonal social relationships that affect the learning environment. Respect for the conditions necessary to enhance learning is, therefore, required.

Procedures:

Generally, the faculty will handle offenses related to academic misconduct and assign appropriate penalties without involving others. In such cases, the following procedure will be followed:

1. The faculty member who, upon investigation, suspects academic misconduct will, if possible, confer with the student suspected.
  - a. If the faculty member determines the student is not responsible for engaging in academic misconduct, the matter will be dropped.
  - b. If the faculty member determines the unacceptable behavior was unintentional, the violation will be explained and an alternative penalty will be imposed at the discretion of the investigating faculty member. The Vice President for Adult Higher Education must be notified in writing of the incident and the outcome.
  - c. If the student admits responsibility for academic misconduct, or if the faculty member determines there was intentional unacceptable behavior, the faculty member may impose the penalty stated in the course syllabus. In the absence of a penalty stated in the syllabus, the penalty will be a grade of F on that activity, which will be factored into the final grade. The Associate Dean for Adult Learning and the Vice President for Adult Higher Education must be notified in writing of the incident and the action taken.
2. A student wishing to challenge or appeal the accusation of academic misconduct should seek the counsel of the Director of the Evening Campus. The Vice President for Adult Higher Education must be notified of the results of this informal disposition.
3. If either the student or the faculty member is not satisfied with the informal disposition, he/she may request a formal hearing. The individual must initiate the hearing procedure by filing an Appeal Request Form with the Vice President for Adult Higher Education within one (1) school day after the informal disposition meeting.
4. The Vice President for Adult Higher Education will review the request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the decisions. All parties involved will be notified.

It is important to note that there are those cases where the allegations and potential consequences are so serious and complex that the matter will be submitted, at the outset, to Adult Higher Education for investigation, informal disposition, and if necessary, formal disposition through a campus hearing board. Decisions regarding case jurisdiction ultimately rest with the Vice President for Adult Higher Education.

**Class Conduct**

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Persistent misconduct on the part of a student is subject to disciplinary action. Some examples of classroom misconduct that will not be tolerated include, but are not limited to the following:

- Disorderly conduct
- Harassment
- Verbal abuse
- Assault
- Interference with the educational opportunity of other students
- Attending class under the influence of alcohol or other drugs

**Personal Conduct**

Students may be disciplined for conduct, which constitutes a hazard to the health, safety, or well being of members of the college community or which is deemed detrimental to the interests of the college. These sanctions apply whether or not such conduct occurs on campus, off campus, at college-sponsored or non-college-sponsored events. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.

Procedures:

Generally, allegations regarding a student's personal conduct will be adjudicated through processes governed by the Evening Campus.

1. The Vice President for Adult Higher Education or another appropriate college official will investigate the situation and review it with the student. If it is determined that no violation occurred, then the matter will be dropped. If the student admits responsibility or the Vice President for Adult

Higher Education determines there was a violation, college disciplinary action will ensue. The student will be notified in writing of the finding of fact and the recommended disciplinary sanction recommended by the Vice President for Adult Higher Education.

2. If facing disciplinary action, the student has the right to accept the Vice President's finding of fact and recommended sanction, at which time the matter is closed; or the student may appeal to the Vice President for Adult Higher Education for a review of the finding of fact and/or the recommended sanction.
3. To initiate an appeal, the student must file an Appeal Request Form with the Vice President for Adult Higher Education within one (1) school day of the informal disposition meeting with the Vice President for Adult Higher Education. The Vice President for Adult Higher Education will review the request and determine if there are sufficient grounds for appeal and if evidence submitted warrants reconsideration of the decision. All parties will be notified.
4. If a decision is made to reconsider, a campus hearing board will be empaneled to hear the matter. Decisions are final.

Campus Directors for the Evening Campus, Adult Higher Education and Online Campus will be responsible for disposition of less serious conduct-related offenses. For more serious offenses, disposition will be handled by the Campus Life Department.

## RESIDENCE CREDIT

"Residence credit" or "credit earned in residence" refers to credits earned through Columbia College.

For Associate in Arts, Associate in General Studies and Associate in Science degrees, 15 of the last 24 semester hours of coursework must be completed with Columbia College. For the baccalaureate degree, 24 of the last 36 semester hours of coursework must be completed with the college.

## GRADING SYSTEM

Academic progress is reported at the session's end.

## GRADES AND NOTATIONS

- A..... Excellent
- B..... Superior

- C..... Satisfactory
- D..... Inferior
- F..... Failing
- I..... Incomplete: Unfinished work to be completed without further class attendance.
- N..... Audit: Did not complete course.
- S/U ..... Satisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen
- U..... Unsatisfactory. An option that can be used as a grade for MATH 104, MATH 106, and ESOL 101, 102, 103, 104, 105, and ENGL 107.
- W..... Withdraw
- WE ..... Excused from the course for extraordinary circumstances.\*
- Y..... Audit: Completed course. No official credit recorded on transcript.

### \*Extraordinary Circumstances

Generally, this phrase is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, a change in the student's employment, and mental or physical illness befalling the student or a member of his/her immediate family).

## APPEALS

Grade appeals should be filed only when it is possible to demonstrate with substantial objective evidence that an incorrect or an unfair grade has been assigned. If a student believes that the final grade received in any course is incorrect or unfair, he or she follows the grade-appeal procedure outlined below:

1. Discuss the problem with the faculty member (instructor) involved.
2. If not satisfied with that faculty member's explanation, seek mediation from the Director of the Evening Campus.
3. Failing resolution of the problem, student makes an appeal to the Vice President for Adult Higher Education by requesting a grade appeal hearing. This request is filed in writing with the Vice President for Adult Higher Education within 60 calendar days after grades have been issued by the Registrar. The Vice President for Adult Higher Education may inform the student that materials submitted do not support the request for change in grade and/or forward the appeal to the Campus Hearing Board. The decision of the Campus Hearing Board is final. The chair of the Campus Hearing Board communicates this decision in writing to the student, the Vice President for Adult

Higher Education, the Dean for Campus Life, and any other parties involved in the appeal. If a change in grade or academic standing results, the chair of the Campus Hearing Board notifies the Registrar of the new grade or change in standing.

- In the event that new evidence becomes available, a request may be made in writing to the Vice President for Adult Higher Education, who determines whether the appeal is to be reconsidered. If a question arises regarding procedural correctness or impartiality, the issue may be brought to the Vice President for Adult Higher Education who has the final authority in passing judgment on such matters.

### AUDIT

Students may audit a regularly scheduled class for no grade and no credit. However, participation in the course is noted on their official record. Auditing provides students the opportunity to pursue an interest in a particular subject without being graded. Acceptable performance, attitude, and attendance, as defined by the instructor for the course, are expected. Audit enrollments do not fulfill requirements for course work for degree completion, requirements for load considerations by the Veterans Administration for educational benefits, or requirements for financial aid awards. If students enroll for an audit course, they are subject to regular enrollment procedures and a \$90 per-semester-hour fee. Students are also liable for all course lab fees. All students enrolling under this policy are required to complete the Auditing: Information and Request Form, which is available in the Registration and Financial Services Office or the Student Records Office.

Applicants requesting to only audit a course are subject to the standard admission requirements.

Some programs of the College, e.g., Piano, Voice, Nursing and Online Campus courses are not available for audit.

### AVERAGE (GPA)

Grade-point average (GPA) is determined by assigning point values to letter grades for each semester hour earned at Columbia College. Quality points are assigned as follows: A = 4, B = 3, C = 2, D = 1, F = 0.

2-Step Formula for computing a GPA for one session is as follows:

**Step 1:** Credit Hours x Quality Points assigned for each course grade = Total Quality Points for each course.

**Step 2:** Total Quality Points for each course ÷

Credit Hours Attempted = GPA

Example of a typical course schedule for an 8-week session:

Course	Credit hours	Grade	Quality Points
English Composition	3	3(B)	9
Principles of Biology	3	4(A)	12
Biology Laboratory	2	2(C)	4
	<b>8</b>		<b>25</b>

Divide the total number of quality points earned (25) by the total number of credit hours attempted (8). The GPA for that session is 3.125.

If a student fails a course, he/she receives no quality points for the course credit hours attempted. This failure adversely affects total quality points since the hours failed remain part of the formula for computing the GPA.

The cumulative GPA is determined by dividing the total quality points earned by the total credit hours attempted at Columbia College. Courses that are repeated or taken on a pass/fail (S-U grade) basis are not considered when determining a semester or cumulative GPA. See section "Repeating A Course."

### CHANGES OF GRADE

A change in grade may be made when a computational error has been made by the instructor. Request for a grade change is honored only when approved by the Vice President for Adult Higher Education. Requests must be submitted within 60 days of grades being issued by the Registrar's Office.

### CLASSIFICATION

Students are designated freshmen, sophomores, juniors, and seniors according to the following standard of completed credit hours:

0 - 23.9	Freshman
24 - 51.9	Sophomore
52 - 83.9	Junior
84 - 120+	Senior

According to United States Department of Education regulations and Missouri Coordinating Board for Higher Education policy, all students applying for federal and/or state financial assistance must maintain satisfactory progress in a degree program to receive funding. Satisfactory progress is measured in terms of qualitative, quantitative and maximum time frame standards. Once a student receives financial aid, all course work in prior terms will count toward these standards.

## DIRECTED STUDY

Directed study is available within most academic disciplines. Its purpose is to allow students to undertake additional, in-depth study of a topic that transcends the existing coursework described in the academic catalog. Directed study is not available for audit (see Audit above).

Students enrolling in these courses work closely with a selected faculty member, meeting on a regular basis, and working toward a mutually agreed-upon goal. Students approach a faculty member with a written proposal. If the proposal is approved, the faculty member and the student then complete the application form. The application form is to be submitted to the Director of the Evening Campus for approval. The proposal is to be attached to the form, which also requires approval by the supervising faculty member and his/her department chair.

This contract defines the title of the study, the learning objectives, resources to be used, evaluation methods to be employed, and other academic information. Since it is retained in the student's academic file, the proposal must be completed on the college form that is available in the Registration and Financial Services Office or the Student Records Office.

To be eligible for Directed Study, students must meet the following requirements: (1) completion of at least 45 semester hours of coursework, (2) prior completion of at least 6 semester hours in the discipline of the proposed study and (3) a cumulative GPA of 3.0 or higher.

## INCOMPLETE COURSEWORK

The grade of I (Incomplete) is reserved for "extraordinary circumstances" that prevent a student from completing the requirements of a course by the end of the semester or term. The phrase "extraordinary circumstances" is narrowly interpreted to mean unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, a change in the student's employment, mental or physical illness befalling the student or a member of his/her immediate family). The request for an Incomplete must be initiated by the student and only the instructor may grant an incomplete. In such cases the instructor makes specific written arrangements with the student for making up the grade.

If a student receives an Incomplete, he/she must complete all work by the end of two eight-week sessions unless the instructor requires a shorter completion date. Extensions beyond the two session completion time must be granted in writing by the Associate Dean For Adult Learning. Students are responsible for this deadline. Incompletes that are not finished are to be permanently recorded by the instructor as "I" or any other grade.

When incomplete work in a course is completed,

the instructor is responsible for reporting the letter grade that replaces the I on the student's permanent record.

## PASS/FAIL

Students may elect to take one course per session on a pass/fail basis. These may not be courses in the declared major. (Exception: Honors projects in the major may be taken pass/fail.) Certain courses, by program definition, are always taken on a Satisfactory/Unsatisfactory basis. To receive a grade of S, work must equal the work of other students who earn an A, B, or C. Further details are available from advisors or in the Student Records Office. Students must designate at the time of registration that they wish to take a course pass/fail.

Each term, students enrolling in a course pass/fail may convert to the pass/fail from the regular grading system (A, B, C, D, or F) or from the pass/fail to the regular grading system up to the end of the first quarter (usually 4 weeks for a semester, 2 weeks for a session) of that term. **Courses taken on a pass/fail basis are not considered when determining Dean's List eligibility.**

## REPEATING A COURSE

Any Columbia College course may be repeated at Columbia College in an attempt to improve the grade. The grade earned the second time the course is taken is used to determine grade-point average, and the first grade is identified as R (Repeat) on the transcript. The first grade is not included in total hours attempted or the grade-point average. In all cases, the second grade is the one that is recorded. No duplicate credit is given. Additionally, students who use federal financial aid assistance or tuition assistance from other agencies or departments must check with the Registration and Financial Services Office to determine financial liability when repeating a course.

### Withdrawal From a Course

If students withdraw from courses in person between the end of the drop period and the end of the 6th week of class they receive a Withdraw (W) grade. Withdrawals must be done at the Registration and Financial Services office with paperwork turned in by the appropriate deadlines. Beginning with the 7th week of classes withdrawals may occur only if extraordinary circumstances are applicable. Students do not receive grade points for Withdraw (W) grades, but a notation appears on the transcript. See the explanation of extraordinary circumstances in the Grading System.

If, because of extraordinary circumstances as defined in the catalog, a student wishes to withdraw then a grade of WE (Withdraw Excused) may be requested. A request for a grade of WE must be accompanied by a letter from the student explaining

the circumstances. In addition, substantiating documentation must be provided. A grade of WE may be requested any time during a term. It is not automatic and is subject to review and approval. All classes currently enrolled in must be included in the WE request.

Students must submit a withdrawal form to Registration and Financial Services Office. Withdrawal requests cannot be submitted through eServices but may be faxed. Withdrawals are effective the date the form is received by a staff member in one of the above-listed offices. Discontinuing class attendance does not constitute withdrawal from a course; students who do not complete the withdrawal process as outlined above may receive a grade of F.

## CANDIDACY FOR DEGREE

Declaration of candidacy for degree must occur no later than one session prior to the last session of enrollment for degree completion. Candidacy forms are to be filed in the Evaluations Department after payment of the graduation processing fee at the Registration and Financial Services Office. Candidacy forms are available in the Evaluations Department.

**Responsibility for understanding and meeting graduation requirements rests entirely with the student.**

### Guidelines for July Graduates to Participate in the May Commencement Ceremony

To be eligible to participate in the May commencement ceremony, students anticipating a July degree completion date must file a *Declaration of Candidacy for Degree* form prior to the May ceremony participation deadline. A degree audit will determine eligibility. Students who are not clear for a July completion date will **not** be eligible for participation in the May ceremony. They will default to a later degree date as well as a later commencement opportunity. Any exceptions will be via written appeal by the student, submitted to the Evaluations Department and reviewed and decided upon by the Executive Vice President and Dean for Academic Affairs.

July graduates who opt to participate in the May ceremony will not be eligible for the President's Award as it is based on a final, cumulative GPA of 4.0 and cannot be determined prior to final coursework completion.

July graduates who do not participate in the preceding May ceremony are eligible to participate in the following December ceremony.

## PROBATION, SUSPENSION, DISMISSAL, AND READMISSION

### PROBATION

Students are placed on academic probation and may be suspended or dismissed if they fail to maintain the following cumulative GPA standards by the time they have completed the indicated number of hours, including hours accepted in transfer:

0-30.9 semester hours:	1.75 GPA
31-45.9 semester hours:	1.90 GPA
46 or more semester hours:	2.00 GPA

"Completed credit hours" refers to semester hours earned by a student for all courses for which letter grades (A, B, C, D, F, S, or U) have been received. Semester hours transferred from other colleges count as completed semester hours for determining GPA requirements; but, since no letter grades are recorded for transfer credits, such credits are not computed in the numerical GPA.

If students are placed on academic probation, they may not hold appointed or elected offices in any student organization.

If students are placed on academic probation, they must earn sufficient quality points during their probation term to bring the GPA to the standards stated above. If they fail to do so, they are suspended for the following regular academic term(s) (the next two evening sessions).

### SUSPENSION

1. A suspension is imposed on students who do not earn sufficient quality points to bring their GPA to the standards stated above. This occurs at the end of one probationary term for the following regular academic term(s) (the next two evening sessions). Students may appeal the academic suspension action. The Admissions Review Committee reviews appeals on a timely basis.
2. Regular-admit students completing their first semester or session at Columbia College with a GPA of 0 may be suspended for one semester (Day student) or two sessions (Online or Evening student). Summer-admit students completing courses with a GPA of 0 may be suspended for two sessions.
3. Students admitted by the Admissions Review Committee (see Admissions section of this catalog) and who do not earn a 2.0 GPA may be suspended (see below).

## DISMISSAL

Students may be dismissed from Columbia College if they are granted readmittance after their suspension and fail to achieve a satisfactory cumulative grade-point average in the next session.

Academically dismissed students may be reviewed for readmission to Columbia College only after a three-year period has elapsed.

Please see Readmission After Suspension section (p. 76) for details on the readmission process.

## READMISSION

Students must write a letter of appeal to the Vice President for Adult Higher Education and apply to the Admissions Office for readmission to the College after a suspension or dismissal period is completed. The Admissions Review Committee reviews student records, makes recommendations regarding eligibility to return, and establishes conditions of return. Readmission to the College is not automatic and does not establish student eligibility for financial aid.

## NON-DEGREE SEEKING STUDENTS

Non-Degree seeking students must earn a minimum 2.0 GPA in order to be eligible to reapply for non-degree seeking status. Students who do not maintain this standard may be subject to probation or suspension.

Students who are suspended may be ineligible to apply for non-degree seeking status again. In order to be reconsidered for admission to Columbia College, the student will be required to complete the process for degree-seeking students, including a review by the Admissions Review Committee.

## STUDENT'S RIGHT TO PRIVACY

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

1. **The right to inspect and review their education record within 45 days of the day the College receives a request for access.** Students should submit to the Registrar or Executive Vice President and Dean for Academic Affairs written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.
2. **The right to request the amendment of that part of a student's education record that the student believes is inaccurate or misleading.** The student should write to the Registrar, clearly identifying the part of the record he/she wants changed and specifying why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Release of Directory Information** - Under the provisions of the Act, Columbia College is allowed to disclose “directory information” without consent. “Directory information” is described as name, address, telephone number, e-mail address, dates of attendance, enrollment status, class, previous institutions attended, major field of study, awards, honors (including dean’s list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), pictures, and date and place of birth. “Directory Information” is released at the discretion of the institution. However, students who do not wish any or all of this information to be released may prevent such release by completing and signing a *Request to Prevent Disclosure of Directory Information* available in the Registration and Financial Services Office. Also available in the Student Records Office or on the website are forms a student may complete granting access of non-directory information (such as student’s account or grades) to parents or other individuals.

address and phone number, the address where the transcript should be sent, the number of copies to be issued and the payment. If payment is to be made via credit card, the card number, expiration date and a daytime phone number by which the student may be contacted must be included. A student’s current account balance must be clear prior to the release of the Transcript.

## VETERANS GUIDELINES

The Student Records and Transcripts Office certifies enrollment to the VA for educational benefits. Certification can be processed only for coursework in which the student is enrolled and which applies to the student’s declared major (with the VA). It is the veteran’s responsibility to notify the Columbia College Certifying Official each term that he/she is enrolled and wishes to be certified. The student must also notify the Certifying Official of any change in enrollment including add, drop, withdraw, or if he/she otherwise stops attending any class. Veterans are required to make satisfactory progress toward their educational goal and the school will report to the VA any changes in enrollment status or lack of academic progress. For further information call (573) 875-7504 or (800) 231-2391 extension 7504. Email inquiries should be sent to [vacert@ccis.edu](mailto:vacert@ccis.edu).

## TRANSCRIPTS AND STUDENT RECORDS

The College maintains permanent records showing the progress of each student. Student records indicate the rates at which he or she is progressing, final grades in each subject for each semester or session, withdrawals from courses and re-enrollments in subjects from which he or she had previously withdrawn.

The College maintains records through the last date of attendance or the effective date of their unofficial withdrawal.

Columbia College transcripts of permanent student records are confidential and cannot be released to anyone, except Columbia College instructors and officials, without the written permission from the student. Columbia College accepts transcript requests via mail, fax or in person. All requests must include the signature of the student whose record is being released. Requests will not be accepted via e-mail even if an electronic signature is included. Payments may be made by cash, check, money order or credit card. The Transcript fee is \$7.50 per transcript (fee subject to change without notice).

Requests must include the student’s full name, maiden or former name if applicable, dates of attendance, ID or SSN, birth date, the student’s current

# ACADEMIC PROGRAMS

## DEGREES, MAJORS AND CERTIFICATES OFFERED

### ASSOCIATE IN ARTS

### ASSOCIATE IN GENERAL STUDIES

### ASSOCIATE IN SCIENCE in:

Business Administration  
 Computer Information Systems  
 Criminal Justice Administration  
 \*Environmental Studies  
 Fire Service Administration (offered through the Evening, Online and Missouri AHE Campuses)  
 Human Services  
 \*Nursing

### BACHELOR OF ARTS with majors in:

American Studies

\*Art

Majors:

Ceramics  
 Graphic Design  
 Painting and Drawing  
 Photography  
 Printmaking

\*Biology

Business Administration

Majors:

Accounting  
 Financial Services  
 Human Resource Management  
 (Some courses must be taken online or through the Evening Campus)  
 International Business  
 Management  
 Marketing  
 Public Relations and Advertising  
 Sports Management

\*Chemistry

Criminal Justice Administration

Certificate: Crime Scene Investigation

English

History

Human Services

\*Philosophy

\*Political Science

Psychology

Sociology

\*Speech Communication

### BACHELOR OF FINE ARTS with a major in:

\*Art

Majors:

Ceramics  
 Graphic Design  
 Painting and Drawing  
 Photography  
 Printmaking

### BACHELOR OF GENERAL STUDIES

### BACHELOR OF SCIENCE with majors in:

\*Art

Majors:

Ceramics  
 Graphic Design  
 Painting and Drawing  
 Photography  
 Printmaking

\*Biology

Business Administration

Majors:

Accounting  
 Financial Services  
 Human Resource Management  
 (Some courses must be taken online or through the Evening Campus)  
 International Business  
 Management  
 Marketing  
 Public Relations and Advertising

Computer Information Systems

Computer Science

Criminal Justice Administration

Certificate: Crime Scene Investigation

\*Environmental Science

Forensic Science

Certificate: Crime Scene Investigation

Human Services

Management Information Systems

\*Mathematics

### BACHELOR'S WITH DISTINCTION

Bachelor of Arts with Distinction

Bachelor of General Studies with Distinction

Bachelor of Science with Distinction

\*Bachelor of Fine Arts with Distinction

## ACADEMIC DEPARTMENTS OF THE COLLEGE

Academic instruction is offered by faculty in nine academic departments:

**Art**  
**Business Administration**  
**Computer and Mathematical Sciences**  
**Criminal Justice Administration**  
**and Human Services**  
**Education**  
**History and Political Science**  
**Humanities**  
**Psychology and Sociology**  
**Science**

## DECLARATION OF MAJOR

Students are strongly encouraged to declare officially a major in the Evaluations Office during the semester in which 48 to 60 semester hours are scheduled for completion.

Students interested in less specialization within a major; a broad, general baccalaureate education; or more than one major should select the Bachelor of Arts degree. Students who prefer to engage in extensive specialization in one subject area are advised to elect the Bachelor of Science degree.

The Bachelor of Fine Arts (BFA) degree is a specialized degree designed specifically for students in art.

The Bachelor of General Studies is a degree designed for the student who desires a liberal arts and sciences bachelors degree without a major.

**All majors require students to successfully complete a culminating educational experience in the form of a final capstone course prior to graduation.**

## DOUBLE MAJOR

A double major is defined as a single degree with two majors (both majors must be completed within a Bachelor of Arts or a Bachelor of Science degree.) Students cannot mix degrees in a double major. A double major may be earned if requirements for both declared majors are completed. No additional residency requirement is required. Majors and minors may not be added to an already earned degree.

## DUAL DEGREES

A student wishing to earn a second baccalaureate degree at Columbia College must complete all the requirements for both degrees including at least **24 additional** semester hours within the last thirty-six hours in residence beyond the requirements for the first degree, for a total of 144 completed hours. A second Associate degree requires **15 additional**

semester hours within the last twenty-four hours in residence beyond the requirements for the first degree, for a total of 75 completed hours. ("In residence" in this context means credits earned through Columbia College courses.) Majors and minors may not be added to an already earned degree. Students earning dual degrees are required to pay two graduate fees.

Once a baccalaureate degree has been awarded the degree GPA is frozen. Subsequent coursework and grades will not be calculated into the initial degree GPA. Coursework completed as part of the initial degree may be repeated but the subsequent grade will not replace the initial grade. Both courses and grades will be reflected on the record and both will be calculated into the overall Columbia College GPA. Coursework which repeats credit applied toward an initial degree does not count towards the required 24 additional hours in residence for a subsequent degree.

## FOCUSED BACCALAUREATE ACADEMIC SEQUENCE

A *Focused Academic Sequence* (FAS) is a sequence of study (minimum of two courses) for which there is no academic degree major, minor or certificate. The FAS can be developed and implemented to quickly and effectively respond to a student's specific needs.

In a formal business memorandum, addressed to the academic department chair(s), and jointly signed by the student and the faculty member working with the student, a FAS must be requested. A FAS request, taking the form of a specific educational objective, or objectives, and specification of the completed coursework necessary for meeting the objective, or objectives, must be approved by the chair(s) of the department(s) in which coursework is to be completed. The chair of the academic department in which the student is pursuing an academic major is responsible for monitoring the student's FAS progress, and for notifying the Executive Vice President and Dean for Academic Affairs (EVPDAA) when the FAS has been completed and a letter of completion is justified. The EVPDAA issues the "Letter of Completion" and authorizes the Student Records and Transcript Office to enter notice of the letter in the student's academic transcript.

## MINORS

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major.

Academic minors may be earned in disciplines as specified by the department faculty. Requirements

are a grade point average of 2.0 or higher for 18 semester hours. The Education Certification Minors require a grade point average of 2.8 within the minor and between 43-76 semester hours depending on the individual minor.

Courses for the minor may also meet general education or major requirements, and at least 9 of the 18 semester hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit and/or enrollment (through cross-enrollment) with the University of Missouri-Columbia and/or Stephens College (see chapter on Special Academic Programs) so the total semester hours earned are at least 18.

## SPECIFIC REQUIREMENTS FOR MINORS:

**ACCOUNTING:** ACCT 280 Accounting I, ACCT 281 Accounting II; and 12 upper-level semester hours of courses with an ACCT field code or ACCT 280, ACCT 281, FINC 396 Corporate Finance, and 9 upper-level semester hours of courses with an ACCT field code.

**ART (STUDIO):** ARTS 120 Drawing I, ARTS 130 Painting I, ARTS 140 2-D Design, plus nine additional semester hours of Studio Art courses. Studio art courses are those (such as painting, graphic design, photography, printmaking, and ceramics) in which students produce a product. Such courses contrast with, for example, those concerning the history or appreciation of art.

**ART (HISTORY):** Eighteen hours of art history courses, including at least 9 semester hours in courses above the 200-level in Art History.

**BIOLOGY:** Eighteen semester hours of biology courses at the 110 level and above including at least 8 semester hours of 300- or 400-level coursework.

**BUSINESS:** Eighteen semester hours of courses including coursework in at least four of the business field codes (ACCT, CISS, ECON, FINC, MGMT, MKTG). Twelve of the 18 hours must be upper level.

**CHEMISTRY:** Eighteen semester hours in chemistry to include CHEM 301 (5 hrs) and 13 additional semester hours of chemistry courses at the

level of 200 or above. BIOL/CHEM/ENVS 395 and CHEM 490 do not count toward the 13 semester hours.

**COMPUTER INFORMATION SYSTEMS:** CISS 170 Introduction to Computer Information Systems and 15 additional semester hours of courses with a CISS field code, including at least one programming language course.

**COMPUTER SCIENCE:** (20-21 semester hours)

### A. Required Courses (14-15 hours):

CISS 240	Introduction to Programming <u>or</u>	4 hrs
CISS 241	Programming I <u>and</u>	3 hrs
CISS 242	Programming II	3 hrs
CISS 245	Advanced Programming <u>or</u>	4 hrs
CISS 243	Programming III	3 hrs
CISS 350	Advanced Algorithms and Data Structures	3 hrs
MATH 225	Discrete Mathematics I	3 hrs

### B. Electives (6 hours):

CISS 445	Programming Languages <u>or</u>	3 hrs
CISS 420	Computer Architecture <u>or</u>	3 hrs
CISS/MATH 362	Introduction to Automata Theory, Languages and Computation	3 hrs
300- or 400-level CISS course <u>or</u>		
MATH 325	Discrete Mathematics II	3 hrs

**CRIMINAL JUSTICE ADMINISTRATION:** CJAD 101 Introduction to Criminal Justice Administration; CJAD 405 Laws of Criminal Evidence or CJAD 406 Expert and Scientific Evidence or CJAD 415 Criminal Procedures; and twelve additional hours of courses with a CJAD field code.

## CRIMINOLOGY (18 hrs)

### Required Courses

SOCI 111	General Sociology	3 hrs
SOCI 216	American Social Problems	3 hrs
SOCI 218	Social Deviance	3 hrs
SOCI 321	Criminology	3 hrs
SOCI 331	Juvenile Delinquency	3 hrs
SOCI/HUMS 365	American Social Policy	3 hrs

**ECONOMICS:** Eighteen semester hours of courses to include ECON 293 Macroeconomics, ECON 294 Microeconomics, ECON 393 Intermediate Macroeconomics, ECON 394 Intermediate Microeconomics, ECON/FINC 395 Financial Markets and Institutions and ECON/FINC 495 International Finance.

**EDUCATION, GENERAL:** Eighteen semester hours of courses with an EDUC field code or a three-semester-hour psychology course that is required in the education certification sequence and 15 semester hours of courses with an EDUC field code.

**EDUCATION CERTIFICATION:** The Education Certification Minors (Art Education K-12, study of Elementary Education, Middle Level Education and Secondary Education) require a grade of C or higher in all courses, a grade point average of 2.8 within the minor and between 43-61 semester hours depending on the individual minor. See pages 47-57 for specific requirements.

**ENGLISH:** Eighteen semester hours of English courses excluding ENGL 111 English Composition I and below. Six semester hours must be 300- or 400-level ENGL courses.

**ENVIRONMENTAL SCIENCE (Total 18 hrs):**

**A. Required Courses (11 hrs)**

ENVS/BIOL 115	Introduction to Environmental Science	3 hrs
ENVS/BIOL 115L	Introduction to Environmental Science Laboratory	2 hrs
ENVS/BIOL 320	Ecology	3 hrs
CHEM 109	Chemistry for Biological and Health Related Sciences <u>or</u>	
CHEM 110	Chemistry I	3 hrs

**B. Electives (7 hrs)**

Electives must be selected from the following list (3 hours must be from 300- or 400-level courses):

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Lab	2 hrs
CHEM 111L	Introductory Chemistry Laboratory Experience (When taken with CHEM 109 or CHEM 110)	2 hrs
BIOL 222	Biodiversity	3 hrs
BIOL 342	Genetics	3 hrs
BIOL 410	Molecular Biotechnology	3 hrs
CHEM 330	Environmental Chemistry	3 hrs
BIOL/ENVS 300	Evolution	3 hrs
ENVS/GEOG 220	Introduction to Atmospheric Sciences	3 hrs
ENVS/GEOG 251	Resource Management	3 hrs
ENVS 390	Culminating Experience in Environmental Studies	1 hr
ENVS 233/333/433	Topics	3 hrs

**ETHICS (Total 18 hrs)**

**A. Required Courses (3 hrs)**

PHIL 330	Ethics	3 hrs
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**B. Electives (15 hrs)**

Electives must be selected from the following courses:

CJAD 345	Ethics and Morality in Criminal Justice	3 hrs
EDUC 200	Law, Ethics and Education	3 hrs
ENGL 331	Ethical Issues in Literature	3 hrs
HNRS 340	Schiffman Ethics Lecture	3 hrs
MGMT 368	Business Ethics	3 hrs
PHIL/ENVS 332	Environmental Ethics	3 hrs
PHIL/POSC 402	Classical Political Philosophy	3 hrs
PHIL/POSC 403	Modern Political Philosophy	3 hrs
PHIL 460	Biomedical Ethics	3 hrs
SOCI 460	Classical Social Theory	3 hrs
SOCI 470	Contemporary Social Theory	3 hrs

**FINANCE:** ACCT 280 Accounting I and ACCT 281 Accounting II, FINC 350 Business Finance, and 9 additional semester hours of courses with a FINC field code or ACCT 280, ACCT 281, ACCT 386 Managerial and Cost Accounting, FINC 350 Business Finance, and 6 additional semester hours of courses with a FINC field code.

**GEOGRAPHY:** Eighteen semester hours of geography courses, of which 3 hours may be counted from GEOL 110 or ENVS/GEOG 220 or ENVS/BIOL 115.

**GRAPHIC DESIGN:** Eighteen semester hours of Art courses to include: ARTS 140 2-D Design, ARTS 216 Graphic Design I, ARTS 316 Graphic Design II, ARTS 354 Digital Imaging, ARTS 416 Graphic Design III, and ARTS 150 Creative Photography I or ARTS 152 Digital Photography.

**HISTORY:** Eighteen semester hours of history courses including HIST 121 American History to 1877 or HIST 122 American History Since 1877; HIST 101 Western Civilization I or HIST 102 Western Civilization II; plus 12 additional semester hours of coursework at the 200 level or above.

**HUMAN SERVICES:****A. Required Courses (12 hrs)**

HUMS 105	Introduction to Human Services	3 hrs
HUMS 250	Working with Individuals	3 hrs
HUMS 335	Working with Groups	3 hrs
HUMS 340	Working with Families	3 hrs

**B. Three hours from one of the following**

HUMS 300	Exploring Research	3 hrs
HUMS 365/SOCI 365	American Social Policy	3 hrs
HUMS 435	Working with Communities and Organizations	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

**C. Human Services Elective 3 hrs**

**INTERGENERATIONAL STUDIES:** An interdisciplinary minor providing students from varying academic disciplines with the theoretical, methodological, and practical skills necessary to work in the burgeoning field of Intergenerational Studies, which focuses on the benefits of bringing the geriatric population and children together. This program emphasizes knowledge of human development across the life span, knowledge of research and policy in the field of child development and geriatrics, an understanding of the societal demographics that necessitate the need for such programs, and finally, will emphasize significant sociological research on "bridging" the relationship, those that work to hold communities together.

**A. Required Courses (18 hours)**

EDUC/PSYC 391	Child Psychology	3 hrs
HUMS/SOCI 350	Social Gerontology	3 hrs
HUMS/SOCI 365	American Social Policy	3 hrs
HUMS 390	Child Welfare	3 hrs
PSYC 330	Lifespan Developmental Psychology	3 hrs
SOCI 111	General Sociology	3 hrs

**B. Three Hours from one of the following:**

HUMS 340	Working with Families	3 hrs
PHIL 460	Biomedical Ethics	3 hrs
PSYC 395	Adult Psychology	3 hrs
SOCI 214	Family	3 hrs

**INTERNATIONAL RELATIONS:** The minor in International Relations is designed to provide students with a multidisciplinary approach to the understanding of international affairs. The core requirements emphasize the fundamental structural features of the international system and the nature of interactions among actors (states, international organizations, non-governmental organizations, etc.) at the international level. The International Relations minor will be especially useful to students preparing for careers in public service, international organizations and international business, or preparing for graduate study in the field of International Relations or Political Science. Students preparing for this minor are strongly encouraged to take ECON 293 Macroeconomics.

**A. Required Courses (6 hrs)**

POSC 292	International Relations	3 hrs
POSC 326	International Law and Organization <u>or</u>	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs

**B. Comparative Political Systems (6 hrs)**

Choose a minimum of two courses from this category.

POSC 317	Politics of Russia and Eurasia	3 hrs
POSC 321	Politics of Developing Nations	3 hrs
POSC 331	European Politics	3 hrs
POSC 353	Asian Politics	3 hrs
POSC 333	Topics: "Area of Study" *	

\* The requirements for this category can also be met with one or more appropriate sections of POSC Topics: in regional area studies. Examples of acceptable courses include Latin American Politics, African Politics, Middle Eastern Politics, etc.

**C. Electives (6 hrs)**

Choose a minimum of two courses from this category. Up to five semester hours of foreign language credit can be applied toward the electives requirement. Students may count a maximum of 6 semester hours for both their major and their minor.

ENGL 234	World Literature II	3 hrs
FINC 495	International Finance	3 hrs
HIST 232	History of Russia From 1825 to Present	3 hrs
HIST 312	American Diplomatic History	3 hrs
HIST 314	Modern China	3 hrs
HIST 316	Modern Japan	3 hrs
HIST 331	Contemporary Europe	3 hrs
HIST/PHIL 340	Philosophy of Revolution	3 hrs

POSC 326	International Law and Organization <u>or</u>	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MKTG 338	International Business	3 hrs
MKTG 410	Global Marketing	3 hrs
PHIL/RELI 202	Introduction to Eastern Philosophies and Religions	3 hrs
RELI 201	Religious Classic Texts	3 hrs
SOCI/WMST 336	Global Perspectives on Women and Development	3 hrs

**JEWELRY:** Eighteen semester hours of Art courses to include: ARTS 140 2-D Design, ARTS 141 3-D Design, ARTS 292 Jewelry I, ARTS 394 Jewelry II, ARTS 396 Jewelry III, ARTS 498 Jewelry IV.

**LEGAL STUDIES:** The minor in Legal Studies familiarizes students with legal ideas, processes and institutions in a liberal arts framework. The minor also helps prepare students for the further study of law. It is also valuable to any students wanting to develop their ability to think clearly and analyze ideas critically.

**A. Required Courses (6 hrs)**

PHIL 210	Logic	3 hrs
POSC 340	Judicial Process	3 hrs

**B. Legal Focus (6 hrs)**

Choose a minimum of two courses from this category:

CJAD 415	Criminal Procedures	3 hrs
CJAD 425	Legal Research and Writing	3 hrs
MGMT 265	Business Law I	3 hrs
PHIL/POSC 430	Philosophy of Law	3 hrs

**C. Analytical Focus (6 hrs)**

Choose a minimum of two courses from this category:

COMM 323	Advanced Public Speaking and Persuasion	3 hrs
CJAD/POSC 233/333	Mock Trial	1 hr
ENGL 331	Ethical Issues in Literature	3 hrs
PHIL 201	Introduction to Western Philosophy	3 hrs
POSC 440	Constitutional Law	3 hrs

**MANAGEMENT:** Eighteen semester hours (12 of which must be upper level) of courses with a MGMT field code including MGMT 330 Principles of Management and MGMT 393 Business Information Systems.

**MARKETING:** Eighteen semester hours of courses with a MKTG field code (twelve of which

must be 300- or 400-level courses). Required courses include: MKTG 310 Principles of Marketing, MKTG 331 Consumer Behavior, MKTG 441 Marketing Research, MKTG 478 Marketing Management and six semester hours of marketing courses with a MKTG field code.

**MATHEMATICS:** Eighteen semester hours of mathematics courses at the level of 180 and above including MATH 201 and MATH 222 and at least 6 semester hours of 300- or 400-level coursework.

**MUSIC:** Eighteen semester hours, 9 of which must be selected from MUSI 102 Music Fundamentals, MUSI 122 Music Appreciation, MUSI 322 Masterpieces of Music, and MUSI 323 Music of the United States, plus 6-9 hours of Ensemble and Applied Music, (3-6 hours of private lessons).

**PHILOSOPHY:** Eighteen semester hours of courses with a PHIL field code.

**PHOTOGRAPHY:** Eighteen semester hours of Art courses to include: ARTS 150 Creative Photography I, ARTS 252 Creative Photography II, ARTS 353 Creative Photography III, ARTS 454 Creative Photography IV, ARTS 374 Digital Filmmaking and ARTS 152 Digital Photography or ARTS 354 Digital Imaging.

**POLITICAL SCIENCE:** Eighteen semester hours of political science courses including POSC 111 American National Government and POSC 292 International Relations plus 12 additional semester hours of coursework above the 100 level.

**PSYCHOLOGY:** Eighteen semester hours of courses with a PSYC field code.

**RELIGIOUS STUDIES:** RELI 101 and an additional fifteen hours of courses with a RELI field code.

**ROTC:** Eighteen semester hours of courses with a field code of ASCI (Aerospace Studies) or NSCI (Naval Science) or MSCI (Military Science).

**SOCIOLOGY:** Eighteen semester hours of courses with a SOCI field code.

**SPANISH:** Eighteen semester hours of courses to include SPAN 101, SPAN 102, SPAN 103, SPAN 104, SPAN 203 and SPAN 204.

**SPEECH COMMUNICATION:** Eighteen semester hours of Speech Communication (COMM) courses excluding COMM 110. Twelve hours must be from 300- or 400- level courses.

**WOMEN'S STUDIES:****A. Required Courses (9 hrs)**

Students must take the following three courses in order to fulfill the Women's Studies minor. Students pursuing a Women's Studies minor are strongly encouraged to take SOCI 111 General Sociology.

WMST/SOCI 310	Women & Society	3 hrs
WMST/SOCI 336	Global Perspectives on Women and Development	3 hrs
WMST 485	Feminist Theory and Methodology	3 hrs

**B. Electives (9 hrs)**

Students must take a minimum of nine hours from the following list of courses.

COMM 380	Performance Studies	3 hrs
EDUC 105	Human Health	3 hrs
PSYC/SOCI 385	Human Sexuality	3 hrs
SOCI 214	Family	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs
SOCI 421	Class, Status and Power	3 hrs
WMST 333	Topics: "Gender Related"	1-3 hrs
WMST/COMM 343	Gender Communication	3 hrs
WMST/HIST 373	Women and Gender in American History	3 hrs

**CERTIFICATES**

Business Administration undergraduate certificates are available in three business administration fields: management, marketing and human resource management. The certificate programs are comprised of 18 credit hours (six courses) and provide both degree-seeking and non-degree-seeking students with an opportunity for focused study in three key business areas that employers value. Upon completion of the required six courses with a grade of "C" or higher, the student will receive a certificate to demonstrate their achievement.

**CERTIFICATE IN CRIME SCENE INVESTIGATION**

Students desiring a concentration in the identification, documentation and preservation of evidence at crime scenes may choose a *Certificate in Crime Scene Investigation* as part of their degree completion plan. The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of

15 semester hours of designated coursework. The student must successfully complete 9 of these semester hours at Columbia College. **To qualify for the awarding of the certificate, each Columbia College course that comprises the certificate must be completed with a minimum grade of "B."**

**GENERAL EDUCATION**

General education at Columbia College is an essential part of every student's program of study. General education explores and promotes understanding of the interrelationship among the liberal arts and sciences including the arts, history, humanities, mathematics, and the natural, social and behavioral, and computer sciences. General education provides a foundation for the student to pursue lifelong learning and involved citizenship in the human community.

These studies broaden and deepen understanding of the world through free and critical inquiry. A general education encourages creativity and the discovery, acquisition and application of knowledge in the pursuit of excellence.

At Columbia College teaching and learning come together to create diverse educational experiences, opportunities for responsible reflection, intellectual growth, intensive writing, critical thinking and cultural awareness. Taken together these attributes help define a Columbia College student.

**GOALS**

General education courses:

- explicitly include significant writing and speaking components;
- encompass appropriate ways to embrace material from other disciplines;
- foster and develop a sense of the power of diversity and cultural pluralism; and
- stress the meaning, use and value of critical thinking skills.

**AREAS OF STUDY****ARTS**

The study of the arts examines the ways in which individuals have expressed themselves creatively. Critical appreciation for content and form enriches how one perceives and articulates experience.

**HISTORY**

The study of history provides knowledge about the past and enriches cultural understanding. Understanding people, places and events through time informs a sense of continuity and change.

**HUMANITIES**

Through the humanities, students develop rigorous thinking about, understanding of and appreciation for significant forms of human communication and expression. English, communication, music, philosophy and religious studies expand students' awareness of the world around them, past and present. The humanities offer students a basis for understanding the human condition and human experience of values, beliefs and intellectual endeavors.

**MATHEMATICS**

The study of mathematics develops facility for critical thought, introduces a universal language that is the foundation for multiple disciplines and encourages clarity and succinctness of expression.

**NATURAL SCIENCES**

Natural sciences link experiment and observation with the practices of mathematics for the interpretation of natural phenomena. Through general introductions and laboratory experiences in astronomy, biology, chemistry, geology and physics, the achievements of these disciplines foster an awareness and understanding of the world and universe in which the individual lives.

**SOCIAL AND BEHAVIORAL SCIENCES**

The study of the social and behavioral sciences includes the fields of economics, geography, political science, psychology, anthropology and sociology. These disciplines present contemporary methodological and conceptual models for assessing, constructing, maintaining and altering individual and social processes.

**COMPUTER SCIENCE**

The study of computer science exposes students to technology that is increasingly part of the human experience. The interconnectedness of the world necessitates informed consideration of computer use and an understanding of its capabilities and limitations.

**BASIC STUDIES**

Basic studies courses serve the student by supplying critical thinking skills, knowledge and techniques that enhance and enrich subsequent coursework. They provide necessary preparation for success in whatever area of study the student chooses.

CISS 170	Introduction to Computer Information Systems
COMM 110	Introduction to Speech
ENGL 112	English Composition II
MATH 150	College Algebra <u>or</u> MATH 170 Finite Mathematics <u>or</u>

MATH 180 Precalculus or  
MATH 201 Calculus and  
Analytic Geometry I (or  
MATH 215 and MATH 226  
taken as a pair) or  
MATH 250 Statistics I.

**12 hrs****INTRODUCTORY STUDIES**

Introductory studies provide the student a varied and rich learning experience that is the essence of a liberal arts and sciences education. These courses provide a foundation for advanced studies regardless of major. Students who begin their studies with Columbia College or who transfer to Columbia College with 36 or fewer hours from other institutions will complete the Classical program of study. Students who transfer to Columbia College with more than 36 hours at the time of initial transfer may elect to pursue either the Classical program of study or the Optional program of study. Students who complete the preferred program will have this accomplishment noted on their transcripts when they graduate:

*"In partial fulfillment of the requirements for the degree, this student completed a classical program of general education study."*

**CLASSICAL PROGRAM OF STUDY**

Students must select two courses, with a minimum of six hours, from each of the following areas, except for the Natural Sciences and Mathematics area.

**History**

HIST 101	Western Civilization I
HIST 102	Western Civilization II
HIST 121	American History to 1877
HIST 122	American History Since 1877

**Arts and Humanities**

ARTS 105	Art Appreciation
ARTS 111	Art and Ideas I
ARTS 112	Art and Ideas II
COMM 203	Understanding Human Communication
COMM 224	Film History and Analysis
ENGL 123	Introduction to Mythology and Folklore
ENGL 210	Introduction to Fiction
ENGL 211	Introduction to Poetry
ENGL 212	Introduction to Drama
ENGL 231	English Literature I
ENGL 232	English Literature II

<sup>1</sup> Transfer students who are near or beyond the 60-hour mark may apply for appropriate exemptions.

ENGL 241	American Literature I
ENGL 242	American Literature II
ENGL 263	World Literature I
ENGL 264	World Literature II
MUSI 122	Music Appreciation
PHIL 201	Introduction to Western Philosophy
PHIL 202	Introduction to Eastern Philosophies and Religions
PHIL 210	Logic
RELI 101	Religion and Human Experience
RELI 202	Introduction to Eastern Philosophies and Religions

### Natural Sciences and Mathematics

Students may elect to take two science lecture courses, or a mathematics course and a science lecture course, or a science lecture and associated lab course totalling not fewer than five hours, to satisfy the Natural Sciences and Mathematics portion of the requirement.

ASTR 108	Introduction to Astronomy
BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory (2)
BIOL 110	Principles of Biology I
BIOL 110L	Principles of Biology I Laboratory (2)
BIOL 115	Introduction to Environmental Science
BIOL 115L	Introduction to Environmental Science Laboratory (2)
CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Laboratory (2)
CHEM 109	Chemistry for Biological and Health-Related Sciences
CHEM 110	Chemistry I
CHEM 111L	Introductory Chemistry Laboratory Experience (2)
ENVS 115	Introduction to Environmental Science
ENVS 115L	Introduction to Environmental Science Laboratory (2)
GEOL 110	Introduction to Physical Geology
GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Calculus and Analytical Geometry I (5) <u>or</u> MATH 215 and MATH 226 (taken as a pair)
MATH 250	Statistics I
PHYS 108	Physical Science Survey

PHYS 108L	Physical Science Survey Laboratory (2)
PHYS 111	College Physics I
PHYS 111L	Physics I Laboratory (2)

### Social and Behavioral Sciences

ECON 293	Macroeconomics
ECON 294	Microeconomics
GEOG 101	Introduction to Geography
POSC 111	American National Government
PSYC 101	General Psychology
SOCI 111	General Sociology
SOCI 112	General Anthropology
SOCI 270	Minority Cultures and Relations

### Ethics

Every student who graduates from Columbia College must complete an ethics course, either PHIL 330, Ethics, or an approved Departmental ethics course in the student's major.

PHIL 330 Ethics or approved Departmental ethics course. **3 hrs**

### OPTIONAL PROGRAM OF STUDY FOR QUALIFYING TRANSFER STUDENTS <sup>2</sup>

#### BASIC STUDIES

Basic studies courses serve the student by supplying critical thinking skills, knowledge and techniques that enhance and enrich subsequent coursework. They provide necessary preparation for success in whatever area of study the student chooses.

CISS 170	Introduction to Computer Information Systems
COMM 110	Introduction to Speech
ENGL 112	English Composition II
MATH 150	College Algebra <u>or</u> MATH 170 Finite Mathematics <u>or</u> MATH 180 Precalculus <u>or</u> MATH 201 Calculus and Analytic Geometry I ( <u>or</u> MATH 215 and MATH 226 taken as a pair) <u>or</u> MATH 250 Statistics I.

**12 hrs**

#### History

The student must complete 6 hours from the following courses.

HIST 101	Western Civilization I
HIST 102	Western Civilization II
HIST 121	American History to 1877
HIST 122	American History Since 1877

**Arts and Humanities**

The student must complete 6 hours in at least two of the following areas: ARTS, COMM, ENGL, MUSI, PHIL or RELI.

**Natural Sciences and Mathematics**

Students may elect to take two science lecture courses, or a mathematics course and a science lecture course, or a science lecture and associated lab course totalling not fewer than five hours, to satisfy the Natural Sciences and Mathematics portion of the requirement.

ASTR 108	Introduction to Astronomy
BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory (2)
BIOL 110	Principles of Biology I
BIOL 110L	Principles of Biology I Laboratory (2)
CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Laboratory (2)
CHEM 109	Chemistry for Biological and Health-Related Sciences
CHEM 110	Chemistry I
CHEM 111L	Introductory Chemistry Laboratory Experience (2)
ENVS 115	Introduction to Environmental Science
ENVS 115L	Introduction to Environmental Science Laboratory (2)
GEOL 110	Introduction to Physical Geology
GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Calculus and Analytical Geometry <u>or</u> MATH 215 and MATH 226 (taken as a pair) (5-6)
MATH 250	Statistics I
PHYS 108	Physical Science Survey
PHYS 108L	Physical Science Survey Laboratory (2)
PHYS 111	College Physics I
PHYS 111L	College Physics I Laboratory (2)

**Social and Behavioral Sciences**

The student must complete 6 hours in at least two of the following areas: ECON, GEOG, POSC, PSYC, SOCI.

**Ethics**

<sup>1</sup> Transfer students who are near or beyond the 60-hour mark may apply for appropriate exemptions.

<sup>2</sup> Qualifying students are those who transfer more than 36 hours when they first enroll at Columbia College.

Every student who graduates from Columbia College must complete an ethics course, either PHIL 330 Ethics, or an approved Departmental ethics course in the student's major.

PHIL 330 Ethics or approved Departmental ethics course. **3 hrs**

**ETHICS COURSE REQUIREMENT**

All students may complete PHIL 330 Ethics to satisfy the ethics course general education requirement.

The courses listed below satisfy the Ethics requirement for specific majors and the Teacher Certification Program. These courses can be taken in place of PHIL 330.

**BEACON/DAYSTAR Programs:**

EDUC 200 Law, Ethics and Education

**Biology Majors:**

ENVS/PHIL 332 Environmental Ethics

PHIL 460 Biomedical Ethics

**Business Administration Majors:**

MGMT 368 Business Ethics

**Computer Information Systems Majors:**

MGMT 368 Business Ethics

**Criminal Justice Administration Majors:**

CJAD 345 Ethics and Morality in Criminal Justice

**English Majors:**

ENGL 331 Ethical Issues on Literature

**Environmental Science Majors:**

ENVS/PHIL 332 Environmental Ethics

**Forensic Science Majors:**

CJAD 345 Ethics and Morality in Criminal Justice

**General Studies with a Minor:**

Ethics course specific to the Minor.

**Management Information Systems Majors:**

MGMT 368 Business Ethics

If a student is pursuing a general studies degree (Bachelor of General Studies) and a minor, the student may complete PHIL 330 or a specific ethics course related to the minor. Below is a list of specific ethics courses and the minors (with general studies degrees only) with which they may be utilized.

CJAD 345: Bachelor of General Studies with a minor in Criminal Justice Administration

EDUC 200: Bachelor of General Studies with a minor in Education (non-certification minor)

ENGL 331: Bachelor of General Studies with a minor in English

ENVS/PHIL 332: Bachelor of General Studies with a minor in Biology or Environmental Science

MGMT 368: Bachelor of General Studies with a minor in Accounting, Business, Computer Information Systems, Economics, Finance Management or Marketing.

If a student is pursuing a degree other than the Bachelor of General Studies and a minor, the student cannot use ethics course related to the minor to satisfy the ethics requirement. The student must complete PHIL 330 or a major-related ethics course.

## GENERAL EDUCATION COURSES BY AREA

Following is the list of courses that meet associate and baccalaureate degree general education requirements, by discipline. Some courses have prerequisites.

### Art (ARTS)

- ARTS 105 Art Appreciation
- ARTS 111 Art and Ideas I
- ARTS 112 Art and Ideas II

### Astronomy (AST R)

- ASTR 108 Introduction to Astronomy

### Biology (BIOL)

- BIOL 108 Human Biology
- BIOL 108L Human Biology Laboratory
- BIOL 110 Principles of Biology I
- BIOL 110L Principles of Biology I Laboratory (2) (when taken with or following BIOL 110)
- BIOL 115 Introduction to Environmental Science
- BIOL 115L Introduction to Environmental Science Laboratory (2) (when taken with or following BIOL 115)

### Chemistry (CHEM)

- CHEM 108 Physical Science Survey
- CHEM 108L Physical Science Survey Laboratory (when taken with or following CHEM 108)
- CHEM 110 Chemistry I
- CHEM 110L Chemistry I Laboratory (when taken with or following CHEM 110)

### Communication (COMM)

- COMM 110 Introduction to Speech
- COMM 203 Understanding Human Communication
- COMM 224 Film History and Analysis

### Computer Information Systems (CISS)

- CISS 170 Introduction to Computer Information Systems

### Economics (ECON)

- ECON 293 Macroeconomics
- ECON 294 Microeconomics

### English (ENGL)

- ENGL 112 English Composition II
- ENGL 123 Introduction to Mythology and Folklore
- ENGL 210 Introduction to Fiction
- ENGL 211 Introduction to Poetry
- ENGL 212 Introduction to Drama
- ENGL 231 English Literature I
- ENGL 232 English Literature II
- ENGL 241 American Literature I
- ENGL 242 American Literature II
- ENGL 263 World Literature I
- ENGL 264 World Literature II

### Environmental Studies (ENVS)

- ENVS 115 Introduction to Environmental Science
- ENVS 115L Introduction to Environmental Science Laboratory (when taken with or following ENVS 115)

### Geography (GEOG)

- GEOG 101 Introduction to Geography

### Geology (GEOL)

- GEOL 110 Introduction to Physical Geology
- GEOL 110L Introduction to Physical Geology Laboratory (when taken with or following GEOL 110)

### History (HIST)

- HIST 101 Western Civilization I
- HIST 102 Western Civilization II
- HIST 121 American History to 1877
- HIST 122 American History Since 1877

### Mathematics (MATH)

- MATH 150 College Algebra
- MATH 170 Finite Mathematics
- MATH 180 Precalculus
- MATH 201 Calculus & Analytic Geometry I
- MATH 215 and MATH 226 (Taken as a pair) Calculus & Analytic Geometry IA and IB
- MATH 250 Statistics I

### Music (MUSI)

- MUSI 122 Music Appreciation

**Philosophy (PHIL)**

- PHIL 201 Introduction to Western  
Philosophy
- PHIL 202 Introduction to Eastern  
Philosophies & Religions
- PHIL 210 Logic

**Physics (PHYS)**

- PHYS 108 Physical Science Survey
- PHYS 108L Physical Science Survey  
Laboratory (when taken prior  
to or with PHYS 108)
- PHYS 111 College Physics I
- PHYS 111L Physics I Laboratory (when  
taken with or following  
PHYS 111)

**Political Science (POSC)**

- POSC 111 American National  
Government

**Psychology (PSYC)**

- PSYC 101 General Psychology

**Religious Studies (RELI)**

- RELI 101 Religion and Human  
Experience
- RELI 202 Introduction to Eastern  
Philosophies and Religions

**Sociology (SOCI)**

- SOCI 111 General Sociology
- SOCI 112 General Anthropology
- SOCI 270 Minority Cultures and  
Relations

- COMM 224 Film History and Analysis
- COMM 303 Intercultural Communication
- ECON 293 Macroeconomics
- ECON/FINC International Finance
- ENGL 123 Intro. to Mythology & Folklore
- ENGL 263 World Literature I
- ENGL 264 World Literature II
- ENGL 450 Minority & Ethic Literature of the U.S.
- GEOG 101 Introduction to Geography
- HIST 231 Imperial Russia
- HIST 234 History of Latin America
- HIST 235 History of the Modern Middle East
- HIST 314 Modern China
- HIST 316 Modern Japan
- HIST 318 The Vietnam War
- HIST 372 American Indian History
- MGMT 338 International Business
- MGMT 339 Cross-Cultural Management
- MKTG 410 Global Marketing
- MATH 330 History of Mathematics
- POSC 292 International Relations
- POSC 317 Politics of Russia and Euroasia
- POSC 321 Politics of Developing Nations
- POSC 331 European Politics
- POSC 353 Asian Politics
- RELI 101 Religion and Human Experience
- RELI 201 Religious Classic Texts
- RELI/PHIL 202 Introduction to Eastern  
Philosophies and Religions
- SOCI 111 General Sociology
- SOCI 112 General Anthropology
- SOCI 270 Minority Cultures and Relations
- SOCI/WMST 336 Global Perspectives on  
Women and Development

**MULTICULTURAL REQUIREMENT**

Every student who graduates from Columbia College must meet the Multicultural requirement. Students who participate in a study abroad experience or who have lived for at least six continuous months in a single country other than the United States do not require coursework to meet this requirement. School transcripts from a foreign country or military orders can be used to document residence outside the United States. All other students must complete a course which explores other cultures or cultivates an appreciation of cultural diversity. Cultural studies courses and courses listed below satisfy the requirement.

- ARTS 111 Art and Ideas I
- BIOL/ENVS 115 Introduction to  
Environmental Science
- BIOL/GEOG 251 Resource Management
- CISS 390 Global Information Systems  
Management
- CJAD 320 Cultural Diversity in Criminal  
Justice

**CISS 170 REQUIREMENT**

Students who believe that prior experience or education has provided them with a body of knowledge equivalent to that obtained from CISS 170 Introduction to Computer Information Systems are encouraged to take the CLEP Information Systems and Computer Applications examination.

## ENGLISH COMPOSITION REQUIREMENT

Students must fulfill requirements for ENGL 112 by the time they have completed 60 semester hours of course work with Columbia College.

Students with no transfer credit in English will be placed in the appropriate composition course according to their ACT English Subtest Scores or equivalent SAT Scores.

ACT English Score	Placement Level	
1 to 17	ENGL 107	Developmental English Composition
18 to 29	ENGL 111	English Composition I
30 to 36	ENGL 112	English Composition II

SAT Writing Score	Placement Level	
200-420	ENGL 107	Developmental English Composition
430-650	ENGL 111	English Composition I
660-800	ENGL 112	English Composition II

If students enroll at Columbia College with more than 30 semester hours of approved transfer credit but have not yet earned credit for ENGL 112, they must fulfill requirements and receive credit for this course during the next 24 semester hours of course work.

## FOREIGN LANGUAGE REQUIREMENTS

Evening students may meet this requirement by successfully completing six semester hours of a single foreign language or six semester hours of Culture and Society coursework. A student may also satisfy this requirement as follows:

- By receiving a letter grade of C or higher in eight semesters of a high school foreign language (four semesters with a grade of C or higher will fulfill the first course in the language sequence.); or
- SAT II: Subject Test Foreign Language:
  - Test date before May 1995: a score of at least 550.
  - Test date May 1995 or later: a score of at least 590; or
- Advanced Placement Exam in a foreign language: three hours of foreign language 101 credit with a score of 3; six hours of foreign language 101 and 102 credit with a score of 4 or higher.; or
- A CLEP score equal to or greater than the credit-granting language level I score as recommended by the American Council on Education; or
- Graduation from a high school where the native language is not English and a minimum TOEFL score of

50 or 173 (computer-based) or 61 (internet-based) or minimum IELTS exam score of 6.

- By completing six semester hours of American Sign Language at an accredited institution of higher education from which Columbia College accepts credit; or
- By completing the equivalent language courses via the Defense Language Institute per the American Council on Education recommendations; or
- By completing the equivalent language courses at an institution of higher education from which Columbia College accepts credit; or
- By completing the equivalent language courses non-traditionally via a program from which Columbia College accepts credit.

## BACCALAUREATE DEGREES

### BACCALAUREATE DEGREE REQUIREMENTS

To be recommended by the faculty and approved by the Board of Trustees for graduation with a baccalaureate degree, students must have been officially admitted to the College and must have:

1. completed successfully at least 120 semester hours with at least 39 semester hours in 300- and 400-level courses;
2. completed successfully at least 38 semester hours of general education courses, to include an Ethics course, distributed as indicated in the previous section;
3. completed successfully required semester hours for a major in the degree program selected. No fewer than 12 semester hours may be earned in the major at Columbia College including at least 6 semester hours of 300- and 400-level course work;
4. earned at least one-half of the credit toward the baccalaureate degree from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College;
5. completed successfully at least 3 semester hours of Multicultural coursework;
6. attained a minimum cumulative grade-point average of 2.0;
7. fulfilled the residency requirement—at least 24 of the last 36 semester hours taken with Columbia College. (In the case of special programs and/or agreements such as the one with Service-member's Opportunity College, this requirement may be modified to meet the constraints of such programs. However, special arrangements and/or programs must be approved by

# PERSONAL CURRICULUM GUIDE

Below is an UNOFFICIAL worksheet that permits the student to inventory General Education, major and elective courses by grade received, term completed, and number of credit hours earned.

## GENERAL EDUCATION

COURSES	DATE COMPLETED OR EXEMPTED	GRADE EARNED	CREDIT HOURS EARNED	UPPER LEVEL
<b>BASIC STUDIES (12 SEMESTER HOURS)</b>				
CISS 170			3	
COMM 110			3	
ENGL 112			3	
MATH 150, 170, 180, 215 and 216 combined, 201 or 250			3	
<b>HISTORY (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>ARTS AND HUMANITIES (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>NATURAL SCIENCES AND MATHEMATICS (Two Science courses or one Science and one Mathematics)</b>				
			2-3	
			2-3	
<b>SOCIAL AND BEHAVIORAL SCIENCES (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>ETHICS (3 SEMESTER HOURS)</b>				
			3	
			3	
<b>FOREIGN LANGUAGE (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>MULTICULTURAL REQUIREMENT (3 SEMESTER HOURS)</b>				
			3	



the Executive Vice President and Dean for Academic Affairs. Waivers for individual students may be granted by following institutional procedures for petition and waiver);

8. fulfilled all requirements for a culminating experience specified for the major;
9. satisfied all financial obligations; and
10. applied for graduation through the Evaluations Office the semester before expected date of graduation;
11. if seeking a Bachelor of Arts degree, completed successfully six semester hours of a single foreign language. AHE (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of Culture and Society sequence.
12. All core courses in each major resulting in a Bachelor of Arts (B.A), Bachelor of Science (B.S.) or Bachelor of Fine Arts (B.F.A.) degree require completion with a grade of "C" or higher.

## AMERICAN STUDIES

**Department:** History and Political Science

**Chairperson:** Brad Lookingbill, Ph.D.

**Full-Time Faculty:** Daniel Campbell, Ph.D.  
Yngve Digernes, Ph.D.  
Kathleen Fitzgerald, Ph.D.  
Brian Kessel, Ph.D.  
Brad Lookingbill, Ph.D.  
David Roebuck, Ph.D.

**Degree:** Bachelor of Arts in American Studies

**Minors:** Criminal Justice  
Criminology  
English  
History  
Intergenerational  
Political Science  
Sociology

**Culminating Experience Course:**

**AMST 490 American Studies Seminar**

American Studies constitutes a multidisciplinary program for the exploration of the past, present, and future of the United States. It brings together faculty and students from a variety of disciplines to compare and to exchange knowledge about the American experience. The program offers a rich, rigorous approach combining intellectual insights from literature, history, sociology, political science, and other social sciences and humanities. Rather than limiting majors to a single department's offerings, the program allows students the freedom to complete courses in a variety of traditional disciplines.

Majors develop critical thinking skills that allow them not only to pursue rewarding careers but also to act as responsible citizens of the 21st Century. By fostering a diverse and dynamic academic journey that reaches across disciplinary boundaries into a wide range of perspectives on the American experience, the Program encourages its students to develop intellectual resources that will sustain them in a wide variety of careers and avocations. Students may continue their study through graduate work in American Studies or pursue careers in law, business, teaching and museum fields. An American Studies degree is particularly appropriate for students planning careers in law, communication, government, social work and journalism.

Because the United States is a nation held together by different and often conflicting stories of nationhood, the American Studies major is designed to create dialogue about the multiple ways in which these stories are told. The American Studies major demands that students develop and refine their own theories and assumptions through reflective practices on the contested meaning of America's stories. It describes the stories of America in different modes - written and electronic, verbal and nonverbal, visual and auditory. Most of all, it promotes an understanding of the American experience using the approaches and methods of a variety of disciplines.

## BACHELOR OF ARTS IN AMERICAN STUDIES

**A. General Education Requirements** **38-41 sem. hrs**

**Ethics Course Requirement** 3 hrs  
PHIL 330 Ethics

**B. Foreign Language Requirement** **6 sem. hrs**

**C. Multicultural Requirement** **3 sem. hrs**  
Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk.

**D. Core Requirements** **30 sem. hrs**

(All courses must be completed with a grade of C or higher.) Courses in the major may not be taken as Pass/Fail.

AMST/POSC 280 American Political and Social Thought	3 hrs
AMST 490 American Studies Senior Seminar	3 hrs
*ECON 293 Macroeconomics	3 hrs
ENGL 241 American Literature I	3 hrs
ENGL 242 American Literature II	3 hrs
HIST 121 American History to 1877	3 hrs
HIST 122 American History Since 1877	3 hrs

POSC 111	American National Government	3 hrs
POSC 215	State and Local Government	3 hrs
*SOC 270	Minority Cultures and Relations	3 hrs

SOCI 216	American Social Problems	3 hrs
SOCI/WMST 310	Women in Society	3 hrs
AMST/SOCI 375	American Social Movements	3 hrs
SOCI 401	The American Community	3 hrs
SOCI 430	Sociology of Sports	3 hrs

### E. Electives 24 sem. hrs

At least 21 hours of the electives must be at the 300- or 400- level. Transfer credit may be applied but must explicitly contain "American," "United States," or "U.S." in the title. At least two elective courses must be completed in each of the following clusters:

#### AMERICAN HISTORY CLUSTER

ENVS/HIST 352	American Environmental History	3 hrs
HIST 312	Twentieth Century American Diplomatic History	3 hrs
HIST 321	History of Modern U.S.	3 hrs
HIST 342	American Civil War	3 hrs
HIST 350	American Revolution	3 hrs
HIST 362	History of the American West	3 hrs
HIST 370	American Military History	3 hrs
HIST/MGMT 371	History of American Business	3 hrs
HIST 372	American Indian History	3 hrs
HIST/WMST 373	Women and Gender in American History	3 hrs

#### AMERICAN GOVERNMENT CLUSTER:

ENVS/POSC 312	Environmental Politics	3 hrs
MGMT/POSC 311	Public Administration and Policy	3 hrs
POSC 315	American Public Policy	3 hrs
POSC 330	Media and Politics	3 hrs
POSC 332	The American Presidency	3 hrs
POSC 340	Judicial Process	3 hrs
POSC 350	Legislative Process	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs
POSC 361	American Political Parties	3 hrs
POSC 440	Constitutional Law	3 hrs

#### AMERICAN CULTURE CLUSTER:

ARTS 406	American Art History	3 hrs
COMM 214	Mass Communication in Society	3 hrs
ENGL 450	Minority and Ethnic Literature of the United States	3 hrs
HUMS/SOCI 365	American Social Policy	3 hrs
MUSI 323	Music of the United States	3 hrs

### F. Other Electives 10-19 sem. hrs

Students are encouraged to use the remaining semester hours to earn a minor in one of the academic areas listed for the major or in an area related to American Studies.

**120 sem. hrs**

## BIOLOGY

**Department:** Science

**Chairperson:** Julie Estabrooks, Ph.D.

**Full-Time Faculty:** Christopher Babayco  
Elizabeth Critser, Ph.D.  
Alan James, Ph.D.  
James McAllister, Ph.D.  
Nathan Means, Ph.D.  
Frank Somer, Ph.D.  
Peggy Wright, Ph.D.

**Degrees:** Bachelor of Arts in Biology  
Bachelor of Arts in Environmental Science  
Bachelor of Science in Biology  
Associate in Science in Environmental Studies  
Associate in Science in Nursing

**Major:** Biology  
Chemistry  
Environmental Science  
Nursing

**Minors:** Biology  
Chemistry  
Environmental Science

**Culminating Experience Course:**  
BIOL 490 Senior Seminar

The opportunities for students trained in biology have grown dramatically as there is an increasing demand for those who are educated in natural sciences. Through training in biology students learn to apply scientific methods, test hypotheses and develop laboratory skills. Critical thinking to evaluate

scientific results through statistical analyses, scientific writing and oral presentation are basic skills developed by students who are biology majors.

The Science Department offers B.A. and B.S. degrees in biology. These degrees provide the background necessary for a variety of careers, including graduate and professional schools. A biology or chemistry major is recommended for those who are seeking entry into medical/veterinary/dental/nursing/graduate schools.

Students who have completed a degree in biology at Columbia College will:

1. Understand basic scientific vocabulary and knowledge.
2. Understand biological principles, models and theories used to predict, understand and apply to biological phenomena.
3. Understand the scientific method and its application.
4. Demonstrate proficiency in laboratory skills, including familiarity with the use of instrumentation and analytic methods commonly used in biological research.
5. Evaluate scientific results through the use of statistical analyses and critical thinking.
6. Demonstrate competence in scientific writing, oral presentation and familiarity with the use of scientific literature.
7. Demonstrate knowledge regarding ethics in science and everyday life.

## BACHELOR OF ARTS IN BIOLOGY

### A. General Education Requirements 38-41 sem. hrs

**Ethics Course Requirement** 3 hrs  
 ENV5/PHIL 332 Environmental Ethics  
or PHIL 460 Biomedical Ethics  
or PHIL 330 Ethics

### B. Foreign Language Requirement 6 sem. hrs

### C. Multicultural Requirement 3 sem. hrs

Courses that meet this requirement can be found on page 32.

### D. Core Requirements 35-40 sem. hrs

(All courses must be completed with a grade of C or better. Courses in the major cannot be taken as Pass/Fail.)

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL 112	Principles of Biology II	3 hrs
BIOL 112L	Principles of Biology II Laboratory	2 hrs

BIOL 197/198/297/298/397/398/497/498	Science Seminar	1 hr
BIOL 290	Principles of Cell Biology	3 hrs
BIOL 290L	Principles of Cell Biology Laboratory	2 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	3 hrs
BIOL 342	Genetics	3 hrs
BIOL 342L	Genetics Laboratory	2 hrs
BIOL 395	Research Design in the Sciences	3 hrs
BIOL 490	Senior Seminar	3 hrs
CHEM 109	Chemistry for Biological and Health-Related Sciences	3 hrs
	<b>and</b>	
CHEM 111L	Introductory Chemistry Laboratory experience	2 hrs
	<b>or</b>	
CHEM 110	Chemistry I	3 hrs
CHEM 111L	Introductory Chemistry Laboratory experience	2 hrs
CHEM 112	Chemistry II	3 hrs
CHEM 112L	Chemistry II Laboratory	2 hrs

### E. Biology Electives 21 sem. hrs

(All courses must be completed with a grade of C or higher.) Twenty-one semester hours of courses with a BIOL prefix and above the 110-level; nine of these hours must be in upper-level courses.

### F. Electives 9-17 sem. hrs

**120 sem. hrs**

**G. Culminating Experience: All students must complete BIOL 490 Senior Seminar with a grade of C or higher.**

## BACHELOR OF SCIENCE IN BIOLOGY

### A. General Education Requirements 38-41 sem. hrs

**Ethics Course Requirement** 3 hrs  
 ENV5/PHIL 332 Environmental Ethics  
or PHIL 460 Biomedical Ethics  
or PHIL 330 Ethics

### B. Multicultural Requirement 3hrs

Courses that meet this requirement can be found on page 32.

### C. Core Requirements 48 sem. hrs

(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)

BIOL	110	Principles of Biology I	3 hrs
BIOL	110L	Principles of Biology I Laboratory	2 hrs
BIOL	112	Principles of Biology II	3 hrs
BIOL	112L	Principles of Biology II Laboratory	2 hrs
BIOL	197/198/297/298/397/398/ 497/498	Science Seminar	1 hr
BIOL	290	Principles of Cell Biology	3 hrs
BIOL	290L	Principles of Cell Biology Laboratory	2 hrs
BIOL/PSYC/SOCI	324	Statistics for the Behavioral and Natural Sciences	3 hrs
BIOL	342	Genetics	3 hrs
BIOL	342L	Genetics Laboratory	2 hrs
BIOL	395	Research Design in the Sciences	3 hrs
BIOL	420	Biochemistry	3 hrs
BIOL	420L	Biochemistry Laboratory	2 hrs
BIOL	490	Senior Seminar	3 hrs
CHEM	110	Chemistry I	3 hrs
CHEM	111L	Introductory Chemistry Laboratory Experience	2 hrs
CHEM	112	Chemistry II	3 hrs
CHEM	112L	Chemistry II Laboratory	2 hrs
CHEM	310	Organic Chemistry I	3 hrs

**D. Biology Electives 21 sem. hrs**

(All courses must be completed with a grade of C or higher.) Twenty-one semester hours of courses with a BIOL prefix and above the 110-level; nine of these hours must be in upper-level courses.

**E. Electives 7-10 sem. hrs****120 sem. hrs**

**F. Culminating Experience: All students must complete BIOL 490 Senior Seminar with a grade of C or higher.**

## BUSINESS ADMINISTRATION

**Department: Business Administration****Chairperson: Ken Middleton, Ph.D.**

**Full-Time Faculty: Hoyt Hayes, Ph.D.  
Timothy Ireland, Ph.D.  
Angela Kinworthy  
Ken Middleton, Ph.D.  
Sean Siebert, D.M.  
Tom Stauder, C.P.A.  
Diane Suhler, Ph.D.  
Joann Wayman, Ph.D.**

**Sally Wells, C.F.P.****Degrees:****Master of Business  
Administration****Bachelor of Arts in  
Business Administration****Bachelor of Science in  
Business Administration****Associate in Science in  
Business Administration****Major Areas:****Accounting****Financial Services****Human Resources****Management (some  
courses are offered only  
in the Evening and  
Online Campuses)****International Business****Management****Marketing****Public Relations and****Advertising****Sports Management (Bache-  
lor of Arts only)****Minors:****Accounting****Business****Computer Information****Systems****Computer Science****Economics****Finance****Graphic Design****International Relations****Management****Marketing****Culminating Experience Course:****MGMT 479 Strategic  
Management**

The Business Administration program serves students from a variety of backgrounds. Members of the faculty employ a variety of instructional techniques and resources aimed at meeting the needs of student clientele. Emphasis is on advising students in course work appropriate to their interests and academic progress. The core curriculum and course work in the Business Administration curriculum reflect the recommendations of the Association of Collegiate Business Schools and Programs (ACBSP).

Students may earn a Bachelor of Arts or a Bachelor of Science degree in Business Administration. In addition, students may elect majors in accounting, financial services, human resource management, international business, management, marketing, and sports management.

A principle focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions. Also, faculty prepare students to pursue the study of business at the graduate level or to obtain professional placement in their chosen fields. The faculty of the Business Administration Department encourage wide and varied preparation in the liberal arts and sciences to provide students with an appreciation for the social and cultural environment in which business is transacted.

All students must complete a minimum of 120 semester hours, 39 of which are 300- and 400-level. Students must complete a prescribed Professional Core and the general education requirements. A maximum of 27 semester hours of the requirements for the BA in Business Administration and a maximum of 48 semester hours of the requirements for the BS in Business Administration may be met through courses transferred. **All students must take part in a culminating evaluation of the core-course outcomes during their last 30 hours prior to graduation.** Completion of MGMT 479 Strategic Management with a grade of C or higher satisfies this culminating requirement for all business majors.

## BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

### A. General Education Requirements 38-41 sem. hrs

Ethics Course Requirement:

MGMT 368 Business Ethics or 3 hrs  
PHIL 330 Ethics

### B. Foreign Language Requirement 6 sem. hrs

### C\*. Multicultural Requirement 3hrs

Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk.

### D. Core Requirements 42 sem. hrs

(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)

ACCT 280 Accounting I 3 hrs  
ACCT 281 Accounting II 3 hrs  
\*ECON 293 Macroeconomics 3 hrs  
ECON 294 Microeconomics 3 hrs  
FINC 350 Business Finance 3 hrs  
MATH 250 Statistics I or 3 hrs

BIOL/PSYC/SOCI 324 Statistics for the Behavioral and Natural Sciences

MGMT 254 Business Communication 3 hrs  
MGMT 265 Business Law I 3 hrs  
MGMT 330 Principles of Management 3 hrs  
\*MGMT 338 International Business 3 hrs  
MGMT 368 Business Ethics 3 hrs  
MGMT 393 Business Information Systems 3 hrs  
MGMT 479 Strategic Management 3 hrs  
MKTG 310 Principles of Marketing 3 hrs

### E. Major Requirements (Optional) 18 sem. hrs

### F. Electives 10-13 sem. hrs

120 sem. hrs

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

### A. General Education Requirements 38-41 sem. hrs

Ethics Course Requirement:

MGMT 368 Business Ethics or 3 hrs  
PHIL 330 Ethics

### B. Multicultural Requirement 3 sem. hrs

Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk.

### C. Core Requirements 42 sem. hrs

(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)

ACCT 280 Accounting I 3 hrs  
ACCT 281 Accounting II 3 hrs  
ECON 293 Macroeconomics 3 hrs  
ECON 294 Microeconomics 3 hrs  
FINC 350 Business Finance 3 hrs  
MATH 250 Statistics I or 3 hrs

BIOL/PSYC/SOCI 324 Statistics for the Behavioral and Natural Sciences

MGMT 254 Business Communication 3 hrs

MGMT 265 Business Law I 3 hrs

MGMT 330 Principles of Management 3 hrs

MGMT 338 International Business 3 hrs

MGMT 368 Business Ethics 3 hrs

MGMT 393 Business Information Systems 3 hrs

MGMT 479 Strategic Management 3 hrs

MKTG 310 Principles of Marketing 3 hrs

### D. Business Electives 21 sem. hrs

Nine of the remaining 21 hours of Business electives must be 300- or 400-level courses and must

be taken at Columbia College. Major requirements may be fulfilled within this category. In the Public Relations and Advertising major, six hours of non-business courses chosen from one of the tracks will count as business electives in their category.

#### E. Electives **13-16 sem. hrs**

##### 120 sem. hrs

**In general, 300-level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).** However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300-level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

## ACCOUNTING MAJOR

Students who elect to earn a major in Accounting must complete nine semester hours of required courses and nine semester hours of elective courses drawn from the courses listed below. Courses in the major cannot be taken as Pass/Fail.

#### **Required Courses 9 hrs**

(All courses must be completed with a grade of C or higher.)

ACCT 382	Intermediate Accounting I	3 hrs
ACCT 383	Intermediate Accounting II	3 hrs
ACCT 386	Managerial and Cost Accounting	3 hrs

#### **Elective Courses 9 hrs**

ACCT 381	Federal Income Tax—Individuals	3 hrs
ACCT 384	Intermediate Accounting III	3 hrs
ACCT 385	Accounting Information Systems	3 hrs
ACCT 481	Federal Income Tax—Corporations	3 hrs
ACCT 485	Fund and Government Accounting	3 hrs
ACCT 488	Advanced Financial Accounting	3 hrs
ACCT 489	Auditing I	3 hrs
ACCT 490	Auditing II	3 hrs
FINC 396	Corporate Finance	3 hrs

Three hours of Accounting Internship or three hours of Directed Study may be substituted for one of the elective courses.

## FINANCIAL SERVICES MAJOR

Students who elect to earn a major in Financial Services must complete nine semester hours of required courses and nine semester hours of elective courses drawn from the courses listed below. Courses in major cannot be taken as Pass/Fail.

#### **Required Courses 9 hrs**

(All courses must be completed with a grade of C or higher.)

FINC 354	Investments	3 hrs
FINC 395	Financial Markets and Institutions	3 hrs
FINC 498	Comprehensive Financial Planning	3 hrs

#### **Elective Courses 9 hrs**

ACCT 381	Federal Income Tax—Individual	3 hrs
ACCT 386	Managerial and Cost Accounting	3 hrs
FINC 295	Risk and Insurance	3 hrs
FINC 298	Personal Financial Planning	3 hrs
FINC 396	Corporate Finance	3 hrs
FINC 397	Principles of Real Estate	3 hrs
FINC 410	Quantitative Methods for Sports Management	3 hrs
FINC 433	Topics	3 hrs
FINC 495	International Finance	3 hrs
FINC 496	Financial Management	3 hrs
FINC 499	Internship in Business (maximum)	3 hrs

## HUMAN RESOURCE MANAGEMENT MAJOR (Some courses must be taken Online or via the Evening Campus).

Students who elect to earn a major in Human Resource Management must complete twelve hours of required courses and six hours of elective courses drawn from the courses listed below. Courses in major cannot be taken as Pass/Fail.

#### **Required Courses 12 hrs**

(All courses must be completed with a grade of C or higher.)

MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
MGMT 364	Workforce Planning and Development	3 hrs
MGMT 365	Compensation and Benefit Systems	3 hrs

#### **Elective Courses 6 hrs**

COMM 303	Intercultural Communication	3 hrs
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MGMT 339	Cross-Cultural Management	3 hrs
MGMT 360	Organizational Theory	3 hrs
MGMT 367	Business Law II	3 hrs
MGMT 375	Labor Relations	3 hrs
MGMT 430	Management Science	3 hrs
MGMT 461	Human Resource Development	3 hrs
POSC 326	International Law and Organizations	3 hrs
PSYC 336	Industrial/Organizational Psychology	3 hrs
PSYC/SOCI 360	Social Psychology	3 hrs

### INTERNATIONAL BUSINESS MAJOR

Students who elect to earn a major in International Business must complete twelve hours of required courses and six hours of elective courses drawn from the courses listed below. Courses in major cannot be taken as Pass/Fail.

#### Required Courses 12 hrs

(All courses must be completed with a grade of C or higher.)

MGMT 338	International Business	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MKTG 410	Global Marketing	3 hrs
FINC 495	International Finance	3 hrs

#### Elective Courses 6 hrs

COMM 303	Intercultural Communication	3 hrs
POSC 292	International Relations	3 hrs
POSC 321	Politics of Developing Nations	3 hrs
POSC 322	International Law and Organization	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs

Highly Recommended: Knowledge of a foreign language or a minor in a foreign language.

### MANAGEMENT MAJOR

Students who elect to earn a major in management must complete nine hours of required courses; and nine elective hours with a MGMT prefix, three hours of which must be 300-400 level courses. Courses in major cannot be taken as Pass/Fail.

#### Required Courses 9 hrs

(All courses must be completed with a grade of C or higher.)

MGMT 339	Cross-Cultural Management	3 hrs
MGMT 361	Human Resource Management	3 hrs

MGMT 362	Organizational Behavior	3 hrs
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#### Elective Courses 9 hrs

Any three courses with a MGMT prefix, 3 hours of which must be 300-400 level courses.

### MARKETING MAJOR

Students who elect to earn a major in Marketing must complete nine hours of required courses and nine elective hours with a MKTG prefix. Courses in major cannot be taken as Pass/Fail.

#### Required Courses 9 hrs

(All courses must be completed with a grade of C or higher.)

MKTG 331	Consumer Behavior	3 hrs
MKTG 441	Marketing Research	3 hrs
MKTG 478	Marketing Management	3 hrs

#### Elective Courses 9 hrs

MKTG 327	Retail Management and Strategies	3 hrs
MKTG 332	Public Relations	3 hrs
MKTG 335	Advertising and Sales Promotion	3 hrs
MKTG 352	Personal Selling and Sales Management	3 hrs
MKTG 360	E-Marketing	3 hrs
MKTG 399/499	Internship <u>or</u>	3 hrs
MKTG 433	SIFE	3 hrs
MKTG 410	Global Marketing	3 hrs
MKTG 480	Sports and Event Marketing	3 hrs

### PUBLIC RELATIONS AND ADVERTISING MAJOR

Students who elect to earn a major in Public Relations and Advertising must complete fifteen hours of required Business Administration courses, three hours of electives chosen from a select group of three courses and twelve hours of required courses chosen from either the Public Relations Track or the Advertising Track for a total of thirty semester hours. Six hours of non-business courses chosen from one of the tracks will count as business electives in the Bachelor of Science in Business Administration degree. Courses in major cannot be taken as Pass/Fail.

#### Required Business Administration 15 hrs

#### Courses

(All courses must be completed with a grade of C or higher.)

MKTG 332	Public Relations	3 hrs
MKTG 335	Advertising and Sales Promotions	3 hrs

MKTG 360	E-Marketing	3 hrs
MKTG 399	Internship	3 hrs
MKTG 420	Readings in Public Relations	3 hrs

**Public Relations Track 12 hrs**

COMM 214	Mass Communication Relations	3 hrs
COMM 393	Organizational Communication	3 hrs
ENGL 204	Technical Writing	3 hrs
ENGL 420	Advanced Editing and Revision	3 hrs

**Advertising Track 12 hrs**

ARTS 140	2-D Design	3 hrs
ARTS 216	Graphic Design I	3 hrs
COMM 214	Mass Communication in Society	3 hrs
COMM 393	Organizational Communication	3 hrs

**Elective 3 hrs**

COMM 303	Intercultural Communication	3 hrs
COMM/WMST 343	Gender Communication	3 hrs
COMM 344	Visual Communication and Culture	3 hrs

## SPORTS MANAGEMENT MAJOR (BACHELOR OF ARTS ONLY)

Students who elect to earn a major in Sports Management must complete twelve hours of required courses and nine elective hours. Students should choose their elective hours carefully based on their employment goals. Courses in major cannot be taken as Pass/Fail.

**Required Courses 12 hrs**

(All courses must be completed with a grade of C or higher.)

MGMT 341	Small Business Management	3 hrs
MGMT 430	Management Science	3 hrs
MGMT 499	Internship	3 hrs
MKTG 480	Sports and Event Marketing	3 hrs

**Elective Courses 9 hrs**

BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 326	Physiology	3 hrs
BIOL 326L	Physiology Laboratory	2 hrs
EDUC 233	Topics: Theory of Coaching	2 hrs

MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
MKTG 332	Public Relations	3 hrs
MKTG 335	Advertising and Sales Promotion	3 hrs
PHED 100	Integrated Fitness I	.5 hr
PHED 101	Integrated Fitness II	.5 hr
PHED 140	First Aid and Cardio-Pulmonary Resuscitation (CPR)	2 hrs
PHED 150	Basic Care & Prevention of Athletic Injuries	2 hrs
PHED 350	Advanced Care, Prevention and Rehabilitation of Athletic Injuries and Illnesses	3 hrs

SOCI 430 The Sociology of Sport 3 hrs

Students who have employment goals with non-professional or semi-professional organizations such as fitness centers or community centers should select their electives from the following:

BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 326	Physiology	3 hrs
BIOL 326L	Physiology Laboratory	2 hrs
EDUC 233	Topics: Theory of Coaching	2 hrs
PHED 100	Integrated Fitness I	.5 hr
PHED 101	Integrated Fitness II	.5 hr
PHED 140	First Aid and Cardio-Pulmonary Resuscitation (CPR)	2 hrs
PHED 150	Basic Care & Prevention of Athletic Injuries	2 hrs
PHED 350	Advanced Care, Prevention and Rehabilitation of Athletic Injuries and Illnesses	3 hrs

Students who have employment goals with professional or semi-professional sports organizations should select their electives from the following:

MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
MKTG 332	Public Relations	3 hrs
MKTG 335	Advertising and Sales Promotion	3 hrs
SOCI 430	The Sociology of Sport	3 hrs

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

See degree requirements on page 72.

## BUSINESS ADMINISTRATION CERTIFICATES

### General Requirements for all Certificates:

- Complete all required courses with a grade of "C" or above.
- Complete at least 9 hours of the program with Columbia College.
- Prerequisites in parentheses

## HUMAN RESOURCE MANAGEMENT CERTIFICATE

### Required Courses:

MGMT 330	Principles of Management
MGMT 361	Human Resource Management (MGMT 330)
MGMT 364	Workforce Planning & Development (MGMT 361)
MGMT 365	Compensation & Benefit Systems (MGMT 361)
MGMT 375	Labor Relations (MGMT 361)
MGMT 461	Human Resource Development (MGMT 361)

## MARKETING MANAGEMENT CERTIFICATE

### Required Courses:

MKTG 310	Principles of Marketing
MKTG 331	Consumer Behavior (MKTG 310)
MKTG 335	Advertising & Sales Promotion (MKTG 310)
MKTG 360	E-Marketing (CISS 170 & MKTG 310)
MKTG 410	Global Marketing (MKTG 310)
MKTG 478	Marketing Management (MKTG 310)

## MANAGEMENT CERTIFICATE

### Required Courses: (12 Hours)

MGMT 254	Business Communications (ENGL 112)
MGMT 330	Principles of Management
MGMT 360	Organizational Theory (MGMT 330) <b>or</b>
MGMT 362	Organizational Behavior (MGMT 330 or PSYC 101)
MGMT 368	Business Ethics (MGMT 330)

**Electives (Select any 2 courses below) 6 Hours**

MGMT 339	Cross-cultural Management (MGMT 330)
MGMT 341	Small Business Management (MGMT 330)
MGMT 361	Human Resource Management (MGMT 330)
MGMT 363	Production & Operations Management (MGMT 330)
MGMT 375	Labor Relations (MGMT 361)
PSYC 336	Industrial / Organizational Psychology (PSYC 101)

## CHEMISTRY

**Department:** Science

**Chairperson:** Julie Estabrooks, Ph.D.

**Full-Time Faculty:** Christopher Babayco  
Elizabeth Critser, Ph.D.  
Alan James, Ph.D.  
James McAllister, Ph.D.  
Nathan Means, Ph.D.  
Frank Somer, Ph.D.  
Peggy Wright, Ph.D.

**Degrees:** Bachelor of Arts in  
Chemistry  
Associate in Science in  
Nursing

**Major:** Chemistry

**Minors:** Biology  
Chemistry  
Environmental Science

**Culminating Experience Course:**  
**CHEM 490 Senior Seminar**

Because the study of chemistry provides students with both the knowledge of the composition, properties and transformations of chemicals and the ability to analyze, synthesize and quantify, chemistry is a science central to all other scientific fields. The primary mission of the Chemistry major at Columbia College is to prepare students for employment in the chemical industry or in chemical education by providing them with a clear understanding of the underlying principles of chemistry and the ability to use analytical skills to produce this insight. Because the principles and theories of chemistry are emphasized in the program, students are also furnished with a strong foundation for graduate and professional study in chemistry or health-related professions.

Students who have completed the B.A. program in Chemistry from Columbia College should possess:

1. An understanding of the composition, properties and transformations of inorganic and organic chemical substances.
2. An understanding of chemical principles, models and theories used to rationalize and predict chemical phenomena.
3. Proficiency in laboratory skills including chemical synthesis, instrumental analysis and quantitative measurement.
4. The ability to properly observe experiments, record results, and critically interpret those results through the use of mathematical and statistical analysis.
5. Competence in scientific writing and oral presentations; familiarity with the use of chemical literature.
6. An understanding of the importance of ethics and values in their professional lives.
7. The proper background for employment in chemistry-related technical, industrial or educational fields.
8. The foundation to continue graduate study in chemistry-related fields or professional health-related programs.

## BACHELOR OF ARTS IN CHEMISTRY

### A. General Education Requirements 38-41 sem. hrs

#### Ethics Course Requirement 3 hrs

PHIL 330 Ethics

### B. Foreign Language Requirement 6 sem. hrs

### C. Multicultural Requirement 3 sem. hrs

Courses that meet this requirement can be found on page 32.

### D. Core Requirements 46 sem. hrs

(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)

CHEM 110	Chemistry I	3 hrs
CHEM 111L	Introductory Chemistry Laboratory Experience	2 hrs
CHEM 112	Chemistry II	3 hrs
CHEM 112L	Chemistry II Laboratory	2 hrs
CHEM 301	Quantitative Analysis	5 hrs
CHEM 310	Organic Chemistry I	3 hrs
CHEM 310L	Organic Chemistry I Laboratory	2 hrs
CHEM 312	Organic Chemistry II	3 hrs
CHEM 312L	Organic Chemistry II Laboratory	2 hrs
CHEM 401	Physical Chemistry	3 hrs
CHEM 490	Senior Seminar in Chemistry	3 hrs

MATH 201	Calculus and Analytic Geometry I	5 hrs
PHYS 111	College Physics I	3 hrs
PHYS 111L	Physics I Laboratory	2 hrs
PHYS 112	College Physics II	3 hrs
PHYS 112L	Physics II Laboratory	2 hrs

### E. Chemistry Electives 5 sem. hrs

CHEM/ENVS 230	Environmental Toxicology and Chemistry	3 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM 420	Biochemistry	3 hrs
CHEM 420L	Biochemistry Laboratory	2 hrs
CHEM 433	Topics	3 hrs
CHEM	Directed Study 255,256, 257, 355, 356, 357, 455, 456, 457	1-5 hrs

### F. Electives 19-22 sem. hrs

120 sem. hrs

**F. MATH 222 Calculus and Analytic Geometry II is recommended for students planning to pursue graduate study in chemistry.**

## COMPUTER INFORMATION SYSTEMS/SCIENCE

**Department:** Computer and Mathematical Sciences

**Chair:** Suzanne Tourville, Ph.D.

**Full-Time Faculty:** Ann Bledsoe, Ph.D.  
Arlin Epperson, Re.D.  
Kenneth Felts, II  
Natasha Latushkina, Ph.D.  
Yihsiang Liow, Ph.D.  
Suzanne Tourville, Ph.D.  
Youlong Zhuang, Ph.D.

**Degrees:** Bachelor of Science in Computer Information Systems  
Bachelor of Science in Computer Science  
Bachelor of Science in Management Information Systems  
Bachelor of Science in Mathematics  
Associate in Science in Computer Information Systems

**Minors:** Computer Information Systems

**Computer Science  
Mathematics**

**Culminating Experience Courses:**

**CISS 493 Information  
Resource Management  
(Computer Information  
Systems)**

**CISS 494 Senior Seminar in  
Computer Science  
(Computer Science)**

The Computer and Mathematical Sciences Department offers Bachelor of Science degrees in computer science, computer information systems, management information systems as well as mathematics. The degrees provide a liberal arts education while emphasizing preparation for either graduate school or a rewarding career. Students are provided with a rigorous theoretical background coupled with practical and essential skills to begin either a rewarding career in the computer field or advanced studies in graduate school. The programs reflect important trends and developments in the computer field.

The computer degree programs are based on Computing Curricula 2001 prepared by the Association for Computing Machinery (ACM) and the IEEE Computer Society. The computer science degree has a significant mathematics component while the computer information systems and management information systems degrees require several business courses. The degrees provide a wide variety of elective courses that allow the student to tailor a program of study to match their interests.

**BACHELOR OF SCIENCE IN COMPUTER  
INFORMATION SYSTEMS**

**A. General Education  
Requirements 38-41 sem. hrs**

**Ethics Course Requirement: 3 hrs**  
MGMT 368 Business Ethics or  
PHIL 330 Ethics

**B. Multicultural Requirement 3 hrs**

Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk.

**C. Core Requirements 41 sem. hrs**

(All courses must be completed with a grade of C or higher.) Courses in the major cannot be taken as Pass/Fail.

CISS 240 Introduction to 4 hrs  
Programming or  
CISS 241 & CISS 242

CISS 245	Advanced Programming	4 hrs
	<u>or</u> CISS 243	
CISS 285	Structured Systems Analysis & Design <u>or</u>	3 hrs
	CISS 280	
CISS 325	Systems Analysis, Design & Implementation Projects	3 hrs
	<u>or</u> CISS 320	
CISS 350	Advanced Algorithms and Data Structures	3 hrs
CISS 360	Computer Systems and Assembly Language	3 hrs
CISS 430	Introduction to Database Systems	3 hrs
CISS 493	Senior Seminar in Com- puter Information Systems	3 hrs
ACCT 280	Accounting I (Financial)	3 hrs
ACCT 281	Accounting II (Managerial)	3 hrs
MGMT 330	Principles of Management	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I	3 hrs

**D. Computer Information Systems Electives 18 sem. hrs**

Eighteen hours selected from the following courses:

CISS 175	Microcomputer Based Personal Productivity Tools	3 hrs
CISS 234	Visual Basic <u>or</u>	3 hrs
	CISS 236 COBOL Programming <u>or</u>	
	CISS 238 Java Programming	
CISS 355	Directed Study	3 hrs
CISS 370	Operating Systems	3 hrs
CISS 375	Compiler Construction	3 hrs
CISS 380	Computer Graphics	3 hrs
*CISS 390	Global Information Systems Management	3 hrs
CISS 391	Information Systems Security	3 hrs
CISS 410	Computer Networks and Communications	3 hrs
CISS 420	Computer Architecture	3 hrs
CISS 433	Topics in Information Systems	1-3 hrs
CISS 438	Object-Oriented Analysis Design	3 hrs
CISS 445	Programming Languages	3 hrs
CISS 450	Artificial Intelligence	3 hrs
CISS 455	Directed Study	3 hrs
CISS 465	Software Engineering	3 hrs
CISS 472	Data Warehousing and Decision Support Systems	3 hrs
CISS 499	Internship	1-6 hrs

NOTE: ECON 294 Microeconomics, MKTG 310 Principles of Marketing, MGMT 362 Organizational Behavior, and PSYC 101 General Psychology are highly recommended courses for this degree.

**E. Electives 17-20 sem. hrs**

**120 sem. hrs**

**F. CISS 493 Senior Seminar in Computer Information Systems is the culminating evaluative course for the Computer Information Systems Program and includes the assessment of outcomes of the program. All students majoring in Computer Information Systems must pass this course.**

## BACHELOR OF SCIENCE IN COMPUTER SCIENCE

**A. General Education Requirements 38-41 sem. hrs**

**Ethics Course Requirement: 3 hrs**  
PHIL 330 Ethics

**B. Multicultural Requirement 3 hrs**

Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk.

**C. Core Requirements 46 sem. hrs**

(All courses must be completed with a grade of C or higher.) Courses in the major cannot be taken as Pass/Fail.

CISS 240	Introduction to Programming <u>or</u> CISS 241 & CISS 242	4 hrs
CISS 245	Advanced Programming <u>or</u> CISS 243	4 hrs
CISS 285	Structured Systems Analysis & Design <u>or</u> CISS 280	3 hrs
CISS 350	Advanced Algorithms and Data Structures <u>or</u> CISS 358	3 hrs
CISS 360	Computer Systems and Assembly Language	3 hrs
CISS 420	Computer Architecture	3 hrs
CISS 430	Introduction to Database Systems	3 hrs
CISS 445	Programming Languages	3 hrs
CISS 494	Senior Seminar in Computer Science	3 hrs
MATH 180	Precalculus	3 hrs
MATH 201	Calculus and Analytic Geometry I <u>or</u> MATH 215 and MATH 226	5 hrs

MATH 225	Discrete Mathematics I	3 hrs
MATH 250	Statistics I	3 hrs
MATH 325	Discrete Mathematics II	3 hrs

**D. Computer Science Electives 15 sem. hrs**

Fifteen hours selected from the following elective courses:

CISS 234	Visual Basic <u>or</u>	3 hrs
CISS 236	COBOL Programming <u>or</u>	
CISS 238	Java Programming	
CISS 355	Directed Study	3 hrs
CISS 362	Introduction to Automata Theory, Languages and Computation	3 hrs
CISS 370	Operating Systems	3 hrs
CISS 375	Compiler Construction	3 hrs
CISS 380	Computer Graphics	3 hrs
CISS 410	Computer Networks and Communications	3 hrs

CISS 433 Topics in Information Systems 1-3 hrs

CISS 438 Object-Oriented Analysis and Design 3 hrs

CISS 450 Artificial Intelligence 3 hrs

CISS 451 Introduction to Cryptography & Computer Security 3 hrs

CISS 455 Directed Study 3 hrs

CISS 465 Software Engineering 3 hrs

CISS 472 Data Warehousing and Decision Support Systems 3 hrs

CISS 499 Internship 1-6 hrs

**E. Electives 15-18 sem. hrs**

**120 sem. hrs**

**F. CISS 494 Senior Seminar in Computer Science, is the culminating evaluative course for the Computer Science Program and includes the assessment of outcomes of the program. All students majoring in Computer Science must pass this course.**

## BACHELOR OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS

See degree requirements, page 67.

## ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS

See degree requirements, page 72.

## CRIMINAL JUSTICE ADMINISTRATION

**Department:** Criminal Justice Administration and Human Services

**Chairperson:** Barry Langford, J.D.

**Full-Time Faculty:** Joseph Carrier, Ph.D.  
Barry Langford, J.D.  
Michael Lyman, Ph.D.

**Degrees:** Bachelor of Arts in  
Criminal Justice  
Administration  
Bachelor of Science in  
Criminal Justice  
Administration  
Bachelor of Science in  
Forensic Science  
Associate in Science in  
Criminal Justice  
Administration  
Associate in Science in  
Fire Service  
Administration

**Minors:** Criminal Justice  
Administration  
Criminology  
Legal Studies

**Certificate:** Crime Scene Investigation

**Culminating Experience Course:**  
CJAD 495 Integrative  
Seminar

The Criminal Justice Administration Program is designed to permit the pursuit of different professional career goals while integrating the general study of criminal justice and law with other relevant disciplines. A degree in criminal justice administration prepares students for entry-level employment in the field, for promotion and leadership roles and for graduate study.

The program provides career enhancing opportunities through practicum and internship opportunities. It provides an excellent academic foundation for students planning to go on to graduate studies or law school.

Two baccalaureate degrees are offered in Criminal Justice Administration: the Bachelor of Arts and the Bachelor of Science.

Students considering either a BS or BA degree should consider their own experience in the criminal justice area. For students currently working in the

criminal justice field the BA is recommended. For those desiring to enter the field, the BS degree is recommended; the BS degree offers practicum and internship experiences that add to the student's understanding of the criminal justice career area.

## BACHELOR OF ARTS IN CRIMINAL JUSTICE ADMINISTRATION

**A. General Education Requirements** 38-41 sem. hrs

**Ethics Course Requirement:** 3 hrs  
CJAD 345 Ethics and Morality  
in Criminal Justice or  
PHIL 330 Ethics

**B. Foreign Language Requirement** 6 sem. hrs

**C. Multicultural Requirement** 3 hrs  
Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk.

**D. Core Requirements** 42 sem. hrs

(All courses must be completed with a grade of C or higher.) Courses in the major cannot be taken as Pass/Fail.

CJAD 101 Introduction to Criminal Justice Administration 3 hrs

CJAD 301 Criminal Law 3 hrs

CJAD 311 Police in a Democratic Society 3 hrs

\*CJAD 320 Cultural Diversity in Criminal Justice 3 hrs

CJAD 325 Juvenile Justice System and Procedures 3 hrs

CJAD 345 Ethics and Morality in Criminal Justice 3 hrs

CJAD 350 Corrections and Penology 3 hrs

CJAD 405 Laws of Criminal Evidence 3 hrs

CJAD 415 Criminal Procedures 3 hrs

CJAD 451 Management of Criminal Justice Agencies 3 hrs

CJAD 495 Integrative Seminar 3 hrs

HUMS 300 Exploring Research or

POSC 390 Political Science Research Methods

POSC 340 Judicial Process 3 hrs

SOCI 321 Criminology or 3 hrs

SOCI 331 Juvenile Delinquency

**E. Behavioral and Social Sciences Electives 6 sem. hrs**

Three semester hours must be Criminal Justice electives. The remaining 3 hours must be from one of the following: Sociology, Political Science, Psychology or Human Services.

**F. Electives (without CSI Certificate hours) 22-25 sem. hrs**

**G. Certificate in Crime Scene Investigation (Optional) 15 sem hrs**

120 sem. hrs

**H. CJAD 495 Integrative Seminar. Candidates for the baccalaureate degree with a major in Criminal Justice must pass, with a grade of C or higher, a culminating evaluative experience.**

CJAD 415	Criminal Procedures	3 hrs
CJAD 451	Management of Criminal Justice Agencies	3 hrs
CJAD 495	Integrative Seminar	3 hrs
CJAD 499	Internship	3 hrs
POSC 340	Judicial Process	3 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	3 hrs
PSYC/SOCI 325	Research Design	3 hrs
SOCI 321	Criminology <u>or</u>	3 hrs
SOCI 331	Juvenile Delinquency	

**D. Behavioral and Social Sciences Electives 9 sem. hrs**

Nine semester hours of electives chosen from the following areas of study: Human Services, Criminal Justice Administration, Political Science, Psychology and Sociology.

**E. Electives (without CSI Certificate hours) 16-19 sem. hrs**

**F. Certificate in Crime Scene Investigation (Optional) 15 sem. hrs**

120 sem. hrs

**G. Candidates for the baccalaureate degree with a major in Criminal Justice must pass, with a grade of C or higher, CJAD 495 Integrative Seminar, as a culminating evaluative experience.**

**BACHELOR OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION**

**A. General Education Requirements 38-41 sem. hrs**

**Ethics Course Requirement: 3 hrs**  
CJAD 345 Ethics and Morality in Criminal Justice or PHIL 330 Ethics

**B. Multicultural Requirement 3 sem. hrs**  
Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk.

**C. Core Requirements 51 sem. hrs**

(All courses must be completed with a grade of C or higher.) Courses in the major cannot be taken as Pass/Fail.

CJAD 101	Introduction to Criminal Justice Administration	3 hrs
CJAD 301	Criminal Law	3 hrs
CJAD 311	Police in a Democratic Society	3 hrs
*CJAD 320	Cultural Diversity in Criminal Justice	3 hrs
CJAD 325	Juvenile Justice System and Procedures	3 hrs
CJAD 345	Ethics and Morality in Criminal Justice	3 hrs
CJAD 350	Corrections and Penology	3 hrs
CJAD 390	Criminal Justice Practicum	3 hrs
CJAD 405	Laws of Criminal Evidence	3 hrs

**ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION**

See degree requirements on page 73.

**CERTIFICATE IN CRIME SCENE INVESTIGATION**

Students desiring a concentration in the identification, documentation and preservation of evidence at crime scenes may choose a *Certificate in Crime Scene Investigation* as part of their degree completion plan. The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of 15 semester hours of designated coursework. The student must successfully complete 9 of these semester hours at Columbia College. **To qualify for the awarding of the certificate, each Columbia College course that comprises the certificate must be completed with a minimum grade of "B."**

Certificate Requirements: Students are required to complete a mandatory 9 semester hour core block

of courses with 6 additional discretionary hours chosen from a list of pre-approved courses. These courses are:

**Required: 9 sem. hrs**

CJAD 201	Criminal Investigation	3 hrs
CJAD 203	Crime Scene Investigation	3 hrs
CJAD 303	Crime Scene Photography	3 hrs

**Electives: 6 sem. hrs**

**(Taken from the following list)**

CJAD 305	Forensic Anthropology	3 hrs
CJAD 413	Bloodstain Evidence	3 hrs
CJAD 433	Topics: (Departmental approval required)	3 hrs
CJAD 445	Forensic Pathology	3 hrs

**Total required: 15 sem. hrs**

The CSI Certificate is available only to students who have a declared major in Criminal Justice Administration (BS or BA), a minor in Criminal Justice or major in Forensic Science (BS). The certificate will be awarded only after successful completion of the student's degree program in one of the above areas.

## PARTNERS IN LAW ENFORCEMENT PROGRAM

For students desiring to become law enforcement officers (or if already in law enforcement), Columbia College offers an innovative program: Partners in Law Enforcement. This collaborative initiative between Columbia College and the state's police academies is designed to give students up to 24 semester hours in course equivalencies for successful completion of the academy. To qualify, students must successfully complete a state certified, basic police academy with a minimum of 400 hours. Academies completed over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate adequate work experience in the field since completion of the academy. An approved demonstration of work experience is a letter on appropriate letterhead from a supervisor or human resources administrator confirming employment in the field; the letter should include employment dates/history and current position. The specific course equivalencies are listed below:

**Core Equivalencies 9 sem. hrs**

CJAD 301	Criminal Law	3 hrs
CJAD 311	Police in a Democratic Society	3 hrs
CJAD 415	Criminal Procedures	3 hrs

**Criminal Justice lower-level 9 sem. hrs electives**

**General electives 6 sem. hrs**

The equivalency policy is effective based on the following provisions:

1. Basic law enforcement academies must be a minimum of 400 hours in length and must have been completed within the five years prior to applying for equivalencies.
2. Students who complete a basic law enforcement academy of fewer than 400 hours will be eligible to earn up to 12 semester hours of criminal justice elective credit in which one semester hour will be awarded for each 20 hours of training.
3. Students may not be awarded credit for both the Partners in Law Enforcement (PiLE) program and the Partners in Corrections (PiC) program. Students may not be awarded credit for one of the Partners programs and awarded criminal justice electives for other training.
4. If a student completes an acceptable academy for one of the Partners programs and then subsequently completes a state cross-over training program for the other, then as long as the original academy training meets the eligibility rules for acceptance, the students may choose which program (PiLE or PiC) for which to be awarded credit. Students cannot be awarded credit for both programs.
5. If a student has completed basic academy training for both programs but neither training meets the eligibility rules for PiLE or PiC, then the student may be eligible to earn up to twelve semester hours of criminal justice elective credit in which one semester hour will be awarded for twenty hours of basic law enforcement and corrections academy training. Total credit may not exceed twelve semester hours.
6. Students must have successfully completed fifteen semester hours of college coursework at Columbia College before equivalencies may be applied. Students must notify the Evaluations Office when they are eligible for credit to be applied.

**NOTE:** Completion of the police academy within the last 36 semester hours of a student's degree program may reduce the number of hours applied under the Partners in Law Enforcement Program.

## PARTNERS IN CORRECTIONS PROGRAM

The Columbia College Partners in Corrections Program is designed to give students interested in becoming correctional officers up to 24 semester hours in course equivalencies for successful completion of the corrections basic training academy.

To qualify, students must successfully complete a departmentally-mandated corrections academy in any of the 50 states or U.S. territories. The academy must be a departmentally-mandated basic training academy with a minimum 275 hours in length. Academies completed over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate adequate work experience in the field since completion of his or her academy. The specific course equivalencies are listed below:

### Core Equivalencies 6 sem. hrs

CJAD 320	Cultural Diversity in Criminal Justice	3 hrs
CJAD 345	Ethics and Morality in Criminal Justice	3 hrs

### Criminal Justice lower-level electives 9 sem. hrs

### General electives 9 sem. hrs

The equivalency policy is based on the following provisions:

1. The academy must be one of basic corrections and required for employment by the respective state in question and must have been completed within five years prior to applying for equivalencies.
2. Students who complete a basic corrections academy consisting of fewer than 275 hours will be eligible to earn up to 12 semester hours of criminal justice elective credit in which one semester hour will be awarded for each 20 hrs. of basic training.
3. Students must have successfully completed 15 semester hours of college coursework at Columbia College before equivalencies may be applied.

**NOTE:** Completion of the corrections academy within the last 36 semester hours of a student's degree program may reduce the number of hours applied under the Partners in Corrections Program.

## EDUCATION

**Department:** Education

**Chairperson:** Paul Hanna, Ph.D.

**Full-Time Faculty:** Linda Bradley  
Paul Hanna, Ed.D.  
Kristina Miller, Ph.D.  
Karen Weston, Ph.D.

**Program/Degree:** Master of Arts in Teaching  
Teacher Certification Program

**Minors:** Education, General  
Art Education, K-12  
Certification  
Elementary Education  
Certification  
Middle Level Education  
Certification  
Secondary Education  
Certification

### Culminating Experiences:

**Submission of a passing score on the appropriate PRAXIS II Examination constitutes the culminating experience for the Professional Pre-Service Education Program. Students must successfully complete the Program Goals Portfolio Assessment (including the Exit Interview) and the Student Teaching Experience to be recommended for certification. (See page 53 for student teaching eligibility.)**

In the Education program, students are expected to earn a bachelor's degree in the content area in which they expect to teach. Education students must declare a major in their content area (i.e. Math, English, History, Science) and a minor in Elementary Education Certification, Middle Level Education Certification, Secondary Education Certification or Art Education K-12 Certification.

For all students intending to teach, distribution of content hours must meet the Missouri Department of Elementary and Secondary Education (DESE) distribution requirements for certification. Therefore, it is important that students obtain continual advice from a member of the Education faculty throughout their academic and certification sequence. (Specific content area courses are listed on Middle School and Secondary Certification Sections, pages 55 and 56).

In addition to content area requirements, students seeking certification to teach will need to meet Requirements for Admission into the Teacher Certification Program, complete all requirements for admission to student teaching and successfully complete student teaching to be recommended for certification. Again, it is important that students obtain advice from a member of the Education faculty.

Columbia College offers certification coursework in the following areas:

Art K-12

Special Education K-12<sup>1</sup>

Elementary (1-6)

Middle Level (5-9)

English/Language Arts

Mathematics

Science

Social Studies

Secondary (9-12)

Biology

Business (Non-Vocational)

Chemistry

English

General Science

Mathematics

Social Studies

<sup>1</sup>Special Education K-12 Certification must be completed via the Post-Baccalaureate Master of Arts in Teaching Program

## Admission to the Teacher Certification Program

Education courses listed below 300-level are open to all students. Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail course by the Department. Admission to the program is required prior to enrollment in all education courses 300 and above (excluding EDUC/ENVS 372, EDUC 390, EDUC/PSYC 391, EDUC/PSYC 392, EDUC 399). Students are required to meet requirements and seek admission as early as possible.

Students who seek admission to the program must have:

- Declared a Bachelor's degree in a subject/content area (ex. English, History, Business, etc.);
- Completed 5-6 hours of Education courses at Columbia College which must include EDUC 102 and 103;
- Attained the following GPAs:
  - 2.5 or above on all college coursework (Columbia College and other institutions);
  - 2.8 or above on all professional education courses with no grade less than C;
  - 2.8 or above on all content/concentration area courses with no grade less than C (this GPA must be achieved prior to acceptance for student teaching).
- Demonstrated competencies in written communications, reading comprehension and

basic mathematical skills and concepts as verified by a score above the national average on the ACT or equivalent standardized and nationally normed test. Current required scores are available from teacher certification program advisors, the department chair, or the certification officer; [ACT or equivalent may be waived if CBASE composite score is 300 or above (passing all sections)];

- Demonstrated competency in the areas of English, Mathematics, Science and Social Sciences as verified by passing scores on all sections of the Missouri College Basic Academic Skills Examination (CBASE). All sections of the CBASE must be passed within two years from the semester that the test was first taken or all sections of the test expire and must be repeated. [If the student's ACT score is below the national average, the student must pass all sections of the CBASE with a minimum composite score of 300.];
- Completed application materials for admission to the Teacher Certification Program (to be obtained from the Certification Officer by appointment) and will include: Request for Admission, GPA Worksheet, and two letters of recommendation (one from the Education Department and one from outside the Education Department).
- All students fully admitted to the Teacher Certification Program will be reviewed on a yearly basis until they have completed or withdrawn from the program. Areas for review could include:
  - GPA (overall, in content area and education coursework);
  - Reports from faculty members regarding conduct and progress of student.

## Transfer Student Admission to the Teacher Certification Program:

Transfer students' admission requirements will differ from the above stated requirements in that:

- Students transferring in their first six (6) hours of education coursework from another institution could be admitted provisionally and would only be required to submit one letter of recommendation from an education faculty member from that institution.
- If admitted provisionally, students would be re-evaluated after one year and also at the time of being fully admitted to the TCP.

## Retention Criteria:

- Complete at least six hours of professional education each year
- Complete Field Experience Components of methods courses and receive favorable eval-

uations from cooperating teachers and faculty supervisors

- Maintain a cumulative GPA of 2.5 or above after acceptance to the program
- Maintain a cumulative GPA of 2.8 or above in professional education courses
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

**Other requirements for certification that must be completed prior to graduation:**

- Successful completion/passing of appropriate Praxis II exam;
- Successful completion of program certification portfolio (EDUC 400) and exit interview.

## STUDENT TEACHING PROGRAM

The final clinical experience for teacher certification is Student Teaching. Prior to enrolling in Student Teaching, students must be approved and meet the eligibility requirements listed below. Applications for Student Teaching will be accepted only with verification that the following requirements have been met.

- Formal admission to the Teacher Certification Program (TCP).
- Submission of Student Teaching Application to Field Experience Director.
- Ninety (90) hours or more of college credit successfully completed.
- Grade point average of 2.8 or higher in professional education courses and in subject matter area(s) of concentration with no grade of less than "C."
- Passing PRAXIS II score
- Passing CBASE score (pass all 4 sections of test).
- Proof of liability insurance
- Completion of the following (this applies to all certification areas):
  - EDUC 102 - Introduction to Education I
  - EDUC 103 - Introduction to Education II
  - EDUC 200 - Law, Ethics and Education
  - EDUC 230 - Educational Psychology
  - EDUC 300 - Techniques of Teaching
  - EDUC 311 - Classroom and Behavior Management Techniques

Elementary Certification students and Special Education K-12 Certification students must also have completed:

- EDUC 270 - Literature for Children and Adolescents
- EDUC 302 - Teaching Skills
- EDUC 331 - Teaching of Reading
- EDUC 336 - Creative and Language Arts in Elementary and Middle Schools
- EDUC 358 - Teaching Mathematics in the Elementary Schools

Middle School Certification students must also have completed:

- EDUC 326 - Middle School Methods
- EDUC 331 - Teaching of Reading
- EDUC 336 - Creative and Language Arts in Elementary and Middle Schools
- EDUC 338 - Teaching of Reading in the Content Area
- Appropriate methods courses for concentration area

Secondary School Certification and Art K-12 Certification students must also have completed:

- EDUC 322 - Educational Measurement and Assessment
- EDUC 338 - Teaching of Reading in the Content Area
- 75% of required courses in the content/subject area
- Appropriate methods course for content/subject area

Exceptions to these requirements must be approved by the Teacher Certification Program Faculty. Requests for exceptional status must be submitted in writing with the application form to the Field Experience Director.

Student Teaching Application Forms must be submitted by the required date the semester **PRIOR** to the desired student teaching assignment.

Student Teaching Applications must be accompanied by the Student Teaching Requirement Verification form, Personal Data Sheets, and an Autobiography. Permission is based on these materials and a review of the student's communication competence; comprehensive ability; sense of responsibility and level of maturity; and locus of control.

## THE BEACON PROGRAM

The Beacon program is a certification program designed so that students can graduate with a baccalaureate degree in their content area as well as certification in their grade level. Students will complete all degree and certification requirements at the undergraduate level.

Students seeking certification to teach will declare a major in their content area (i.e. Math, History, English, Science) and a minor in Elementary Education Certification, Middle Level Education Certification, Secondary Education Certification or

Art K-12 Certification. Students will be required to maintain a 2.8 GPA within each minor and complete a minimum of half of the Education coursework through Columbia College.

Certification students must apply and be accepted into the Teacher Certification Program before enrolling in most education courses above 300. Students graduating from this program will be eligible to be recommended for certification to teach in Missouri at the elementary, middle, or secondary school level.

## BEACON ELEMENTARY EDUCATION (1-6) CERTIFICATION

### General Education **38-41 hrs**

The general education component is to be completed according to Columbia College degree requirements. In order to complete the requirements set forth by the Missouri Department of Elementary and Secondary Education, the following courses must be included in your general education coursework. (Please refer to your entrance year catalog for specific degree requirements.)

#### I. Basic Studies and Mathematics

1. MATH 102 - Math for the Elementary School Teacher
2. MATH 150 - College Algebra

#### II. Arts and Humanities

1. MUSI 122 - Music Appreciation or  
ARTS 105 - Art Appreciation or  
ARTS 111 - Art and Ideas I or  
ARTS 112 - Art and Ideas II

#### III. Social and Behavioral Sciences

1. PSYC 101 - General Psychology
2. ECON 293 - Macroeconomics
3. GEOG 101 - Introduction to Geography

### Liberal Arts and Science Degree **39-63 hrs**

Students seeking certification in Elementary Education may choose from the following recommended degree areas:

- BA - American Studies
- BA - Art
- BS - Art
- BA - English
- BA - Environmental Studies
- BA - History
- BS - Mathematics
- BA - Psychology
- BA - Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

**Please note:** Certification will be Elementary Education, not content area certification.

## Elementary Education **61 hrs** Certification Minor

Fifty-eight semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 61 hours of coursework. Students must complete at least half of the education coursework through Columbia College and maintain a 2.8 GPA with no grade less than C.

EDUC 102	Introduction to Education I	1 hr
	(Must be taken within first 9 hrs of EDUC classes)	
EDUC 103	Introduction to Education II**	1 hr
EDUC 105	Human Health	3 hrs
EDUC 200	Law, Ethics, and Education*	3 hrs
	(Meets college Ethics requirement)	
EDUC 230	Educational Psychology*	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
	(NOTE: Must be admitted to Teacher Certification Program prior to enrolling in this course)	
EDUC 302	Teaching Skills**	3 hrs
EDUC 311	Classroom and Behavior Management Techniques**	3 hrs
EDUC 322	Educational Measurement and Assessment	3 hrs
EDUC 331	Teaching of Reading**	3 hrs
EDUC 336	Creative and Language Arts in Elementary & Middle Schools**	3 hrs
EDUC 338	Teaching Reading in the Content Area**	3 hrs
EDUC 358	Teaching Math in the Elementary School**	3 hrs
EDUC 380	Diagnostic and Corrective Reading**	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC 391	Child Psychology	3 hrs
EDUC 400	Senior Portfolio	3 hrs
	(This course is to be taken concurrently with EDUC 420)	
SOCI 270	Minority Cultures and Relations	3 hrs

### Field Experience Coursework

EDUC 420	Student Teaching in the Elementary Schools [16 wks]	8 hrs
	(Must receive a "B" or higher for certification)	

\*Course will include 1 hr of field experience: 20 hr. placement

\*\*Course will include 1 hr of field experience: 15 hr. placement

\*\*\*Course will include 1 hr of field experience: 35 hr. placement

\*\*\*\*Course will include 1 hr of field experience: 10 hr. placement

**NOTE: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment.) See Education Office for deadline information.**

## BEACON MIDDLE SCHOOL EDUCATION (5-9) CERTIFICATION

### General Education 38-41 hrs

The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

### Liberal Arts and Science Degree 40-63 hrs

Students seeking certification in Middle Level Education may choose from the following recommended degree areas:

- BA - American Studies
- BA - Biology
- BS - Biology
- BA - Chemistry
- BA - English
- BA - Environmental Studies
- BA - History
- BS - Mathematics
- BA - Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

### Middle Level Content Area

The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the chosen content area.

Students seeking Middle Level Education Certification may choose from the following content areas:

- English/Language Arts
- Mathematics
- Science
- Social Studies

### Content Area Requirements:

#### Language Arts (Min. 27 hrs)

- |          |                                   |       |
|----------|-----------------------------------|-------|
| COMM 110 | Introduction to Speech <u>or</u>  | 3 hrs |
| COMM 203 | Understanding Human Communication | 3 hrs |
| COMM 360 | Oral Interpretation of Literature | 3 hrs |

- |          |   |       |
|----------|---|-------|
| EDUC 336 | Creative and Language Arts in Elementary and Middle Schools** | 3 hrs |
| ENGL 111 | English Composition I   | 3 hrs |
| ENGL 112 | English Composition II  | 3 hrs |
| ENGL 311 | Descriptive Grammar of the English Language <u>or</u>         | 3 hrs |
| ENGL 312 | The History of the English Language                           | 3 hrs |

- |                                 |       |
|---------------------------------|-------|
| Literature Elective             | 3 hrs |
| English/Language Arts Electives | 6 hrs |

### Mathematics (Min. 23 hrs)

- |                                 |  |       |
|---------------------------------|--|-------|
| CISS 170                        | Introduction to Computer Information Systems                   | 3 hrs |
| MATH 102                        | Mathematics for the Elementary School Teacher                  | 3 hrs |
| MATH 150                        | College Algebra  | 3 hrs |
| MATH 201                        | Calculus and Analytic Geometry I <u>or</u> MATH 215 & MATH 226 | 5 hrs |
| MATH 250                        | Statistics I   | 3 hrs |
| Math Electives (above MATH 106) | 6 hrs  |       |

### Science (Min. 21 hrs.)

- |                   |  |       |
|-------------------|--|-------|
| BIOL 110          | Principles of Biology I <u>and</u>                   | 3 hrs |
| BIOL 110L         | Principles of Biology I Laboratory <u>or</u>         | 2 hrs |
| BIOL/ENVS 115     | Introduction to Environmental Science <u>and</u>     | 3 hrs |
| BIOL/ENVS 115L    | Introduction to Environmental Science Laboratory     | 2 hrs |
| CHEM/PHYS 108     | Physical Science Survey                              | 3 hrs |
| CHEM 109          | Chemistry for Biological and Health Related Sciences | 3 hrs |
| CHEM 111L         | Introductory Chemistry Laboratory Experience         | 2 hrs |
| GEOL 110          | Introduction to Physical Geology                     | 3 hrs |
| GEOL 110L         | Introduction to Physical Geology Laboratory          | 2 hrs |
| Science Electives | 3 hrs  |       |

### Social Studies (Min. 27 hrs.)

- |          |                              |       |
|----------|------------------------------|-------|
| GEOG 101 | Introduction to Geography    | 3 hrs |
| HIST 101 | Western Civilization I       | 3 hrs |
| HIST 102 | Western Civilization II      | 3 hrs |
| HIST 121 | American History to 1877     | 3 hrs |
| HIST 122 | American History Since 1877  | 3 hrs |
| POSC 111 | American National Government | 3 hrs |
| POSC 215 | State and Local Government   | 3 hrs |
| PSYC 101 | General Psychology           | 3 hrs |
| SOCI 111 | General Sociology            | 3 hrs |

## Middle Level Education 52 hrs Certification Minor

Forty-nine semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 52 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA.

EDUC 102	Introduction to Education I (Must be taken within first 9 hrs of EDUC classes)	1 hr
EDUC 103	Introduction to Education II**	1 hr
EDUC 200	Law, Ethics, and Education* (Meets college Ethics requirement)	3 hrs
EDUC 230	Educational Psychology*	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
EDUC 311	Classroom and Behavior Management Techniques	3 hrs
EDUC 322	Educational Measurement & Assessment	3 hrs
EDUC 326	Middle School Methods****	3 hrs
EDUC 331	Teaching of Reading**	3 hrs
EDUC 336	Creative and Language Arts in Elementary and Middle School**	3 hrs
EDUC 338	Teaching Reading in the Content Area**	3 hrs
	Teaching Methods Course:*** Math-359; Social Studies-362; Science 365; English-367	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar (To be taken concurrently with EDUC 424)	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

### Field Experience Coursework

EDUC 424	Student Teaching in Middle Level Schools [16 wks] (Must receive a "B" or higher for certification)	8 hrs
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\*Course will include 1 hr of field experience: 20 hr. placement

\*\*Course will include 1 hr of field experience: 15 hr. placement

\*\*\*Course will include 1 hr of field experience: 35 hr. placement

\*\*\*\*Course will include 1 hr of field experience: 10 hr. placement

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

## BEACON SECONDARY EDUCATION (9-12) CERTIFICATION

### General Education 38-41 hrs

The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

### Liberal Arts and Science Degree 40-63 hrs

Students seeking certification in Secondary Education may choose from the following recommended degree areas:

- BA - American Studies
- BA - Biology
- BS - Biology
- BA - Business Administration
- BS - Business Administration
- BA - Chemistry
- BA - English
- BA - Environmental Studies
- BA - History
- BA - Mathematics
- BA - Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

### Secondary Content Area

The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the chosen content area.

Students seeking Secondary Education Certification may choose from the following content areas:

### BIOLOGY (Grades 9-12) (Minimum 32 hrs)

BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL 290	Principles of Cell Biology	3 hrs
BIOL/ENVS 300	Evolution	3 hrs
BIOL 342	Genetics	3 hrs
BIOL 343	Botany	5 hrs
BIOL 353	Zoology	5 hrs
CHEM 109	Chemistry for Biological and Health-Related Sciences	3 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
PHYS 111	College Physics I	3 hrs

### BUSINESS EDUCATION (Grades 9-12) NON-VOCATIONAL (Minimum 30 hrs)

ACCT 280	Accounting I (Financial)	3 hrs
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ACCT 385	Accounting Information Systems <b>or</b>	3 hrs
An approved Computer Technology course		
CISS 170	Introduction to Computer Information Systems	3 hrs
ECON 293	Macroeconomics <b>or</b>	3 hrs
ECON 294	Microeconomics	3 hrs
EDUC 369	Teaching Business*	3 hrs

\*This course must include a resumé that will document one (1) year or two thousand (2000) hours of approved occupational experience or appropriate internship. The approval process is determined by the nature of employment in a business occupation. Copy of resumé needed for student file.

MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
MGMT 393	Business Information Systems	3 hrs
MKTG 310	Principles of Marketing	3 hrs
Implementing Business Education Programs **		

\*\*This course is not offered at Columbia College; course can be taken online with the Department of Elementary and Secondary Education via the Consortium Agreement.

Business Electives (0-6 hrs) Recommended:

ACCT 281	Accounting II (Managerial)	3 hrs
FINC 298	Personal Financial Planning	3 hrs
MGMT 338	International Business	3 hrs
MKTG 410	Global Marketing	3 hrs

### **CHEMISTRY (Grades 9-12) (Minimum 32 hours)**

BIOL 110	Principles of Biology I	3 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/CHEM 420	Biochemistry	3 hrs
BIOL/CHEM 420L	Biochemistry Laboratory	2 hrs
CHEM 310	Organic Chemistry I	3 hrs
CHEM 310L	Organic Chemistry I Laboratory	2 hrs
CHEM 301	Quantitative Analysis	5 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM/PHYS 401	Introduction to Physical Chemistry/Chemical Physics	3 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
PHYS 111	College Physics I	3 hrs

### **ENGLISH (Grades 9-12) (Minimum 30 hours)**

EDUC 270	Literature for Children and Adolescents	3 hrs
ENGL 111	English Composition I	3 hrs
ENGL 112	English Composition II	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs

ENGL 312	The History of the English Language	3 hrs
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### **Two courses selected from:**

ENG 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs
ENGL 450	Minority and Ethnic Literature of the United States	3 hrs

### **One course selected from:**

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 263	World Literature I	3 hrs
ENGL 264	World Literature II	3 hrs
Electives (six hours in writing/criticism courses)		
Elective (3 hrs) in World/English Literature		
Elective English Credit (0-2 hrs)		

### **GENERAL SCIENCE (Grades 9-12)**

#### **(Minimum 32 hours)**

ASTR 108	Introduction to Astronomy	3 hrs
BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/ENVS 115L	Introduction to Environmental Science Laboratory	2 hrs
CHEM/PHYS 108	Physical Science Survey	3 hrs
CHEM/PHYS 108L	Physical Science Survey Laboratory	2 hrs
CHEM 109	Chemistry for Biological and Health-Related Sciences	3 hrs
CHEM 111L	Introductory Chemistry Laboratory Experience	2 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
Electives from any of the above listed categories: Recommended Elective:		
ENVS/EDUC	Environmental Education	3 hrs

### **MATHEMATICS (Grades 9-12)**

#### **(Minimum 30 hours)**

CISS 170	Introduction to Computer Information Systems	3 hrs
MATH 150	College Algebra	3 hrs
MATH 201	Calculus and Analytical Geometry I <b>or</b>	5 hrs
MATH 215 & MATH 226		
MATH 222	Calculus and Analytical Geometry II <b>or</b>	5 hrs
MATH 235 & MATH 245		
MATH 331	Foundations of Geometry	3 hrs

MATH Electives from above listed categories (Computer Science, Algebraic Structures, Calculus and Geometry) 4 hrs

**Minimum ten (10) hours from at least three (3) of the following areas:**

**History of Mathematics (2-3 hrs)**

Recommended: MATH 330 - History of Mathematics

**Structure of the Real Number System (2-3 hrs)**

Recommended: MATH 102 - Math for the Elementary School Teacher

Number Theory (2-3 hrs)

Completion Calculus Sequence (2-5 hrs)

Recommended: MATH 300 - Multivariate Calculus

**Probability and Statistics (2-3 hrs)**

Recommended: MATH 250 - Statistics I or  
MATH 251 Statistics II or  
MATH 340 Introduction to Probability Theory or  
MATH 338 Mathematical Statistics and Probability

**Computer Science (2-5 hrs)**

Recommended: CISS 240 - Introduction to Programming or  
CISS 241 & CISS 242

**Math for Exceptional Children (2-3 hrs)**

**Linear Algebra (2-3 hrs)**

Recommended: MATH 303 - Linear Algebra

**SOCIAL STUDIES (Grades 9-12)**

**(Minimum 40 hours)**

ECON 293	Macroeconomics <u>or</u>	3 hrs
ECON 294	Microeconomics	3 hrs
GEOG 101	Introduction to Geography	3 hrs
HIST 101	Western Civilization I	3 hrs
HIST 102	Western Civilization II	3 hrs
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
POSC 111	American National Government	3 hrs
POSC 215	State and Local Government	3 hrs
PSYC 101	General Psychology	3 hrs
SOCI 111	General Sociology <u>or</u>	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

Electives - Six (6) hours in American History

Electives - Three (3) hours in World History

Electives - (1-3 hrs) from any of the above listed categories

**Secondary Education**

**43 hrs**

**Certification Minor**

Forty semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 43 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA with no grade less than C.

EDUC 102	Introduction to Education I (Must be taken within first 9 hrs of EDUC classes)	1 hr
EDUC 103	Introductory Education II**	1 hr
EDUC 200	Law, Ethics, and Education* (Meets college Ethics requirement)	3 hrs
EDUC 230	Educational Psychology*	3 hrs
EDUC 300	Techniques of Teaching (NOTE: Must be admitted to Teacher Certification Program prior to enrolling in this course)	3 hrs
EDUC 311	Classroom and Behavior Management Techniques	3 hrs
EDUC 322	Educational Measurement & Assessment	3 hrs
EDUC 338	Teaching Reading in the Content Area**	3 hrs
Teaching Methods Course:***	Math-360; Social Studies-362; Science-365; English-367; Business-369	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar (This course is to be taken concurrently with EDUC 422)	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

**Field Experience Coursework**

EDUC 422	Student Teaching in the Secondary Schools [12 wks] (Must receive a "B" or higher for certification)	8 hrs
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\* Course will include 1 hr of field experience: 20 hr. placement

\*\* Course will include 1 hr of field experience: 15 hr. placement

\*\*\* Course will include 1 hr of field experience: 35 hr. placement

\*\*\*\* Course will include 1 hr of field experience: 10 hr. placement

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

## BEACON ART EDUCATION (K-12) CERTIFICATION

### General Education 38-41 hrs

The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

### Liberal Arts and Science Degree 51-72 hrs

Students seeking certification in Art K-12 Education may choose from the following recommended degree areas:

- BA - Art
- BS - Art
- Bachelor of Fine Arts

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

### Content Area Requirements 30 hrs

Students must complete the following coursework in order to meet content area requirements as set by the Missouri Department of Elementary and Secondary Education.

#### I. Design & Composition

1. ARTS 140 - 2-Dimensional Design or  
ARTS 141 - 3-Dimensional Design

#### II. Two-Dimensional Art

1. ARTS 120 - Drawing I
2. ARTS 130 - Painting I
3. ARTS 150 - Creative Photography I or  
ARTS 262 - Printmaking I

#### III. Three-Dimensional Art

1. ARTS 141 - 3-Dimensional Design
2. ARTS 271 - Ceramics I
3. EDUC 345 - Teaching Art K-12\*\*\*

#### IV. History, Theory, and Criticism

1. ARTS 111 - Art and Ideas I or  
ARTS 112 - Art and Ideas II or  
Art History 300 or above

#### V. Art for Elementary Grades

1. EDUC 345 - Teaching Art K-12\*\*\*

#### VI. Art Electives

(if 30-hour minimum has not been met above.)

### Art Education K-12 Certification Minor 43 hrs

Forty-six semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted

to the following specific 46 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA with no grade less than a C.

EDUC 102	Introduction to Education I (Must be taken within first 9 hrs of EDUC classes)	1 hr
EDUC 103	Introduction to Education II**	1 hr
EDUC 200	Law, Ethics, and Education* (Meets college Ethics requirement)	3 hrs
EDUC 230	Educational Psychology*	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
EDUC 311	Classroom and Behavior Management Techniques**	3 hrs
EDUC 322	Educational Measurement & Assessment	3 hrs
EDUC 338	Teaching Reading in the Content Area**	3 hrs
EDUC 345	Teaching Art K-12***	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar (This course is to be taken concurrently with EDUC 422)	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

### Field Experience Coursework

EDUC 422	Student Teaching in the Secondary Schools [12 wks] (Must receive a "B" or higher for certification) (Two placements [1:K-6 & 1:7-12] 6 wks each for Art K-12 majors)	8 hrs
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\* Course will include 1 hr of field experience: 20 hr. placement

\*\* Course will include 1 hr of field experience: 15 hr. placement

\*\*\* Course will include 1 hr of field experience: 35 hr. placement

\*\*\*\* Course will include 1 hr of field experience: 10 hr. placement

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

## SPECIAL EDUCATION (K-12)

### General Education 38-41 hrs

The general education component is to be completed according to Columbia College degree requirements (Please refer to your entrance year catalog for specific degree requirements). In order to complete the requirements set forth by the Missouri Department of Elementary and Secondary Education, the following courses must be included in your general education coursework.

**I. Basic Studies and Mathematics**

1. MATH 102 - Mathematics for the Elementary School Teacher
2. CISS 170 - Introduction to Computer Information Systems

**II. Arts and Humanities**

1. MUSI 122 - Music Appreciation or  
ARTS 105 - Art Appreciation or  
ARTS 111 - Arts and Ideas I or  
ARTS 112 - Arts and Ideas II

**III. Social and Behavioral Sciences**

1. PSYC 101 - General Psychology
2. ECON 293 - Macroeconomics
3. GEOG 101 - Introduction to Geography

**Liberal Arts and Science Degree 37-54 hrs**

Students seeking certification in Special Education may choose from one of the following recommended degree areas:

- BA - American Studies
- BA - Psychology
- BA - Sociology

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

**\*Please note:** certification will be Special Education (K-12), not content area certification.

Special Education is not a specific Education Minor. Students seeking Special Education certification will obtain the Education (General) Minor and finish certification requirements at the Post Baccalaureate level\*. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA within the minor with no grade less than C.

\* See Graduate Catalog for admission requirements and retention criteria for the Post Baccalaureate program.

**Professional Education Coursework 46 hrs**

EDUC 102	Introduction to Education	1 hr
	(Must be taken within first 9 hrs of EDUC classes)	
EDUC 103	Introduction to Education II**	1 hr
EDUC 105	Human Health	3 hrs
EDUC 200	Law, Ethics, and Education*	3 hrs
EDUC/PSYC 230	Educational Psychology*	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 300	Techniques of Teaching	3 hrs
EDUC 302	Teaching Skills**	3 hrs
EDUC 311	Classroom and Behavior Management Techniques**	3 hrs
EDUC 331	Teaching of Reading**	3 hrs

EDUC 336	Creative and Language Arts in Elementary and Middle Schools**	3 hrs
EDUC 358	Teaching Mathematics in the Elementary School*	3 hrs
EDUC 380	Diagnostic and Corrective Reading**	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
PSYC 330	Lifespan Developmental Psychology	3 hrs
SOCI 270	Minority Cultures and Relations	3 hrs

**Field Experience Coursework 3 hrs**

\* Course will include 1 hr of field experience: 20 hr. placement

\*\* Course will include 1 hr of field experience: 15 hr. placement

\*\*\* Course will include 1 hr of field experience: 35 hr. placement

\*\*\*\* Course will include 1 hr of field experience: 10 hr. placement

**Note: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

**Readmit to the Post Baccalaureate program to complete certification sequence.**

**Complete Certification Sequence 24 hrs (Graduate)****8/11\* hrs (Undergraduate)**

EDUC 400	Senior Seminar	3 hrs
	(course may be audited)	
	(This course may be taken concurrently with EDUC 426)	
EDUC 426	Student Teaching in Special Education [16 wks]	8 hrs
	(Two placements [1: K-6 and 1: 7-12] 8 wks each) (Must receive a B or higher for certification)	
EDUC 514	Mathematics for the Special Needs Child (Remedial)	3 hrs
EDUC 515	Language Development for the Exceptional Child	3 hrs
EDUC 527	Introduction to Mild to Moderate Cross-Categorical	3 hrs
EDUC 528	Methods of Teaching Mild/Moderate Cross-Categorical	3 hrs
EDUC 547	Career Counseling Including Children with Special Needs	3 hrs
EDUC 548	Communications-Counseling, Conferencing and Confronting	3 hrs
EDUC 572	Individual Ability/Intelligence Testing	3 hrs
EDUC 574	Evaluation of Individual Achievement and Aptitude	3 hrs

**ENGLISH****Department:** Humanities**Chairperson:** Mark Price, Ph.D.**Full-Time Faculty:** Danny Campbell, Ph.D.

Amy Darnell, Ph.D.

Johanna Denzin, Ph.D.

Lisa Ford-Brown, Ph.D.

Pamela A. McClure, Ph.D.

Lizbeth Metscher

Carla Mettling, Ph.D.

**Degree:** Bachelor of Arts in English**Minors:** English  
Music  
Spanish  
Speech Communication  
Women's Studies**Culminating Experience Course:****ENGL 431 Senior Essay**

The Bachelor of Arts in English provides a foundation for career preparation and graduate study. It emphasizes clear communication and critical thinking, skills fundamental to all areas of career and liberal arts studies, and offers, through literary study, a basis for growth in understanding the human condition. Society, the professions, college constituents and the individual student are well served, directly and indirectly, by the influences of an English major, which may also be effectively combined with other academic or career areas.

**BACHELOR OF ARTS IN ENGLISH****A. General Education Requirements 38-41 sem. hrs****Ethics Course Requirement 3 hrs**ENGL 331 Ethical Issues in Literature or

PHIL 330 Ethics

**B. Multicultural Requirement 3 sem. hrs**

Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major below with an asterisk.

**C. Foreign Language Requirement 6 sem. hrs****D. Choice of Literature or Creative Writing Emphasis 40 sem. hrs**

(All courses must be completed with a grade of C or higher.) Courses in the major cannot be taken Pass/Fail.

**1. Literature Emphasis Core Requirements 18 sem. hrs**

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs
ENGL 431	Senior Seminar	3 hrs
ENGL 490	Literary and Critical Theory	3 hrs

**Literature Emphasis Electives 21 sem. hrs**

Twenty-one semester hours selected from the following:

ENGL 204	Technical Writing	3 hrs
ENGL 207	Creative Writing I - Fiction	3 hrs
ENGL 208	Creative Writing I - Poetry	3 hrs
*ENGL 263	World Literature I	3 hrs
*ENGL 264	World Literature II	3 hrs
ENGL 280	Film and Literature	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs
ENGL 323	The Hero in Mythology	3 hrs
ENGL 331	Ethical Issues in Literature	3 hrs
ENGL 333	Topics	3 hrs
ENGL 350	Major Literary Figures	3 hrs
ENGL 351	Readings in Shakespeare	3 hrs
ENGL 360	Readings in Fiction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
ENGL 362	Readings in Drama	3 hrs
ENGL 370	Major Literary Periods	3 hrs
ENGL 397	Science Fiction and Fantasy	3 hrs
ENGL 433	Topics	3 hrs
*ENGL 450	Minority and Ethnic Literature of the United States	3 hrs

Students may choose one of the following courses to serve as one emphasis elective:

ENGL 210	Introduction to Fiction	3 hrs
ENGL 211	Introduction to Poetry	3 hrs
ENGL 212	Introduction to Drama	3 hrs

**2. Creative Writing Emphasis Core Requirements 21 sem. hrs**

(All courses must be completed with a grade of C or higher.)

ENGL 207	Creative Writing I - Fiction	3 hrs
ENGL 208	Creative Writing I - Poetry	3 hrs
ENGL 310	Creative Writing – <i>Genre</i>	3 hrs
ENGL 420	Advanced Editing and Revision Seminar	3 hrs
ENGL 431	Senior Seminar	3 hrs

Six semester hours selected from the following:

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs

**Creative Writing Emphasis 18 sem. hrs****Electives**

Eighteen hours selected from the following:

ENGL 204	Technical Writing	3 hrs
*ENGL 263	World Literature I	3 hrs
*ENGL 264	World Literature II	3 hrs
ENGL 280	Film and Literature	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs
ENGL 323	The Hero in Mythology	3 hrs
ENGL 331	Ethical Issues in Literature	3 hrs
ENGL 333	Topics	3 hrs
ENGL 350	Major Literary Figures	3 hrs
ENGL 351	Readings in Shakespeare	3 hrs
ENGL 360	Readings in Fiction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
ENGL 362	Readings in Drama	3 hrs
ENGL 370	Major Literary Periods	3 hrs
ENGL 397	Science Fiction and Fantasy	3 hrs
ENGL 408	Advanced Creative Writing (This course can be taken two times)	3 hrs
ENGL 433	Topics	3-6 hrs
*ENGL 450	Minority and Ethnic Literature of the United States	3 hrs
ENGL 490	Literature and Critical Theory	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
COMM 380	Performance Studies	3 hrs

Students may choose one of the following courses to serve as one emphasis elective :

ENGL 210	Introduction to Fiction	3 hrs
ENGL 211	Introduction to Poetry	3 hrs
ENGL 212	Introduction to Drama	3 hrs

**E. Open Electives: 31-34 sem. hrs**

Recommend more courses in upper-level English and/or Journalism

**120 sem. hrs****F. A candidate for a baccalaureate degree with a major in English must pass, with a satisfactory rating (grade of C or higher), ENGL 431 Senior Essay as a culminating evaluative experience.****FORENSIC SCIENCE****Department: Criminal Justice Administration and Human Services****Chairperson: Barry Langford, J.D.****Coordinator: Michael Lyman, Ph.D.**

**Full-Time Faculty:** Christopher Babayco  
Ann Bledsoe, Ph.D.  
Joseph Carrier, Ph.D.  
Elizabeth Critser, Ph.D.  
Julie Estabrooks, Ph.D.  
Kenneth Fields, II  
Alan James, Ph.D.  
Barry Langford, J.D.  
Natasha Latushkina, Ph.D.  
Michael Lyman, Ph.D.  
James McAllister, Ph.D.  
Nathan Means, Ph.D.  
Frank Somer, Ph.D.  
Suzanne Tourville, Ph.D.  
Peggy Wright, Ph.D.

**Degree: Bachelor of Science in Forensic Science**

**Minors:** Biology  
Chemistry  
Criminal Justice Administration  
Criminology

**Certificate: Crime Scene Investigation**

**Culminating Experience Course:**  
BIOL 475 Senior Seminar in Forensic Science

The major in *Forensic Science* is designed to provide training for students seeking to work in the forensic science laboratories or who are planning to pursue careers in the field of forensic science. The major draws from the biological sciences, physics and chemistry as well as from the fields of criminal justice and the law.

The degree is generated from a cross-disciplinary perspective, blending faculty expertise from both the criminal justice and science program areas. A principal focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions in the criminal justice and science areas. The faculty encourages wide and varied preparation in both the liberal arts and sciences to provide students with an appreciation of the scientific and social environment of crime and criminal justice.

As students prepare for a career in forensic sciences, they should be reasonably informed on which area to focus. For example, if one wishes to work in a crime laboratory, most positions are of the "criminalist" category, but various areas will require specific coursework. Examples are as follows:

**Criminalist I - Physical Evidence.**

Coursework should include at least two natural science classes, algebra, and trigonometry (coursework in calculus can be substituted for the algebra and trigonometry).

**Criminalist I - DNA.** Coursework should include 20 semester hours in biology (course credit in genetics, biochemistry, molecular biology, recombinant DNA technology or other subjects which provide a basic understanding of the foundations of forensic DNA analysis should be included in hours).

**Criminalist I - Trace Evidence.** Coursework should include at least 20 hours of chemistry (organic and inorganic).

**Criminalist I - Toxicology.** Coursework should include at least 20 hours of chemistry including two semesters of general chemistry and two semesters of organic chemistry, and one semester of quantitative analysis, with a minimum acceptable grade of C.

**Criminalist I - Latent Prints.** Coursework should include at least two natural science classes, with a minimum acceptable grade of C.

**Criminalist I - Questioned Documents.** Baccalaureate degree should be in one of the Natural Sciences or Criminal Justice.

Students majoring in this degree should work closely with their academic advisor to ensure proper coursework is taken for the student's preferred career option.

## BACHELOR OF SCIENCE IN FORENSIC SCIENCE

**A. General Education Requirements 38-41 sem. hrs**

**Ethics Course Requirement 3 hrs**  
CJAD 345 Ethics & Morality in Criminal Justice **or** PHIL 330 Ethics

**B. Multicultural Requirement 3 sem. hrs**  
Courses that meet this requirement can be found on page 32.

**C. Core Requirements 46 sem. hrs**

(All courses must be completed with a grade of C or higher. Courses in the major may not be taken as Pass/Fail.)

BIOL	110	Principles of Biology I	3 hrs
BIOL	110L	Principles of Biology I Laboratory	2 hrs
BIOL/CHEM/ENVS	395	Research Design in the Sciences	3 hrs
CHEM	110	Chemistry I	3 hrs
CHEM	111L	Introductory Chemistry Laboratory Experience	2 hrs
CHEM	112	Chemistry II	3 hrs
CHEM	112L	Chemistry II Laboratory	2 hrs
CHEM	310	Organic Chemistry I	3 hrs
CHEM	310L	Organic Chemistry I Lab	2 hrs
CJAD	335	Criminalistics	3 hrs
CJAD	335L	Criminalistics Laboratory	2 hrs
CJAD	475	Senior Seminar in Forensic Science	3 hrs
MATH	201	Calculus & Analytic Geometry I <b>or</b> MATH 215 & MATH 226	5 hrs
MATH	222	Calculus & Analytic Geometry II <b>or</b> MATH 235 & MATH 245	5 hrs
PHYS	111	College Physics I	3 hrs
<b>and</b>	PHYS 111L	Physics I Laboratory	2 hrs
<b>or</b>	PHYS 211	Calculus-based Physics I	5 hrs

**In addition to successful completion of the core requirements listed above, students seeking a Bachelor of Science in Forensic Science degree must complete one of two tracks: Chemistry or Biology.** The decision to choose one of these two options is based on the student's career objectives which can be very specific about which coursework is required. Therefore, it is incumbent upon the student to be familiar with their targeted career track to ensure they have taken the correct coursework to be a competitive candidate for the position desired.

*Please note: As you schedule your classes, please ensure that you have a sufficient number of upper-level hours to satisfy the 39 upper-level requirement.*

**D. Chemistry Track 15 sem. hrs**

CHEM	301	Quantitative Analysis	5 hrs
CHEM	312	Organic Chemistry II	3 hrs
CHEM	312L	Organic Chemistry II Laboratory	2 hrs
PHYS	112	College Physics II <b>and</b>	3 hrs
PHYS	112L	College Physics II Laboratory <b>or</b>	2 hrs
PHYS	212	Calculus-Based Physics II	5 hrs

**E. Biology Track 18 sem. hrs**

BIOL	342	Genetics	3 hrs
BIOL	342L	Genetics Laboratory	2 hrs
BIOL	410	Molecular Biotechnology	3 hrs
BIOL	410L	Methods in Molecular Biotechnology	2 hrs
BIOL	420	Biochemistry	3 hrs
BIOL	420L	Biochemistry Laboratory	2 hrs
MATH	250	Statistics I <b>or</b>	3 hrs
	BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	3 hrs

**F. Electives for Chemistry & Biology Tracks 12-17 sem. hrs**

BIOL	420	Biochemistry	3 hrs
BIOL	420L	Biochemistry Laboratory	2 hrs
CHEM	301	Quantitative Analysis	5 hrs
CHEM	322	Inorganic Chemistry	3 hrs
CHEM/PHYS	401	Introduction to Physical Chemistry/ Chemical Physics	3 hrs
CJAD	406	Expert and Scientific Evidence	3 hrs
MATH	380	Advanced Calculus	3 hrs

**G. General Forensic Science Area Electives 12-18 sem. hrs**

BIOL	223	Anatomy	3 hrs
BIOL	223L	Anatomy Laboratory	2 hrs
BIOL	312	Microbiology	3 hrs
BIOL	312L	Microbiology Laboratory	2 hrs
CJAD	101	Introduction to Criminal Justice Administration	3 hrs
CJAD	201	Criminal Investigation	3 hrs
CJAD	203	Crime Scene Investigation	3 hrs
CJAD	303	Crime Scene Photography	3 hrs
CJAD	305	Forensic Anthropology	3 hrs
CJAD	413	Bloodstain Evidence	3 hrs
CJAD	415	Criminal Procedures	3 hrs
CJAD	445	Forensic Pathology	3 hrs
CJAD	499	Criminal Justice Internship	1-3 hrs
PHIL	210	Logic	3 hrs
PHIL/HIST	303	History & Philosophy of Modern Science	3 hrs
PSYC	450	Abnormal Psychology	3 hrs

**H. Crime Scene Investigation Certificate (Optional) 15 sem. hrs**

**I. A candidate for a baccalaureate degree with a major in Forensic Science must pass, with a satisfactory rating (grade of C or higher), CJAD 475 Senior Seminar in Forensic Science, as a culminating evaluative experience.**

**J. TOTAL 123-143 sem. hrs****CERTIFICATE IN CRIME SCENE INVESTIGATION**

Students desiring a concentration in the identification, documentation and preservation of evidence at crime scenes may choose a *Certificate in Crime Scene Investigation* as part of their degree completion plan. The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of 15 semester hours of designated coursework. The student must successfully complete 9 of these semester hours at Columbia College. **To qualify for the awarding of the certificate, each Columbia College course that comprises the certificate must be completed with a minimum grade of "B."**

Certificate Requirements: Students are required to complete a mandatory 9 credit hour core block of courses with 6 additional discretionary credit hours chosen from a list of pre-approved courses. These courses are:

<b>Required:</b>	<b>9 sem. hrs</b>
CJAD 201 Criminal Investigation	3 hrs
CJAD 203 Crime Scene Investigation	3 hrs
CJAD 303 Crime Scene Photography	3 hrs

<b>Electives</b>	<b>6 sem. hrs</b>
<b>(Taken from the following list)</b>	
CJAD 305 Forensic Anthropology	3 hrs
CJAD 413 Bloodstain Evidence	3 hrs
CJAD 433 Topics: (Departmental approval required)	3 hrs
CJAD 445 Forensic Pathology	3 hrs

**Total required: 15 sem. hrs**

The CSI Certificate is available only to students who have a declared major in Criminal Justice Administration (BS or BA), a minor in Criminal Justice or major in Forensic Science (BS). The certificate will be awarded only after successful completion of the student's degree program in one of the above areas.

**GENERAL STUDIES****BACHELOR OF GENERAL STUDIES**

This degree is designed by the student and advisor and integrates coursework from across the curriculum. It is designed for the student who desires

a liberal arts and sciences bachelor's degree from Columbia College but for whom there is not an appropriate major. Students can build the Bachelor of General Studies degree around minors.

- A. General Education Requirements** 38-41 sem. hrs
- B. Ethics Course Requirement** 3 hrs  
PHIL 330 Ethics
- C. Electives** 79-82 sem. hrs  
120 sem. hrs

## ASSOCIATE IN GENERAL STUDIES

See Associate in General Studies degree requirements on page 75.

## HISTORY

**Department:** History and Political Science

**Chairperson:** Brad Lookingbill, Ph.D.

**Full-Time Faculty:** Anthony Alioto, Ph.D.  
Tonia Compton, Ph.D.  
David Karr, Ph.D.  
Brad Lookingbill, Ph.D.  
Michael Polley, Ph.D.

**Degree:** Bachelor of Arts in History

**Minors:** Geography  
History  
International Relations  
Legal Studies  
Political Science

**Culminating Experience Course:**

**HIST 494 Historical Research and Methods**

History majors acquire an education that promotes citizenship and personal enrichment while preparing them for a wide range of professional goals. The History program helps to prepare majors for graduate or law school as well as public service and private sector careers. Internship opportunities are available.

## BACHELOR OF ARTS IN HISTORY

- A. General Education Requirements** 38-41 sem. hrs
- Ethics Course Requirement** 3 hrs  
PHIL 330 Ethics

### **B. Multicultural Requirement** 3 sem. hrs

Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major below with an asterisk.

### **C. Foreign Language Requirement** 6 hrs

### **D. Core Requirements** 18 sem. hrs

(All courses must be completed with a grade of C or higher.) Courses in the major may not be taken as Pass/Fail.

HIST 101	Western Civilization I	3 hrs
HIST 102	Western Civilization II	3 hrs
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
HIST 490	Historiography	3 hrs
HIST 494	Historical Research & Methods	3 hrs

### **E. History Electives** 24 sem. hrs

**Nine semester hours selected from the following United States History cluster:**

HIST 312	Twentieth Century American Diplomatic History	3 hrs
HIST 321	History of the Modern U.S.	3 hrs
HIST 342	American Civil War	3 hrs
HIST 350	American Revolution	3 hrs
HIST 352	American Environmental History	3 hrs
HIST 362	History of the American West	3 hrs
HIST 370	American Military History	3 hrs
HIST 371	History of American Business	3 hrs
*HIST 372	American Indian History	3 hrs
HIST 373	Women and Gender in American History	3 hrs

**Nine semester hours selected from the following European History cluster:**

HIST 303	History and Philosophy of Modern Science	3 hrs
HIST 322	History of European Society and Sexes	3 hrs
HIST 332	European Renaissance	3 hrs
HIST 334	European Enlightenment	3 hrs
HIST 335	Nineteenth Century Europe	3 hrs
HIST 336	Twentieth Century Europe	3 hrs
HIST 340	Philosophy of Revolution	3 hrs
HIST 358	The Making of Modern Britain	3 hrs
HIST 359	Rise and Fall of the British Empire	3 hrs
HIST 381	History of Christianity: The Early Church	3 hrs
HIST 382	Christianity in the Modern World	3 hrs

**Three semester hours selected from the following Comparative History cluster:**

*HIST 231	Imperial Russia	3 hrs
HIST 232	History of Russia 1825 to Present	3 hrs

*HIST 234	History of Latin America	3 hrs
*HIST 235	History of the Modern Middle East	3 hrs
*HIST 314	Modern China	3 hrs
*HIST 316	Modern Japan	3 hrs
HIST 318	The Vietnam War	3 hrs

**At least three additional semester hours with the HIST prefix at or above the 200-level.** Students are encouraged to complete a history internship or a special topics course or another elective in one of the clusters above. A maximum of thirty semester hours of history requirements may be met in transfer. At least six semester hours of upper-level credit must be taken from Columbia College.

**F. Other Electives** **28-31 sem. hrs**

**120 sem. hrs**

**G. HIST 494, Historical Research and Methods, is the culminating evaluative course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.**

## HUMAN SERVICES

**Department:** Criminal Justice Administration and Human Services

**Chairperson:** Barry Langford

**Full-Time Faculty:** Michael Perkins  
Lia Willis, Ph.D.

**Degrees:** Bachelor of Arts in Human Services  
Bachelor of Science in Human Services  
Associate in Science in Human Services

**Minors:** Criminology  
Human Services  
Intergenerational Studies  
Sociology

**Culminating Experience Course:**  
HUMS 495 Integrative Seminar

The field of Human Services is one of the most rapidly growing sectors within the United States' economy with many career options.

The National Organization for Human Services (NOHS) defines Human Services as the profession of:

Meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations. The Human Services profession is one which promotes improved service delivery by addressing not only the quality of direct services, but also by seeking to improve accessibility, accountability and coordination among professionals and agencies in service delivery.

The goal of the Human Services program at Columbia College is to assist students in developing empirically-based knowledge and practice skills fundamental for responsible and effective application within the Human Services field. The program also helps prepare students for graduate studies in a variety of fields and emphasizes the need for life-long learning.

Two baccalaureate degrees are offered in Human Services: The Bachelor of Arts and the Bachelor of Science.

For students currently working in the field of human services, or who otherwise have considerable work experience, the BA is recommended. For those desiring to enter the field, or for those with minimal work experience, the BS degree is recommended since it offers the internship experience.

## BACHELOR OF ARTS IN HUMAN SERVICES

**A. General Education Requirements** **38-41 sem. hrs**

**Ethics Course Requirement** **3 hrs**  
PHIL 330 Ethics

**B. Foreign Language Requirement** **6 hrs**

**C. Multicultural Requirement** **3 sem. hrs**  
Courses that meet this requirement can be found on page 32.

**D. Core Requirements** **33 sem. hrs**  
(All courses must be completed with a grade of C or higher.) Courses in the major cannot be taken as Pass/Fail.

HUMS 105 Introduction to Human Services 3 hrs

HUMS 250 Working with Individuals 3 hrs

HUMS 300 Exploring Research 3 hrs

HUMS 325 Case Management 3 hrs

HUMS 335 Working with Groups 3 hrs

HUMS 340 Working with Families 3 hrs

HUMS 345 Working with Communities and Organizations 3 hrs

HUMS/SOCI 365 American Social Policy 3 hrs

HUMS 495 Integrative Seminar	3 hrs
PSYC 101 General Psychology	3 hrs
*SOC1 270 Minority Cultures & Relations	3 hrs

**E. Human Services Electives 12 sem. hrs**

Chosen from below:

HUMS 310 Military Case Work	3 hrs
HUMS 333/433 Topics	3 hrs
HUMS/SOCI 350 Social Gerontology	3 hrs
HUMS 375 Disabilities	3 hrs
HUMS 380 Substance Abuse	3 hrs
HUMS 385 Mental Health	3 hrs
HUMS 390 Child Welfare	3 hrs
SOCI 421 Class, Status and Power	3 hrs

**F. Electives 25-28 sem. hrs****120 sem. hrs.****G. As the Culminating Evaluative Experience, all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.**

HUMS 325 Case Management	3 hrs
HUMS 333/433 Topics	3 hrs
HUMS/SOCI 350 Social Gerontology	3 hrs
HUMS 375 Disabilities	3 hrs
HUMS 380 Substance Abuse	3 hrs
HUMS 385 Mental Health	3 hrs
HUMS 390 Child Welfare	3 hrs
SOCI 421 Class, Status and Power	3 hrs

**E. Electives 28-34 sem. hrs****120 sem. hrs.****F. As the Culminating Evaluative Experience, all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.****ASSOCIATE IN SCIENCE IN HUMAN SERVICES**

See degree requirements, page 75.

**BACHELOR OF SCIENCE IN HUMAN SERVICES****A. General Education Requirements 38-41 sem. hrs**

**Ethics Course Requirement 3 hrs**  
PHIL 330 Ethics

**B. Multicultural Requirement 3 sem. hrs**

Courses that meet this requirement can be found on page 32.

**C. Core Requirements 33-36 sem. hrs**

(All courses must be completed with a grade of C or higher.) Courses in the major cannot be taken as Pass/Fail.

HUMS 105 Introduction to Human Services	3 hrs
HUMS 250 Working with Individuals	3 hrs
HUMS 300 Exploring Research	3 hrs
HUMS 335 Working with Groups	3 hrs
HUMS 340 Working with Families	3 hrs
HUMS 345 Working with Communities and Organizations	3 hrs
HUMS/SOCI 365 American Social Policy	3 hrs
HUMS 495 Integrative Seminar	3 hrs
HUMS 499 Internship	3-6 hrs
PSYC 101 General Psychology	3 hrs
*SOC1 270 Minority Cultures & Relations	3 hrs

**D. Human Services Electives 12 sem. hrs**

Chosen from below:

HUMS 310 Military Case Work	3 hrs
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**MANAGEMENT INFORMATION SYSTEMS****Department: Computer and Mathematical Sciences****Chairperson: Suzanne Tourville, Ph.D.**

**Full-Time Faculty:** Hoyt Hayes, Ph.D.  
Timothy Ireland, Ph.D.  
Angela Kinworthy  
Yihsiang Liow, Ph.D.  
Kenneth Middleton, Ph.D.  
Tom Stauder  
Diane Suhler, Ph.D.  
Joann Wayman, Ph.D.  
Sally Wells  
Youlong Zhuang, Ph.D.

**Degree: Bachelor of Science in Management Information Systems**

**Minors:** Business  
Computer Information Systems  
Computer Science

**Culminating Experience Course:**

**CISS 492 Senior Seminar in Management Information Systems**

The Computer and Mathematical Sciences Department offers Bachelor of Science degrees in computer science, computer information systems, management information systems as well as mathematics. The degrees provide a liberal arts education while emphasizing preparation for either graduate school or a rewarding career. Students are provided with a rigorous theoretical background coupled with practical and essential skills to begin either a rewarding career in the computer field or advanced studies in graduate school. The programs reflect important trends and developments in the computer field.

The computer degree programs are based on Computing Curricula 2001 prepared by the Association for Computing Machinery (ACM) and the IEEE Computer Society. The computer science degree has a significant mathematics component while the computer information systems and management degrees require several business courses. The degrees provide a wide variety of elective courses that allow the student to tailor a program of study to match their interests.

**Students majoring in Computer Science, Computer Information Systems or Management Information Systems are required to purchase a laptop computer no later than the semester in which they enroll in CISS 245 Advanced Programming.**

## **BACHELOR OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS**

### **A. General Education 38-41 sem. hrs Requirements**

**Ethics Course Requirement: 3 hrs**  
MGMT 368 Business Ethics or  
PHIL 330 Ethics

### **B. Multicultural Requirement 3 sem. hrs** Courses that meet this requirement can be found on page 32.

### **C. Computer Information 27-29 sem. hrs System Core Requirements**

(All courses must be completed with a grade of C or higher.) Courses taken in major cannot be taken as Pass/Fail.

Two courses selected from one of the following two options.

#### Option I: (6 hours)

CISS 234 Visual Basic 3 hrs  
CISS 236 COBOL Programming 3 hrs  
CISS 238 Java Programming 3 hrs

#### **OR**

Option II: (8 hours)

CISS 240 Introduction to Programming or  
CISS 241 and 242 4 hrs

CISS 245 Advanced Programming or CISS 243 4 hrs

#### **AND**

CISS 274 Introduction to Internet Technology and Electronic Communication 3 hrs

CISS 285 Structural Systems Analysis and Design 3 hrs

CISS 325 Systems Analysis, Design and Implementation Projects 3 hrs

CISS 365 Project Management 3 hrs

CISS 430 Introduction to Database Systems 3 hrs

CISS 472 Data Warehousing and Decision Support Systems 3 hrs

CISS 492 Senior Seminar in Management Information Systems 3 hrs

### **D. Business Core Requirements 33 sem. hrs**

(All courses must be completed with a grade of C or higher.)

ACCT 280 Accounting I 3 hrs

ACCT 281 Accounting II 3 hrs

\*ECON293 Macroeconomics 3 hrs

ECON 294 Microeconomics 3 hrs

FINC 350 Business Finance 3 hrs

MATH 250 Statistics I 3 hrs

MGMT 254 Business Communication 3 hrs

MGMT 265 Business Law I 3 hrs

MGMT 330 Principles of Management 3 hrs

\*MGMT 338 International Business 3 hrs

MKTG 310 Principles of Marketing 3 hrs

### **E. Computer Information Systems Electives 6 sem. hrs**

Six hours selected from the following courses:

CISS 298 Web Programming 3 hrs

\*CISS 390 Global Information Systems Management 3 hrs

CISS 391 Information Systems Security 3 hrs

CISS 465 Software Engineering 3 hrs

### **F. Electives 5-10 sem. hrs**

**120 sem. hrs**

## PSYCHOLOGY

**Department:** Psychology and Sociology

**Chairperson:** Graham Higgs

**Full-Time Faculty:** Cheryl Hardy, Ph.D.  
Graham Higgs, Ph.D.  
Christopher Mazurek, Ph.D.

**Degree:** Bachelor of Arts in  
Psychology

**Minor:** Psychology

**Culminating Experience Course:**  
PSYC 495 Integrative  
Psychology

Psychology is the discipline which, through scientific study, endeavors to achieve the goals of observation, description, understanding, prediction and control of behavior and psychological processes. Topical areas of inquiry include: human development, personality theory, neuroscience, learning, memory and cognition, motivation and emotion, sensation and perception, interpersonal relationships, personal adjustment, abnormal behavior and psychotherapy. Behaviorism, social learning theory, cognitivism, humanism, existentialism, neuroscience and psychodynamics comprise the theoretical paradigms most emphasized over the course of studies.

Because knowledge of behavior and psychological processes are important to all fields of study, persons majoring in areas other than psychology should enroll in selected courses of interest. For the same reason, choosing psychology as a minor also is encouraged. Students majoring in psychology may select between two programs of study. The applied program is designed to prepare those who plan to seek employment, in either the private or public sector immediately following graduation with the bachelor degree. The academic studies program prepares students to pursue studies in psychology at the graduate school level in either practical (i.e., clinical, school, counseling) or experimental (i.e., neuroscience, developmental, cognitive) specializations. All psychology majors are expected to develop outcome competencies at the knowledge, comprehension, application, analysis, synthesis, and evaluation levels.

### BACHELOR OF ARTS IN PSYCHOLOGY

**A. General Education Requirements** 38-41 sem. hrs

**Ethics Course Requirement** 3 hrs  
PHIL 330 Ethics

**B. Foreign Language Requirement** 6 sem. hrs

**C. Multicultural Requirement** 3 sem. hrs  
Courses that meet this requirement can be found on page 32.

**D. Psychology Core Requirements** 15 sem. hrs

(All courses must be completed with a grade of C or higher.) Courses in the major cannot be taken as Pass/Fail.

PSYC 101 General Psychology 3 hrs

PSYC/SOCI/BIOL 324 Statistics for  
the Behavioral and Natural Sciences 3 hrs

PSYC/SOCI 325 Research Design 3 hrs

PSYC 381 History and Systems  
of Psychology 3 hrs

PSYC 495 Integrative Psychology 3 hrs

**E. Psychology Electives** 33 sem. hrs

At least 21 hours chosen from:

PSYC 304 Personality Theory 3 hrs

PSYC 330 Lifespan Developmental  
Psychology 3 hrs

PSYC/SOCI 360 Social Psychology 3 hrs

PSYC/BIOL 371 Neuroscience 3 hrs

PSYC 410 Learning Theories 3 hrs

PSYC 420 Cognitive Psychology 3 hrs

PSYC 450 Abnormal Psychology 3 hrs

PSYC 460 Introduction to Clinical  
and Counseling Psychology 3 hrs

Twelve additional hours in psychology are chosen by the student with the approval of a Psychology advisor. Psychology electives should be selected on the basis of career interests.

**F. Electives** 34-37 sem. hrs

120 sem. hrs

**G. Culminating Evaluative Experiences: all students must complete PSYC 495 Integrative Psychology with a grade of C or higher and also a comprehensive exit interview.**

## SOCIOLOGY

**Department:** Psychology and Sociology

**Chairperson:** Graham Higgs

**Full-Time Faculty:** Yngve Digernes, Ph.D.  
Kathleen Fitzgerald, Ph.D.

**Degree:** Bachelor of Arts in Sociology

**Minors:**               **Criminology**  
                           **Intergenerational Studies**  
                           **International Relations**  
                           **Sociology**  
                           **Women's Studies**

**Culminating Experience Course:**  
                           **SOCI 495 Integrative Seminar**

Sociology attempts, through systematic research methodologies, to explain and predict small- and large-scale social interactions and social organizations, from individual interactions in everyday life to collective behavior, population movement, and the highly organized behavior of business corporations, national and international organizations.

The Sociology program is designed to develop a special insight and a broad understanding of, and a critical concern for, the operation and the problems of human society including racism, sexism, classism, homophobia and environmental destruction. Additionally, a goal is to foster competencies in accurate observation, analysis and evaluation of social interaction and social organization.

A B.A. in Sociology prepares students to pursue graduate study in sociology and in other related areas such as business, law, public policy, urban planning and social work. It also develops valuable skills in data analysis, social trend research, program evaluation and organizational management that are highly marketable for entry positions and occupational advancement in business and government agencies.

## BACHELOR OF ARTS IN SOCIOLOGY

**A. General Education Requirements**               **38-41 sem. hrs**

**Ethics Course Requirement**               **3 hrs**  
                           PHIL 330 Ethics

**B. Foreign Language Requirement**               **6 sem. hrs**

**C. Multicultural Requirement**               **3 sem. hrs**  
                           Courses that meet this requirement can be found on page 32.

**D. Core Requirements:**               **18 sem. hrs**  
                           (All courses must be completed with a grade of C or higher.) Courses in major cannot be taken as Pass/Fail.

\*SOCI 111 General Sociology               3 hrs  
                           SOCI/PSYC/BIO 324 Statistics for the Behavioral and Natural Sciences               3 hrs  
                           SOCI/PSYC 325 Research Design               3 hrs  
                           SOCI 460 Classical Social Theory               3 hrs

SOCI 470 Contemporary Social Theory               3 hrs

SOCI 495 Integrative Seminar               3 hrs

**E. Sociology Electives**               **24 sem. hrs**

**1. At least 18 hours chosen from below:**

SOCI 214 Family               3 hrs

SOCI 216 American Social Problems               3 hrs

SOCI 218 Social Deviance               3 hrs

\*SOCI 270 Minority Cultures and Relations               3 hrs

SOCI/WMST 310 Women and Society               3 hrs

SOCI 312 Organizations and Institutions               3 hrs

SOCI 321 Criminology               3 hrs

SOCI 326 Qualitative Methods               3 hrs

\*SOCI/WMST 336 Global Perspectives on Women and Development               3 hrs

SOCI 341 Sociology of Religion               3 hrs

SOCI/PSYC 360 Social Psychology               3 hrs

SOCI/AMST 375 Social Movements               3 hrs

SOCI 401 The American Community               3 hrs

SOCI 421 Class, Status and Power               3 hrs

**2. Six additional hours** in sociology chosen by students with the approval of the sociology advisor. Three hours must be upper-level.

**F. Electives**               **28-31 sem. hrs**

**120 sem. hrs**

**G. As the Culminating Evaluative Experience, all students must complete SOCI 495 Integrative Seminar with a grade of C or higher.**

A maximum of 25 semester hours of sociology requirements may be met in transfer.

## PRE-PROFESSIONAL PROGRAMS

### PRE-ENGINEERING

The Computer and Mathematical Sciences Department offers advising to students who plan to transfer to an engineering program after one or two years of study at Columbia College. Typically, pre-engineering students should enroll in mathematics, science, and computer science courses appropriate to their chosen area of engineering, and liberal arts courses that will meet general education requirements at the transfer institution. Additionally, students should consider taking introductory engineering courses through the cooperative cross-enrollment program with the University of Missouri in order to minimize time to graduation.

## PRE-LAW

The liberal arts component of the general education requirements at Columbia College provides an excellent foundation for student success in law school. Students from all majors may have an excellent chance of going on to law school. Recently criminal justice, English, history and political science have all been popular majors for students pursuing a law degree. Whatever major they choose pre-law students should take classes that enhance written and oral communication, research and critical thinking skills.

The University of Missouri-Columbia, School of Law offers a combined undergraduate and law program also known as the 90-hour program. The combined curriculum enables students to obtain the bachelor of arts/science and juris doctor degrees in six years.

The undergraduate degree is a requirement for the juris doctor degree. Students entering under the combined degree program must make arrangements with their undergraduate schools to complete all requirements for their undergraduate degree. In addition, students must have a letter sent from the Dean of their undergraduate institution to the University of Missouri-Columbia School of Law, indicating that their law school coursework will earn the remaining hours of undergraduate credit, and that a B.A. or B.S. will be awarded before or at the time of graduation from law school.

To obtain more information about the program contact University of Missouri-Columbia School of Law, 103 Hulston Hall, phone: 573-882-6042.

## HEALTH-RELATED PROGRAMS

Students interested in preparing for health-related programs such as medicine, dentistry, physical therapy and pharmacology typically enroll in a biology or chemistry degree program. The coursework in these degrees provides both the science and liberal arts foundation required by most professional schools. However, health-related programs typically have additional requirements in the sciences and mathematics. Students are strongly advised to research the specific requirements of schools they are interested in attending and to work with the pre-professional advisors at those schools to ensure that their coursework meets the entry requirements of the program.

## MILITARY SCIENCE, NAVAL SCIENCE, AND AEROSPACE STUDIES ROTC: RESERVE OFFICER TRAINING CORPS

The Reserve Officer Training Corps (ROTC) is designed to provide men and women the opportunity

to become officers in the armed forces of the United States while pursuing their college degrees in a variety of fields. ROTC scholarships are available to qualified persons to help defray the costs of a college education. Students who receive ROTC scholarships incur an obligation to serve after graduation in the branch of military service that provided the scholarship. (No obligation is incurred until the last two years; freshmen and non-scholarship sophomores may participate in ROTC without obligation.)

Columbia College students may enroll in these courses, all of which are offered on the campus of the University of Missouri-Columbia. Columbia College students earn Columbia College credit for these courses. Each branch of the armed services offers its own set of courses. The U.S. Army courses are found in this catalog in the listing of course descriptions under Military Science (MSCI) and the U.S. Air Force courses are found under Aerospace Studies (ASCI), and the U.S. Navy's are under Naval Science (NSCI).

Columbia College students may earn a minor in ROTC by completing eighteen semester hours of courses with a field code of ASCI or NSCI or MSCI.

Courses are scheduled and taught by personnel in the three respective departments of the University of Missouri-Columbia. For more information, contact Military Science (Army ROTC) at 573-882-7721, Naval Science (Navy ROTC) at 573-882-6693, or Aerospace Studies (Air Force ROTC) at 573-882-7621.

## ASSOCIATE DEGREES

### ASSOCIATE DEGREE REQUIREMENTS

To be recommended by the faculty and approved by the Board of Trustees for graduation with an associate degree, students must have been officially admitted to the College and must:

1. complete a minimum of 60 semester hours;
2. complete the appropriate number of General Education courses determined by individual degree requirements;
3. complete ENGL 111 English Composition I;
4. complete all major requirements;
5. attain a minimum cumulative grade-point average of 2.0;
6. fulfill the residency requirement of at least 15 of the last 24 semester hours taken with Columbia College;
7. satisfy all financial obligations; and
8. apply for graduation through the Evaluations Office the semester before they expect to graduate.

**ASSOCIATE IN ARTS**

<b>A. ENGL 111 English Composition I</b>	<b>3 sem. hrs</b>
<b>B. General Education Requirements</b>	<b>38-41 sem. hrs</b>
<b>C. Electives</b>	<b>16-19 sem. hrs</b>
<b>TOTAL</b>	<b><u>60 sem. hrs</u></b>

**ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION**

The Associate in Science in Business Administration is a general business degree that provides for the student a fundamental understanding of basic business practices.

<b>A. ENGL 111 English Composition I</b>	<b>3 sem. hrs</b>
<b>B. General Education Requirements</b>	<b>21 sem. hrs</b>

**Requirements**

<b>Basic Studies</b>	<b><u>6 hrs</u></b>
ENGL 112 English Composition II	3 hrs
CISS 170 Introduction to Computer Information Systems	3 hrs

Arts, Humanities and History; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas) **15 hrs**

ECON 293 Macroeconomics  
**and** ECON 294 Microeconomics recommended.  
MATH 150 College Algebra  
**or** MATH 170 Finite Mathematics required.

**C. Major Area Requirements 24 sem. hrs**

Courses in the major cannot be taken as Pass/Fail.

MGMT 150 Introduction to Business	3 hrs
ACCT 280 Accounting I (Financial)	3 hrs
ACCT 281 Accounting II (Managerial)	3 hrs
FINC 350 Business Finance	3 hrs
MKTG 310 Principles of Marketing	3 hrs
MGMT 330 Principles of Management	3 hrs

Choose at least two courses from the following:

ECON 294 Microeconomics	
MGMT 254 Business Communication	
MGMT 265 Business Law I	
MGMT 361 Human Resource Mgmt.	

**D. Major Area Electives 12 sem. hrs**

Choose four courses from at least two of the following areas:

Accounting  
Computer Information Systems  
Economics  
Finance  
Management  
Marketing

**60 sem. hrs****ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS**

The Associate in Science in Computer Information Systems degree provides an intense exposure to computer programming and the functional applications of computers in the business world.

<b>A. ENGL 111 English Composition I</b>	<b>3 hrs</b>
<b>B. General Education Requirements</b>	<b>21 sem. hrs</b>

**Basic Studies 6 hrs**

ENGL 112 English Composition II	3 hrs
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CISS 170 Introduction to Computer Information Systems	3 hrs
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Arts, Humanities and History; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas). History or Literature strongly recommended. **15 hrs**

MATH 150 College Algebra  
**or** MATH 170 Finite Mathematics required.  
PSYC 101 General Psychology  
**and** SOCI 111 General Sociology  
**or** ECON 293 Macroeconomics  
**and** ECON 294 Microeconomics strongly recommended.

**C. Major Area Requirements 26 sem. hrs**

Courses in the major cannot be taken as Pass/Fail.

CISS 240 Introduction to Programming <b>or</b> CCIS 241 <b>and</b> 242	4 hrs
CISS 245 Advanced Programming <b>or</b> CISS 243	4 hrs
CISS 285 Structured Systems Analysis & Design <b>or</b> CISS 280	3 hrs
CISS 325 Systems Analysis, Design and Implementation Projects <b>or</b> CISS 320	3 hrs

CISS 350	Advanced Algorithms and Data Structures	3 hrs
CISS 360	Computer Systems and Assembly Language	3 hrs
Choose two of the following:		<u>6 hrs</u>
CISS 234	Visual Basic	
CISS 236	COBOL Programming	
CISS 238	Java Programming	
CISS 355	Directed Study	
CISS 370	Operating Systems	
CISS 380	Computer Graphics	
CISS 430	Database Systems	
CISS 445	Programming Languages	

**D. Related Area Requirements 9 sem. hrs**

ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
Choose one of the following:		<u>3 hrs</u>
MGMT152	Business Mathematics	
MATH 170	Finite Mathematics	
MATH 250	Statistics I	

**E. Open Elective: 1 sem. hr**60 sem. hrs**ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION**

The Associate in Science in Criminal Justice Administration is a comprehensive two-year program designed to allow specialization within the field while integrating the interdisciplinary perspectives of sociology and psychology.

**A. General Education Requirements 21 sem. hrs****Basic Studies 6 hrs**

ENGL 112	English Composition II	3 hrs
CISS 170	Introduction to Computer Information Systems	3 hrs

Arts, Humanities and History; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas) 15 hrs

PSYC 101 General Psychology  
and SOCI 111 General Sociology recommended.

**B. ENGL 111 English Composition I 3 hrs****C. Major General Area Requirements 24 sem. hrs**

Courses in the major cannot be taken as Pass/Fail.

CJAD 101	Introduction to Criminal Justice Administration	3 hrs
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CJAD 311	Police in a Democratic Society	3 hrs
CJAD 345	Ethics & Morality in Criminal Justice	3 hrs
CJAD 350	Corrections and Penology	3 hrs
POSC 340	Judicial Process	3 hrs

Choose at least three of the following:

CJAD 301	Criminal Law	
CJAD 405	Laws of Criminal Evidence	
CJAD 410	Drug Abuse and Crime Control	
CJAD 415	Criminal Procedures	
CJAD 451	Management of Criminal Justice Agencies	
SOCI 331	Juvenile Delinquency	

**D. Major Area Electives 9 sem. hrs**

Six semester hours must be criminal justice electives. The remaining 3 hours must be from one of the following: criminal justice, sociology, political science or psychology.

**E. Open Elective 3 sem. hrs**60 sem. hrs**ASSOCIATE IN SCIENCE IN FIRE SERVICE ADMINISTRATION**

The Associate in Science in Fire service Administration is a comprehensive two-year program designed to allow students to apply college credit hours that they have earned from the University of Missouri's Fire and Rescue Training Institute (FRTI) and the National Fire Academy (NFA) toward their degree. This program is rich in general education courses to facilitate pursuit of a baccalaureate degree and possesses the requisite technical and managerial courses to provide a foundation for leadership in the fire service. *All courses with FSAD field codes are offered by MU FRTI or the NFA.*

**A. General Education Requirements 27 sem. hrs**

ENGL 112	English Composition II	3 hrs
CISS 170	Introduction to Computer Information Systems	3 hrs
COMM 110	Introduction to Speech	3 hrs
MATH 150	College Algebra	

Complete 3 hrs in MATH 150, MATH 170, MATH 180, or MATH 201. (MATH 226 may sub for 201 if 215 is completed also.)

BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
CHEM/PHYS 108	Physical Science Survey	3 hrs

Students must have nine (9) hours selected from the following courses:

PSYC 101	General Psychology	3 hrs
SOCI 111	General Sociology	3 hrs
POSC 111	American National Government	3 hrs
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs

**B. ENGL 111 English Composition I 3 sem. hrs**

**C. Major Area Requirements 25 sem. hrs**

Courses in the major cannot be taken as Pass/Fail.

ECON 293	Macroeconomics	3 hrs
CJAD 345	Ethics and Morality in Criminal Justice <b>or</b>	3 hrs
MGMT 368	Business Ethics <b>or</b>	
PHIL 330	Ethics	
MGMT 254	Business Communication	3 hrs
MGMT 330	Principles of Management	3 hrs
FSAD 101	Fire Service Instructor I	2 hrs
FSAD 110	Fire Officer I	2 hrs
FSAD 120	Incident Management System	1 hr
FSAD 140	Introduction to Emergency Management	2 hrs
FSAD 150	Principles of Building Construction: Combustible	1 hr
FSAD 155	Principles of Building Construction: Noncombustible	1 hr
FSAD 210	Fire Officer II	3 hrs
FSAD 220	Advanced Incident Management System: Command Staff, Operations; Logistics/Finance; Planning	1 hr

**D. Major Area Electives 5 sem. hrs**

(FSAD courses **bolded** in this section are offered at the National Fire Academy.)

FSAD 130	Incident Safety Officer	1 hr
FSAD 135	Health and Safety Officer	1 hr
FSAD 145	Introduction to Volunteer Emergency Service Mgmt.	2 hrs
<b>FSAD 146</b>	<b>Executive Analysis of Fire Service Options in Emergency Management</b>	<b>3 hrs</b>
FSAD 160	Introduction to Fire Prevention Inspection	2 hrs
<b>FSAD 161</b>	<b>Fire Inspection Principles</b>	<b>3 hrs</b>
<b>FSAD 162</b>	<b>Principles of Fire Protection: Structures and Systems</b>	<b>3 hrs</b>
<b>FSAD 163</b>	<b>Management of Fire Prevention Programs</b>	<b>3 hrs</b>

<b>FSAD 164</b>	<b>Management of Arson Prevention &amp; Control</b>	<b>3 hrs</b>
<b>FSAD 165</b>	<b>Plans Review for Inspectors</b>	<b>3 hrs</b>
<b>FSAD 166</b>	<b>Strategic Analysis of Community Risk Reduction</b>	<b>3 hrs</b>
FSAD 170	Introduction Wildland and Wildland/Urban Interface	1 hr
FSAD 180	Emergency Response to Terrorism: Company Officer	1 hr
FSAD 181	Emergency Response to Terrorism: EMS	1 hr
FSAD 182	Emergency Response to Terrorism: Hazardous Materials	1 hr
FSAD 183	Hazardous Materials Incident Response: Operations	1 hr
<b>FSAD 184</b>	<b>Command &amp; Control of Fire Operations at National &amp; Man-Made Operations</b>	<b>1 hr</b>
<b>FSAD 185</b>	<b>Command &amp; Control of Fire Department Operations at Target Hazards</b>	<b>1 hr</b>
FSAD 201	Fire Service Instructor II	2 hrs
<b>FSAD 202</b>	<b>Challenges for Local Training Officers</b>	<b>2 hrs</b>
<b>FSAD 203</b>	<b>Community Education Leadership</b>	<b>3 hrs</b>
FSAD 230	Managing Company Tactical Operations: Preparation	1 hr
FSAD 231	Managing Company Tactical Operations: Decision Making	1 hr
FSAD 232	Managing Company Tactical Operations: Tactics	1 hr
FSAD 240	Leadership: Company	1 hr
FSAD 241	Leadership: Personal	1 hr
FSAD 242	Leadership: Supervisory	1 hr
<b>FSAD 243</b>	<b>Executive Skills Series: Influencing</b>	<b>1 hr</b>
<b>FSAD 244</b>	<b>Executive Skills Series: Leading Diverse Communities</b>	<b>1 hr</b>
<b>FSAD 245</b>	<b>Executive Skills Series: Managing and Leading Change</b>	<b>1 hr</b>
FSAD 250	Managing in a Changing Environment	1 hr
<b>FSAD 251</b>	<b>Fire Service Communication</b>	<b>1 hr</b>
<b>FSAD 253</b>	<b>Training Operations in Small Departments</b>	<b>1 hr</b>
FSAD 260	Shaping the Future	1 hr

<b>FSAD 270</b>	<b>Initial Fire Investigation</b>	<b>3 hrs</b>
<b>FSAD 271</b>	<b>Fire Cause Determination for Company Officers</b>	<b>2 hrs</b>
<b>FSAD 272</b>	<b>Fire/Arson Investigation</b>	<b>3 hrs</b>
<b>FSAD 273</b>	<b>Interviewing/Interrogating and Courtroom Testimony</b>	<b>3 hrs</b>

**60 sem. hrs****ASSOCIATE IN GENERAL STUDIES**

This degree is developed by the student and advisor. Course work may be from the liberal arts and sciences or from any preprofessional discipline. The following requirements must be met:

**A. General Education Requirements 21 sem. hrs**

ENGL 112 English Composition II 3 hrs

CISS 170 Introduction to Computer Information Systems 3 hrs

Art, Humanities and History;  
Natural Sciences and Mathematics; and Social Behavioral Sciences (credits distributed to include each of the three areas.)

15 hrs**B. ENGL 111 English Composition I 3 sem. hrs****C. Electives 36 sem. hrs****60 sem. hrs****ASSOCIATE IN SCIENCE IN HUMAN SERVICES**

The Associate in Science in Human Services is designed to assist students in developing empirically based knowledge and practice skills fundamental for responsible and effective application within the Human Service field.

**A. ENGL 111 English Composition I 3 hrs****B. General Education Requirements 21 sem. hrs****Basic Studies:**

ENGL 112 English Composition II 3 hrs

CISS 170 Introduction to Computer Information Systems 3 hrs

Art, Humanities and History;

Natural Sciences and Mathematics; and Social Behavioral Sciences (credits distributed to include each of the three areas.)

15 hrs**C. Major Area Requirements 15 sem. hrs**

Courses in the major cannot be taken as Pass/Fail.

HUMS 105 Introduction to Human Services 3 hrs

HUMS 250 Working with Individuals 3 hrs

HUMS 335 Working with Groups 3 hrs

HUMS 340 Working with Families 3 hrs

Three hours from one of the following:

HUMS 300 Exploring Research 3 hrs

HUMS 345 Working with Communities and Organizations 3 hrs

HUMS 365/SOCI 365 American Social Policy 3 hrs

SOCI 270 Minority Cultures and Relations 3 hrs

**D. Human Services Elective 3 sem. hrs****E. Electives 18 sem. hrs****60 sem. hrs****ASSOCIATE IN SCIENCE IN NURSING**

The Associate in Science in Nursing Program is offered at two sites — at the Home Campus in Columbia, Missouri and at the Lake Ozark Campus. The program is open to individuals who have no prior nursing education and to individuals who hold a Licensed Practical Nursing license.

The program has been approved by the Missouri State Board of Nursing.

The program is designed to prepare the graduate for a nurse generalist role. Graduates are awarded an Associate in Science in Nursing degree and are eligible to apply for the Registered Nursing Licensure Examination. \*

The curriculum consists of general education, mathematics and science courses and specific nursing courses. Students are required to complete all of the general education, mathematics and science courses before entering the Nursing Course Sequence.

**Admission to the nursing program is on a selective basis.** Selection will be made each August and each January. The application deadline is August 2 for students who plan to start the nursing sequence

courses in January. The application deadline is January 2 for students who plan to start the nursing sequence courses in March and LPN students who plan to start the nursing sequence courses in June. The maximum number for the Home Campus-Columbia is 32 students (made up of a combination of non-LPN's and LPN's). The maximum number for the Lake Campus is 32 students (made up of a combination of non-LPN's and LPN's).

All candidates for the nursing program are expected to meet general admission requirements to the College. Acceptance to Columbia College does not guarantee acceptance into the Nursing Course Sequence. Selection criteria for the Nursing Course Sequence:

1. Completion of NURS 209 Introduction to Nursing or at least one year of documented clinical experience in a healthcare setting. An admission committee of nurse faculty will determine adequacy of health care experience and may require the student to successfully complete a clinical skills test. There is a \$50 fee for this test.
2. Completion of the general education, mathematics and science courses. Students may elect to complete NURS 209, one or more of the remaining general education, mathematics, or science courses in the eight-week session between the time of the submission of the nursing application and the start of the nursing classes. Students are limited to a maximum of eight semester hours of coursework during an eight-week session.
3. Minimum of an overall GPA of 2.0 for the general education, mathematics and science courses and be in good academic standing within Columbia College. A minimum grade of "C" is required for all science courses and for English Composition I and II.
4. Achieve a minimum score of 75% on the TEAS (Test of Essential Skills).
5. Be at least 18 years of age.
6. Possess the necessary functional abilities to provide safe and effective patient care. \*\*
7. LPN students must submit the following paperwork:
  - official copy of Practical Nursing transcript.
  - copy of LPN license (current and undisciplined) for the state of Missouri.
8. A criminal background check is required at the time of submission of the nursing application. Forms and directions for completion are available as part of the nursing application.
9. Selection of nursing students will be based on the GPA of the prerequisite courses and the TEAS score.
10. Additional requirements for those selected for the Nursing Program:
  - Urine drug test

- Physical forms, including documentation of immunizations/titers
- Current CPR certification by the American Heart Association, Health Care Providers course.

\* Successful completion of the program does not guarantee eligibility to take the licensure examination. According to the Nursing Practice Act, licensure may be withheld or revoked. More information is available on the Nursing Program Website and in the Nursing Program Information document.

\*\*Functional abilities to meet the role of the nurse include: behavioral/emotional abilities, cognitive abilities, communication abilities, professional conduct, psychomotor skills, and sensory/perceptual abilities.

These Functional Abilities are described in the Nursing Student Handbook and the Nursing Program Information document.

### A. Required Courses 38 sem. hrs

Courses in the major cannot be taken as Pass/Fail.

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL 221	Clinical Microbiology <b>and</b>	
BIOL 221L	Clinical Microbiology Laboratory <b>or</b>	
BIOL 312	Microbiology <b>and</b>	3 hrs
BIOL 312L	Microbiology Laboratory	2 hrs
BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 326	Physiology	3 hrs
BIOL 326L	Physiology Laboratory	2 hrs
CHEM 109	Chemistry for Biological and Health-Related Sciences	3 hrs
ENGL 112	English Composition II	3 hrs
MATH 106	Intermediate Algebra or higher general education mathematics course	3 hrs
NURS 209	Introduction to Nursing	6 hrs
PSYC 101	General Psychology	3 hrs

### B. Nursing Sequence Courses 36 sem. hrs

(All courses must be completed with a grade of C or higher.)

NURS 210	Fundamentals of Nursing*	6 hrs
NURS 211	Mental Health Nursing	3 hrs
NURS 212	Pharmacology for Nursing	3 hrs
NURS 213	Foundations of Professional Nursing	6 hrs
NURS 214	Medical/Surgical Nursing I	6 hrs
NURS 215	Medical/Surgical Nursing II	6 hrs
NURS 216	Women's and Infant's Health	6 hrs

\*Licensed Practical Nurses (LPN's) are not required to take NURS 210 Fundamentals of Nursing if they

are able to pass the HESI Fundamentals exam with a score of 75% or greater and successfully complete a clinical skills assessment conducted by NURS faculty. The HESI Exam and clinical skills assessment are arranged through the Nursing Program Office. The exam costs \$50.

NURS 209 is a prerequisite for NURS 210. NURS 209 may be waived if students have a least one year of documented clinical experience in a health care setting. See #1 on page 76 for more information.

**74 sem. hrs**

# ACADEMIC HONORS

## RECOGNITION OF ACADEMIC ACHIEVEMENT

### Dean's List

The Dean's List is an honor accorded to students who achieve academic distinction. Students may be named to the Dean's List if they complete a minimum of 12 semester hours of Columbia College coursework in two consecutive sessions (with a minimum six semester hours of credit in each session) and a combined GPA of 3.50 or higher.

Sessions used to establish Dean's List eligibility will not be used to consider eligibility for future Dean's Lists.

### Eligibility Restrictions

- A grade of Incomplete eliminates a student from the Dean's List consideration.
- A grade given to replace an Incomplete can not be applied to Dean's List requirements.
- ENGL 107, MATH 104 and MATH 106 do not apply when determining Dean's List eligibility.
- Courses taken by students as pass/fail or satisfactory/unsatisfactory are not included in the minimum six semester hours in two consecutive terms.

### Awards Convocation

In the Spring of each year, an Honors and Awards Convocation is held, a special occasion recognizing those students who have made exceptional contributions to Columbia College through outstanding scholarship and/or leadership. Students who have completed at least 15 semester hours at Columbia College with a cumulative GPA of 3.5 or higher are eligible for these awards. Recipients of these awards are generally chosen from this pool.

### Graduation Honors

Columbia College confers baccalaureate degrees with the following Latin honors designations:

GPA	Designation
3.9 and above	<i>summa cum laude</i>
3.75 to 3.89	<i>magna cum laude</i>
3.5 to 3.74	<i>cum laude</i>

**To receive a degree with these honors, students must have completed 60 hours of credit at Columbia College.**

Students who are seeking a second baccalaureate degree and received an Honors designation on a prior degree must complete an additional 60 hours in residency and earn the requisite GPA in order to be granted a second Honors designation.

### High Achievement On Senior Test

The Major Field Test is taken by thousands of college seniors at hundreds of schools. It tests achievement in the senior's baccalaureate degree program.

Columbia College offers the Major Field Test in biology, business administration (undergraduate and graduate), chemistry, computer information systems, computer science, English, history, mathematics, political science, psychology and sociology.

Graduates who score in the top ten percentile nationally in their academic area are presented with a navy and silver cord at the graduation ceremony.

### The Presidential Award

Each Commencement, special recognition is given to students earning a 4.0 grade point average who have completed the entire course of study for the bachelor's degree at Columbia College.

# ADMISSION POLICIES

## EVENING STUDENTS (Adult Higher Education)

Columbia College enrolls students who have both the desire and ability to succeed in a rigorous teaching and learning environment. The College invites applications from students who have demonstrated that they are likely to complete the College's broad general education curriculum and to master an undergraduate major. Many factors are considered in the admission decision, but previous academic achievement is the best predictor of success at Columbia College. The College does not admit applicants whose previous academic performance predicts failure. Admission requirements are moderately selective.

## GENERAL ADMISSION

Applicants are individually considered for admissions based on their qualification as a whole. Admission is generally granted to high school applicants with no previous college credit (excluding high school dual enrollment) who follow a college preparatory curriculum or who rank in the top half of their class or who have an ACT or SAT score at a minimum 50th percentile and have earned at least a 2.0 cumulative high school grade point average. Admission is also generally granted to applicants with a GED score at a minimum 50th percentile and home schooled applicants who present an ACT, SAT or GED score at a minimum 50th percentile. Applicants who graduated from high school more than two years ago may not be required to submit ACT or SAT scores for admission consideration.

Columbia College welcomes students with academic credit from other institutions. A student who has earned more than 6 college credits after high school completion is considered a transfer student. Transfer applicants must present a minimum 2.0 cumulative grade point average. Only grades of C or above are accepted in transfer. If fewer than 24 hours are accepted, transfer applicants must also submit their high school transcript (class rank, ACT/SAT, grade point average) in addition to college coursework.

The Admissions Review Committee reserves the right to review any application for admission. Any application not meeting minimum admissions requirements may be reviewed by the Admissions Review Committee. The Committee will determine admission eligibility.

## NEW FRESHMEN

To apply, new freshman applicants must:

1. Submit the Columbia College undergraduate application for admission with a one-time non-refundable \$35 fee.
2. Request official high school transcripts be sent directly to the Admissions Office, or submit GED scores.
3. Request an official transcript be sent directly to the Admissions Office from each college attended. If semester hours earned total fewer than 24, request official high school transcript be sent directly to the Admissions Office, or submit GED scores.
4. Submit either ACT or SAT scores.
5. Provide a copy of a resident alien card, if a permanent resident but not a U.S. citizen.

## HOME-SCHOOLED STUDENTS

1. Submit the Columbia College undergraduate application for admission with a one-time non-refundable \$35 application fee.
2. Submit an ACT or SAT score and a record of highschool-level coursework or a GED score.

## TRANSFER STUDENTS

To apply for admission to Columbia College as a transfer student, applicants must:

1. Submit the Columbia College undergraduate application for admission with a one-time non-refundable \$35 application fee.
2. Request an official transcript from each college attended be sent directly to the Admissions Office.
3. If semester hours earned total fewer than 24, request official high school transcript be sent directly to the Admissions Office, or submit GED scores.
4. Provide a copy of the resident alien card, if a permanent resident but not a U.S. citizen.

Transfer students who do not present a minimum cumulative 2.0 grade point average for previous college coursework may be considered for admission through the Admissions Review Committee process. (See Admissions Review Process, p. \_\_\_)

Students who are on suspension from another institution are recommended to wait one semester before applying for admission to Columbia College. Students on suspension or probation may be considered for admission only through the review process.

## TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

Applicants must inform the College of all institutions of higher learning attended whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript and official English language translation (if necessary) from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College campus where the applicant plans to attend. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution's transcript.

Appeals may be made for an exception to having all transcripts/credit documents submitted prior to an evaluation. An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/disclaimer statement must also be signed by the applicant indicating that he understands that he is responsible for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising and academic level.

Appeals will not be approved or exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay transcript fees.

Applicants that are unable to obtain transcripts because the previous institution has closed, had a fire or some other records catastrophe may include a letter from the institution or the Department of Education for the state or the Ministry of Education where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has

ever been accredited by one of the accrediting bodies recognized by Columbia College.

Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

## NON-DEGREE SEEKING STATUS

The Non-Degree Seeking status is designed for students who do not seek an academic degree at Columbia College. Enrollment as a Non-Degree Seeking student neither guarantees automatic admission to degree seeking status nor does it necessarily impact an admission decision. Non-Degree Seeking students who do not enroll for five consecutive sessions must reapply for admission.

Non-Degree Seeking students are not eligible for financial aid. Students enrolling at Columbia College under this status may be considered for degree-seeking status in a subsequent term by completing the regular application process.

Students who wish to apply for Non-Degree Seeking status must complete the Non-Degree Seeking application for admission and submit it with the \$35 one-time, non-refundable application fee.

Non-Degree Seeking international students must show proof of English proficiency: minimum TOEFL score of 500 paper-based, 173 computer-based, 61 internet-based; an APIEL score of 3 or higher; completion of an advanced proficiency level in an accredited English as a Second (ESL) program; completion of a course equivalent to English Composition I with a grade of C or higher; or satisfactory completion of the Columbia College diagnostic test. Additionally, international students must submit a copy of a valid passport, visa, I-94 departure record and most recent I-20, if currently enrolled at another institution.

Enrollment for Non-Degree Seeking students is on a space available basis only. Course selections may be limited. Evening Campus students under this status do not meet with an advisor. (Non-Degree Seeking students must provide proof that course prerequisites have been met before enrolling.)

## ADDITIONAL ACADEMIC INFORMATION

Although not required for admission consideration, additional academic information that may supplement an application file includes, but may not be limited to: Advanced Placement; International Baccalaureate; Excelsior (formerly Regents); ACE accredited corporate courses; military credit (DANTES, DD214, USAFI); Law Enforcement Training Institute; RN certification and LPN certification. For use in admissions consideration or for an official evaluation of credit, all documents must be official and must be submitted directly to the

Admissions Office. For additional information about the transfer of alternative credit, contact the Evaluations Office.

## READMISSION

Students who wish to return to Columbia College after they have stopped enrollment for five consecutive sessions must apply for readmission through the Admissions Office. Official transcripts from each college attended since leaving Columbia College will be required for readmission consideration. (Student's physical records are retained for five years of non-attendance. Students applying for re-admission may be required to resubmit official transcripts.) The Admissions Office checks academic and financial status and notifies the student of the readmission decision. Students may wish to contact the Registration and Financial Services Office directly to determine if there is a balance due. (Students owing a balance will not be readmitted.)

## READMISSION AFTER SUSPENSION

Students may apply for readmission to Columbia College following a suspension of two sessions.

To apply for admission after suspension, students must:

1. Complete the undergraduate application for admission.
2. Write a letter to the Assistant Dean for Adult Higher Education requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed with the Registration and Financial Services Office.
4. Request official transcripts be sent directly to the Admission Office from each college attended since leaving Columbia College.

## READMISSION AFTER DISMISSAL

Students may apply for readmission to Columbia College following a dismissal of three years.

To apply for admission after dismissal, students must:

1. Complete the undergraduate application for admission and submit the non-refundable \$35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Assistant Dean for Adult Higher Education requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.

3. Reconcile any balance owed with the Student Financial Services office.
4. Request official transcripts be sent directly to the Admission Office from each college attended since leaving Columbia College.

Students who have been permanently dismissed from Columbia College may not apply for readmission.

## CAMPUS TRANSFERS

Currently enrolled students who wish to change campuses (i.e., Evening to Day, Nationwide to Day, Day to Evening, Nationwide to Evening, Online to Evening, etc.) must apply for campus transfer in the Admissions Office. The Admissions Office checks academic and financial status and notifies the student of the transfer decision. The student may also check this through eServices.

## EARLY - OUT ADMISSION

Students of exceptional ability may apply for admission to Columbia College following completion of their junior year of high school and after having earned 15 hours of high school credit. Applicants for early-out admission must complete the normal procedure for regular admission as well as arrange for a personal interview. Students must show an academic record which reflects readiness for college-level work. Consent of the high school principal and parents is required. Admission is contingent upon approval by the Admissions Committee. Early-Out Admission is not recommended in the Evening Campus.

## HIGH SCHOOL DUAL ENROLLMENT

High school juniors and seniors have the opportunity to take college courses for credit while completing high school.

Students in high school who wish to earn credit at Columbia College must:

1. Submit the undergraduate application for admission with a one-time, non-refundable \$35 fee.
2. Request an official high school transcript and ACT or SAT score be sent directly to the Admissions Office.
3. Present a 2.0 cumulative high school grade point average and a minimum 50th percentile on ACT/SAT or minimum 50th percentile class rank.
4. Provide written support from the high school principal or guidance counselor and a parent by completing the Columbia College dual enrollment form.
5. Home-schooled students should contact the Admissions Office for dual enrollment information.

The Admissions Review Committee reserves the right to review any application for admission under the dual enrollment status.

## INTERNATIONAL STUDENTS

An international student is categorized as a foreign born person who is not a citizen, national or permanent resident of the United States.

International students seeking a SEVIS I-20 from Columbia College are eligible for undergraduate admission in the Day Campus only. International students who are accepted for admission will receive a housing contract and I-20. International students not seeking an I-20 from Columbia College may apply for admission to the Evening Campus, Nationwide campuses, Online Campus or as a part-time Day Campus student.

## NEW FRESHMEN

International applicants are reviewed on a case-by-case basis. Students must complete a full sequence of university-preparatory studies that would qualify them for admission to university-level work in their home country. This requirement is equivalent to the twelve-year program in the United States.

## TRANSFER STUDENTS

Columbia College welcomes international students with academic credit from other institutions. The College does not admit applicants whose previous performance predicts lack of academic success. In general, students who present a minimum 2.0 cumulative grade point average from previous college coursework are considered for admission. If a transfer student does not present a minimum cumulative grade point average of 2.0, he/she may be considered for admission through the Admissions Review Process. (See Admissions Review Process information on page 98.)

## EVIDENCE OF ENGLISH PROFICIENCY

International students, as well as students who are non-resident or resident aliens, from a country whose native language is not English, may be asked to provide evidence of English proficiency. This can be demonstrated by the following:

1. Documented completion of ESL (English as a second language) or IEP (intensive English program) courses.
2. Minimum TOEFL score of 500 on the paper-based exam, 173 on the computer-based exam, or 61 on the internet-based exam or minimum IELTS score of 6.

Students who meet or exceed the TOEFL or IELTS minimum requirements must sit for the Columbia College English Placement Exam to determine initial placement in English courses.

Students with no TOEFL or IELTS score, or a score below minimum requirements, may apply for admission to the English as a Second Language

Program (ESL). As this program is not available in the evening, any student wishing to complete ESL courses at Columbia College must make application to that program, which is offered through the Day Campus. Students begin the ESL program at one of two proficiency levels: intermediate or advanced. Placement is determined by in-house diagnostic testing. This test is given to ESL students at the beginning of each semester.

## APPLICATION PROCESS

To be considered for admission to Columbia College, an international student must:

1. Submit the application for admission to the Day Campus with a one-time, non-refundable \$25 (U.S. dollars) application fee. Checks should be made payable to Columbia College.
2. Submit the international application for admission-SEVIS Supplement.
3. Request official original secondary school records in the native language and an official English translation be sent directly to the Admissions Office.

Columbia College evaluates advanced secondary school education from other countries such as the British Advanced Level Examinations, the French Baccalaureate, the German Abitur, and the Canadian CEGEPs. Students who have successfully completed advanced secondary school education may receive advanced standing or transfer credit at Columbia College for that work. Such credit is evaluated on a course-by-course basis. Students may be asked to submit course descriptions and/or course syllabi for evaluation purposes.

4. Request official original transcripts (in the native language) from each college/university attended and an official English translation be sent directly to the Admissions Office.
5. Submit official bank documents to provide evidence of adequate financial support (in U.S. dollars) for every year of study at the College.
6. Proof of English language proficiency as evidenced by a TOEFL score of at least 500 on the paper-based exam, 173 on the computer-based exam; or 61 on the internet-based exam. The minimum IELTS score required to demonstrate English language proficiency is an overall band score of 5.0 with no individual band below a 5.
7. Students transferring to Columbia College from an institution in the United States must complete a Transfer Eligibility form and furnish a copy of a valid passport, visa, I-94 and I-20 from the last school attended.

## NON-DEGREE SEEKING STUDENTS

International students who are not seeking a degree from Columbia College and wish to enroll part-time may be considered for admission as Non-Degree Seeking students (See Non-Degree Seeking information). Students must be degree seeking to be eligible for a SEVIS I-20 from Columbia College. Students on an F-2 Visa must apply as non-degree seeking and enroll only in courses that are avocational or recreational in nature.

## ADMISSIONS REVIEW COMMITTEE PROCESS

Applicants who do not meet the standards described for general admittance may be considered for admission through the Admissions Review Committee process. In addition to the materials provided by an admissions counselor, Admissions Review Committee applicants must:

1. Submit a letter that explains previous academic experiences and addresses difficulties encountered;
2. A description of an activity, project or task at which they have persevered to completion;
3. A plan for success at Columbia College.

It is strongly recommended that review committee applicants submit letters of reference from persons not related to them who can address the applicant's potential as a student.

Applications with supporting materials will be reviewed to determine admission. If admitted, students must earn a minimum 2.0 grade point average during their first term enrolled at Columbia College. Failure to do so will result in suspension from the College.

An applicant who is denied admission to the Evening Campus may be granted permission to enroll through the Nationwide campuses or the Online Campus. There is no appeal.

## ADMISSIONS DEADLINE

It is recommended that all new students (freshmen, transfers, readmits, international) complete the application process no later than two weeks prior to the first day of classes for the term for which they seek admission. Students who miss this recommended deadline may be required to apply as Non-Degree Seeking status or postpone enrollment until a later term.

## WARRANTED DEGREE PROGRAM

Students who have an associate or baccalaureate degree from Columbia College may be eligible to participate in the Warranted Degree Program. Eligible

students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees, and are not in default on federal aid loans.

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled sessions, provided space is available and course pre-requisites are met. **The Warranted Degree program cannot be used for graduate-level or Online Campus courses.**

Students are required to pay lab fees and for textbooks associated with the courses.

Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.

Students must apply for admission to be eligible to register for a warranted degree course, and no application fee is required. Warranted Degree applicants must also submit a Columbia College Application for Institutional Aid to Registration and Financial Services.

## COURSE PREREQUISITES

Many courses have prerequisite/corequisite requirements. It is the student's responsibility to fulfill prerequisite requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements may result in being dropped from the course.

## ADULT HIGHER EDUCATION

The moderately selective requirements for admission to programs on the home campus are not applicable to the Columbia College extended campuses. Students seeking to enroll through the Adult Higher Education Campus should apply for admission at the respective site.

## ONLINE CAMPUS

The moderately selective requirements for admission to programs on the home campus are not applicable to the Columbia College Online Campus. Students seeking to enroll through the Online Campus should apply for admission via the College website at [www.ccis.edu](http://www.ccis.edu).

# FEES

## EVENING CAMPUS

Basic fees for 2009-2010 are explained below. Fees are reviewed on an annual basis and are subject to change without notice.

### TUITION AND FEES

Tuition (per semester hour).....	\$ 195
Tuition, Nursing Courses Only (per sem. hour)...	\$ 325
Tuition, Online Campus (per sem. hour).....	\$ 225
Application Fee.....	\$ 35
Audit Fee (per semester hour).....	\$ 90
Graduation Fee.....	\$ 75
Lab Fee (see course descriptions).....	\$25-30
Late Registration Fee.....	\$ 35
Parking Fee (yearly).....	\$ 40
Returned Check Fee.....	\$ 25
Testing Fee/Standardized Tests (CLEP, ACT)..	\$ 10
Transcript.....	\$7.50

All fees are subject to change without notice.

A \$35 late registration fee is charged to all students registering on or after the first day of classes.

### LABORATORY FEES

Certain courses require prepayment of a laboratory fee. Every effort is made to keep these costs as low as possible. However, due to the nature of the laboratory requirements, costs will vary by location. Before a student enrolls in a class requiring laboratory work, the student should check with the campus Director about laboratory fees.

Computer Information Systems (CISS) courses will normally require use of a computer. Students should check with the Director of the campus to determine what laboratory fee, if any, must be paid upon enrollment in a CISS course.

### POLICIES ON PAYMENTS, CREDITS AND REFUNDS

When a student is accepted for admission, the student, parents, or guardians accept Columbia College's payment conditions. If any part or all of a financial aid package is reduced or eliminated, the balance created by the change is payable immediately. Degrees, transcripts, and letters of honorable separation are withheld from students who have not settled their financial obligations to the College, including, if applicable, all collection fees, attorney fees, and court costs.

**No student may complete registration for any**

### **subsequent session if an unpaid balance remains on account.**

All students are responsible for notifying the Student Records and Transcripts Office when a change of address has occurred.

A student account that remains unpaid at the end of the term may be submitted to an outside agency or attorney for collection assistance. The standard collection charge can exceed 50% of the original amount owed. This charge will be added to the principal balance of the student's account to cover collection agency and/or attorney fees.

### PAYMENT

Upon registration, all students are required to pay the entire balance of their accounts (after financial aid awards are considered) by either full payment or through the deferred payment plan.

### DEFERRED PAYMENT PLAN

If a student needs to pay educational expenses in installments, a deferred payment plan may be arranged. The procedure for the deferred payment plan is the following: the balance owed to the College, less certain awarded financial aid, is divided into two equal installments. The first payment is due when the student registers. The second payment is due on or before the final class meeting as stated in the academic calendar or before registering for a subsequent session.

At the end of each eight week session, a 1% monthly finance charge may be assessed against the outstanding balance of the student's account.

Students receiving financial aid are required to sign a deferred payment contract during the time of the pending loan.

**Civilian Tuition Assistance (CTA):** Two payment options are available for students who receive employer tuition assistance. Students should check with their employers to determine which plan is appropriate for them.

1. Direct Billing: Students may register for classes and have tuition charges billed directly to their employer if a letter from the employer authorizing such an arrangement is on file in the Student Accounts Office.
2. Reimbursement: Students are required to follow the college's regular payment procedures and then receive reimbursement from their employer according to their employer's guidelines.

**Military Tuition Assistance (MTA):** Students are required to present an approved MTA form at the time of registration. Students are personally responsible for any tuition not paid by MTA and are required to follow regular payment procedures for this portion of fees.

**V.A. Vocational Rehabilitation:** Students receiving these benefits must provide an authorization form at the time of registration and will be required to pay only those amounts not covered by their plan.

**V.A. Miscellaneous Benefits (G.I. Bill, etc.):** Students are required to follow standard payment policies and then receive reimbursement from their plan.

### **DROPPING A CLASS**

Financial liability is assessed at the completion of the drop period for each session (see Changes in Registration). If students drop a class prior to the end of the drop period, they do not incur financial or academic liability. If students withdraw from a class after the drop period, they are financially liable for the full amount of tuition. No reduction of charges is made for laboratory/course fees, etc.

### **WITHDRAWAL FROM COLLEGE**

Students who receive any form of federal Title IV assistance, and who withdraw, may be required by federal regulations to return some or all of the federal aid received. This includes the federal Pell and SEOG grants and the Federal Perkins, Stafford and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

Students receiving financial assistance should be aware that their financial aid package could be affected, should the student elect to drop an individual course. For additional information, please refer to the Financial Aid portion of the catalog.

Columbia College recognizes that individuals serving in both National Guard and Reserve units may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some or all of the federal financial assistance received for that term. The College follows the federal guidelines concerning return of Title IV funds, and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.

## **STUDENT FINANCIAL SERVICES HOURS**

Monday - Thursday . . . 8:00 a.m.- 6:00 p.m.  
Friday . . . . . 9:00 a.m.- 5:00 p.m.

## **NOTICE TO ALL STUDENTS**

Timely payment of all tuition and fees is required to continue your attendance at the College. If unforeseen circumstances occur that preclude you from paying in a timely fashion, please contact the Student Financial Services Office to see if an alternative payment agreement can be arranged. Please be aware of the following:

### **Failure to make initial payment for semester/session tuition.**

- Course registration is invalidated.
- Course spaces may be given to other students.
- Campus services will not be available.

### **Failure to meet appropriate payment dates.**

The total bill becomes due immediately. An administrative fee of \$35 will be charged for processing a late registration. Any collection or legal fees incurred in collecting an account will be the responsibility of the student/parent. The privilege of deferred payments in subsequent semesters may not be permitted.

### **Outstanding balance from a previous session.**

Until the balance is paid, the student will not be allowed to:

- Register for any subsequent semester.
- Obtain a transcript of academic work.
- Apply for a residence hall room.
- Participate in graduation ceremonies.

# FINANCIAL AID AND SCHOLARSHIPS

## FEDERAL AND STATE FINANCIAL AID AND SCHOLARSHIPS

Columbia College's financial aid program exists to make education affordable for all students who qualify. The College believes that if students desire to attend college they should not be prevented from doing so simply because they lack sufficient funds. Financial aid is not intended to cover all student expenses. While the primary financial responsibility for education rests with the students and their families, Columbia College is committed to helping students bridge the gap between the cost of a college education and what the student can afford to pay.

Financial aid is monetary assistance to help the student meet the expenses of attending college. Aid may be in the form of grants, student employment, loans, scholarships, types of outside assistance, or a combination thereof.

## APPLYING FOR FEDERAL AND STATE FINANCIAL AID

To apply for federal and/or state financial assistance at Columbia College:

1. Complete an application for admission and submit the required one time non-refundable application fee to the Admissions Office.
2. Complete the Free Application for Federal Student Aid (FAFSA), and indicate the Columbia College school code, **002456**. Completing the FAFSA electronically is recommended. Students may apply electronically by accessing the FAFSA through Columbia College's Financial Aid website, [www.ccis.edu/financialaid](http://www.ccis.edu/financialaid), or the Department of Education's website, [www.fafsa.gov](http://www.fafsa.gov). Paper FAFSA applications may be obtained through the Federal Student Aid Information Center at 1-800-4-FED-AID. The FAFSA must be completed for each academic year.
  - a. The priority deadline for all financial aid is March 1 of the year the student plans to attend college (i.e. March 1, 2011 for 2011-2012 academic year.)
  - b. The deadline for Missouri state grant aid is April 1 of the year the student plans to attend college (i.e. April 1, 2011 for 2011-2012 academic year.)
3. The Financial Aid Office corresponds with applicants primarily via email regarding the status of their financial aid application and award estimates. Notification of missing information will be sent to a student's CougarMail account, the email address assigned to each student by Columbia College.
4. Students who are interested in applying for addi-

tional assistance through federal Stafford loan programs should complete:

- a. Entrance Counseling (first time Columbia College borrower only)
- b. Stafford Loan Master Promissory Note (first time Columbia College borrower only)
- c. Submission of eAward letter (See Notification of Financial Aid Status and Awards)

Students may access these forms under the Financial Aid section through eServices.

5. Parents (for students who are deemed dependent according to federal financial aid guidelines) who are interested in applying for additional assistance for their student through Federal PLUS loan programs should complete
  - a. PLUS loan data sheet
  - b. PLUS Master Promissory Note (first time Columbia College borrower only)

Parents may access these forms at [www.ccis.edu/offices/financialaid/parentforms.aspx](http://www.ccis.edu/offices/financialaid/parentforms.aspx).

**Students must reapply each year for federal and state grants loans, and student employment.**

## ELIGIBILITY FOR FEDERAL AND STATE FINANCIAL AID

To receive aid from the federal student aid programs, a student must meet certain criteria:

1. U.S. citizen or eligible non-citizen status.
2. Pursuing a degree and enrolling in coursework required for the degree. If a student is considered non-degree seeking, they are not eligible for financial aid.
3. Making Financial Aid satisfactory academic progress. (see financial aid standards of academic progress).
4. Other eligibility factors that are identified based on individual student circumstances as determined by the results of the Free Application for Federal Student Aid (FAFSA).
  - The Financial Aid Office communicates what necessary documentation is needed to resolve the eligibility issues. This communication will be sent via CougarMail.
  - Examples of eligibility issues include verification, selective service, citizenship, etc.

Full time status is measured as enrollment in six hours or more per session. Enrollment is determined after the add/drop period. Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information.

## FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

According to United States Department of Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance (as well as some private, credit-based loans) must meet and maintain satisfactory academic progress in a degree program to receive funding.

Satisfactory progress is measured in terms of qualitative, quantitative, and maximum time standards. All prior coursework at Columbia College is applied to these standards.

### QUALITATIVE MEASURE

The quality of a student's progress is measured by cumulative grade point average. The minimum cumulative grade point average for Financial Aid recipients is the same as the academic standard for Columbia College:

Completed Hours	Minimum Cumulative Grade Point Average
0-30.9	1.75
31-45.9	1.90
46 or more	2.00
Graduate Program	3.00

### QUANTITATIVE MEASURE

The quantity of a student's progress is measured by the Cumulative Completion Rate (hours earned divided by hours attempted). Students are required to complete 2/3 of attempted hours while at Columbia College. Students who receive an I (incomplete), F (failing), W (withdrawal), or WE (excused withdrawal) for a course in a semester or session will have those courses included in the cumulative attempted hours (for definition of grades please see academic policies, regulations, and procedures). The Cumulative Completion Rate will be calculated in December and May to determine eligibility for financial aid for the following term. All courses are included in the Cumulative Completion Rate calculated. Please note the following:

**Repeated courses** add total hours attempted but not hours completed; the grade is simply be replaced. The new grade is included in the cumulative calculation, which is considered when progress is again checked; therefore the repeated course is included in both qualitative and quantitative calculations.

**Withdrawals**, including excused withdrawals, all count toward hours attempted for the Cumulative Completion Rate.

**Remedial, Enrichment and English as a Second Language** courses count toward the Cumulative

Completion Rate as well as cumulative GPA.

**Audit and Pass/Fail** courses count toward the Cumulative Completion Rate.

**Transfer** credit (including those received during consortium study) will not count in the calculation of both cumulative attempted credit hours and cumulative completed credit hours. Transfer credits will not count toward the Cumulative Completion Rate. Transfer credit does not count in the calculation of GPA. Transfer credit will count toward Maximum Time Measure.

### MAXIMUM TIME FRAME MEASURE

Financial Aid recipients must complete an educational program within a time frame no longer than 150% of the published length of the educational program. All attempted withdrawn, and/or transferred credits count toward this maximum time limit, regardless of changes in program or receipt of a degree. For example, a student pursuing a bachelor's degree requiring 120 credit hours may attempt up to 180 hours before Financial Aid eligibility is suspended ( $120 \times 150\% = 180$ ).

Financial Aid recipients who have reached 100% of the published length of the educational program will be notified via Cougar Mail that they are approaching their maximum time frame. These warnings will continue to be sent each time academic progress is reviewed until a student reaches 150%. At 150% the student is no longer eligible to receive the federal financial aid. The Financial Aid Office reviews the academic progress of financial aid recipients twice per academic year; once in December and again in May. A student may appeal (see appeal procedures).

### FINANCIAL AID PROBATION AND SUSPENSION

Failure to meet minimum academic progress requirements will result in Financial Aid Probation and Suspension. The first time a student fails to meet the minimum (quantitative or qualitative) requirement, he/she is placed on financial aid probation. Probation is a warning, in writing, via CougarMail, that subsequent failure to meet the minimum requirement will result in financial aid suspension. The second and subsequent time a student fails to meet the minimum requirement will result in loss of financial aid for the following terms of enrollment.

If placed on Financial Aid Suspension, notification is sent to the student and all forms of Title IV federal and state aid are withdrawn for the next terms in which the student enrolls. The Financial Aid Office reviews the academic progress of financial aid recipients twice per academic year; once in December and again in May. Notification of suspension is sent via email to a student's CougarMail address and via postal mail.

## REINSTATEMENT

Financial Aid may be reinstated when one of the following conditions has been met:

- The student completes courses in one or more terms at Columbia College with the cumulative GPA and the cumulative completion rate at the required standard.

**OR**

- The student files an appeal and the appeal is approved (see appeal procedures below).

**It is the student’s responsibility to notify the Registration and Financial Services office when reinstatement conditions have been met.**

## APPEAL PROCEDURE

Students who have been suspended from financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress. Extenuating circumstances include, but are not limited to, the following:

- Death of an immediate family member
- Severe injury or illness of the student or an immediate family member
- Emergency situations such as fire or flood
- Legal separation from spouse or divorce
- Military reassignment or required job transfers or shift changes

Students, who do not meet the above criteria and/or cannot thoroughly document such situations, must reestablish eligibility through reinstatement before any additional federal or state aid is disbursed.

Students who have extenuating circumstances may appeal using the following procedure:

1. Submit a completed Appeal Packet online at <http://www.ccis.edu/offices/financialaid/appeal.asp>. (see appeal packet).
2. The completed appeal packet is reviewed.
3. The student is notified in writing via CougarMail of the decision and recommendations. The decision is final.

## DETERMINATION OF FEDERAL FINANCIAL AID AWARD

Financial need for federal and state aid is determined in the following manner:

<b>NON-MILITARY STUDENT</b>		<b>MILITARY STUDENT</b>	
<b>Cost of Attendance</b>		<b>Cost of Attendance</b>	
(from August, 2010 to May, 2011)		(from August, 2010 to May, 2011)	
Tuition	\$3,548	Tuition	\$3,548
Books	\$856	Books	\$856
Room and Board	\$7,720	Board*	\$2,160
Transportation	\$2,916	Transportation	\$2,916
Personal	\$5,468	Personal	\$5,468
<b>Total</b>	<b>\$20,508</b>	<b>Total</b>	<b>\$14,948</b>

\*Military students living in housing located on a military base or housing for which they receive a basic allowance are eligible for board expenses only in the cost of attendance.

**Financial need** = Cost of Attendance minus EFC (as determined by FAFSA)

**Unmet need** = Cost of Attendance minus EFC minus aid awarded.

**Unmet cost** = Cost of Attendance minus aid awarded.

Once the Expected Family Contribution (EFC) and financial need have been determined, the student’s information is reviewed. The student is offered an aid package that may consist of grants, scholarships, outside assistance, loans and/or Federal Work-Study. A federal aid recipient’s aid package may not exceed Cost of Attendance.

**Students are responsible for reporting to the Registration and Financial Services office all assistance received from outside sources, as federal law requires that all outside assistance be considered as a part of the financial aid package.** These types of assistance include such aid as Veteran’s Benefits, outside scholarships, military or corporate tuition assistance, vocational rehabilitation or other state aid. Federal guidelines require that a student not exceed the Cost of Attendance in the amount of aid they receive.

The maximum amount of institutional and endowed aid that can be awarded is tuition, as long as the aid (all types) does not exceed the cost of attendance. **Due to federal regulations, scholarships awards may be affected if you are receiving federal and/or state financial aid.**

A student’s loan amount is determined as a part of the aid package. A student’s loan eligibility is based on factors that include annual loan limits, unmet need, and federal aggregate limits. In addition, if a student has less than an academic year remaining in the degree program, the loan is prorated, per federal guidelines.

### Federal Stafford Loan Annual Limits

Dependent Undergraduate	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 credit hours	\$3500	\$5500
24-51.9	\$4500	\$6500
52-83.9	\$5500	\$7500
84-120	\$5500	\$7500
120+	\$5500	\$7500
Independent Undergraduates (and dependents whose parents are unable to borrow under the Plus program)	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 credit hours	\$3500	\$9500
24-51.9	\$4500	\$10,500
52-83.9	\$5500	\$12,500
84-120	\$5500	\$12,500
120+	\$5500	\$12,500
Aggregate Limits (Limit of all loans combined)		
	Subsidized	Total (Subsidized & Unsubsidized)
Dependent Undergraduate	\$23,000	\$31,000
Independent Undergraduate	\$23,000	\$57,500

## NOTIFICATION OF FINANCIAL AID STATUS AND AWARDS

College email addresses are assigned to all Columbia College applicants. The Financial Aid Office corresponds with students primarily via email regarding the status of their financial aid application and notification of financial aid estimated awards. Correspondence sent via email is not sent via postal mail. Students should check their college email on a regular basis and are responsible for information sent even when school is not in session.

Students may access their financial aid award estimate(s) through the eServices link on Columbia College's website, [www.ccis.edu/eservices](http://www.ccis.edu/eservices). The financial aid electronic award notifications and associated links in the notifications discuss eligibility requirements and other important information. Students should carefully review their electronic award notifications and are responsible to read and understand all included information. Students should accept or decline the aid that is offered to them through the electronic award notification process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the award notification.

## ATTENDANCE

Financial aid is awarded to a student with the expectation that the student attends school for the period for which the assistance is awarded. If a student does not begin attendance in all of his or her classes, the aid must be recalculated based on the actual attendance. Students who are not in attendance for the courses in which they enrolled are not eligible to receive financial aid.

## AID DISBURSEMENT

A student's financial aid (except Federal Work-Study) is credited directly to his/her student account and applied to tuition and fees each session. Aid funds are credited for other charges with authorization from the student through the electronic award notification process. Federal Work-Study funds are paid in the form of a paycheck on the 15th and last workday of the month. Funds are paid for authorized hours worked.

When a student registers for courses, he/she may deduct the amount of aid that has been awarded (except Federal Work-Study) from what is owed to the college for that session. If a student's financial aid awards exceed his/her charges, the student will receive a refund. A student may use excess financial aid prior to the start of the session to purchase books by using a book voucher. Estimated refund dates are posted on the Financial Aid website under "Important Dates"; refunds are either mailed to the student at his/her home address or sent electronically to the student's bank account (for students who elect the direct deposit option through their ePayment

account.)

## RETURN OF TITLE IV FUNDS

This policy applies to students who complete 60% or less of the enrollment period (i.e., Fall, Spring or Summer session) for which they received Federal Title IV aid. A student who withdraws from a class but still completes one or more classes does not require a Return of Title IV calculation. The term "Title IV aid" refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant), Academic Competitiveness Grant and the National Science and Mathematics Access to Retain Talent Grant.

To conform to the policy, Columbia College must determine the student's withdrawal date. The withdrawal date is defined as the date the student began the withdrawal process or officially notified Columbia College of his/her intent to withdraw. For all other withdrawals without notification, the withdrawal date is the mid-point or the last date of attendance at an academically-related activity by a student. The last date of attendance at an academically-related activity is defined as attendance and participation in class as defined by the instructor.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains in attendance beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

The College's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws may be required to return unearned aid and still owe the College for the course (see Fees section).

The responsibility to repay unearned Title IV aid is shared by Columbia College and the student. For example, the calculation may require Columbia College to return a portion of federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford Loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Federal

Unsubsidized loans, Federal Subsidized loans, Federal Perkins loans, Federal PLUS loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant). Federal SSS (Student Support Services) Grant, Academic Competitiveness Grant and the National Science and Mathematics Access to Retain Talent Grant.

A student who owes funds to a grant program is required to make payment of those funds within 45 days of being notified of the overpayment. During the 45 day period students remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, Columbia College will notify the U.S. Department of Education of the student's overpayment situation. The student is no longer eligible for Title IV funds until he/she enters into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45-day period, the student can make full payment of the overpayment to Columbia College. The College forwards the payment to the U.S. Department of Education and the student remains eligible for Title IV funds. If a student is enrolled in a future session within the 45-day period and has financial aid, the financial aid office may cover the student's overpayment with a student's upcoming disbursement of aid.

If a student is unable to pay the overpayment in full, he/she can set up a repayment plan with the U.S. Department of Education. Before doing so the student should contact Registration and Financial Services to confirm the situation has been referred to the U.S. Department of Education before any repayment plan can be arranged.

U.S. Department of Education  
Student Financial Assistance Programs  
P.O. Box 4222  
Iowa City, IA 52245  
Phone: 1-800-621-3115  
E-mail: [DCS\\_HELP@ed.gov](mailto:DCS_HELP@ed.gov)

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Registration and Financial Services Office.

## SUMMER AID

Financial aid is available during the summer program in the form of Federal Pell Grant, Federal Work-Study (if funding permits), and the Federal Stafford Loan Program. Specific information and application materials for summer assistance may be obtained in the Registration and Financial Services Office.

## TYPES OF FINANCIAL AID

### FEDERAL FINANCIAL AID

#### Academic Competitiveness (AC) Grant

The Academic Competitiveness (AC) Grant is available to undergraduate students who are Pell eligible. Student must also be a U.S. citizen and enrolled full-time. Student must be in first or second academic year of eligible degree program.

Student must have completed a "rigorous high school program of study" as designated by their state. Rigorous high school program requires that a student complete:

- Four years of high school English;
- Three years of high school math (including Algebra I and another higher-level math course);
- Three years of high school science (including two years of biology, chemistry or physics);
- Three years of high school social studies; and
- One year of high school foreign language.

Students may contact the Registration and Financial Services office for more information on rigorous high school program requirements.

#### AC GRANT GRADE LEVELS

	<u>Semester Hours</u>	<u>Amounts</u>	<u>High School Graduation</u>
1st Year	1-23.9*	\$750	Must have completed high school January 1, 2006 or later
2nd Year	24-48*	\$1,300	Must have completed high school January 1, 2005 or later

\*A student may only receive the grant once per grade level as defined for AC Grant.

Students must have at least a 3.0 cumulative grade point average as of the end of the first year of undergraduate study to receive the grant as a second-year student.

#### Pell Grant

The Federal Pell Grant is available to undergraduate students and ranges from \$555 to \$5,550 per academic year, based on the financial need of the student.

Pell grants are awarded based on full-time enrollment. A student may be eligible for the Pell Grant with less than full-time enrollment depending on student's award. Students may not receive Pell at more than one school at a time. New recipients of Pell Grants on or after July 1, 2008 are limited to nine Scheduled Awards (maximum amount for full-time enrollment for a full academic year).

Pell Grant recipients who successfully complete 24 credit hours from August 2010-May 2011 will now have Pell Grant eligibility for the June Session 2011. (Student must be enrolled in a minimum of three credit hours for the June Session.)

If a Pell Grant recipient only completes 21 credit hours from August 2010-May 2011, then the student would have to enroll in a minimum of six credit hours for the June Session 2011 to access additional Pell Grant funds.

All other financial aid eligibility requirements, such as making satisfactory academic progress, need to be met to qualify.

### Iran and Afghanistan Service Grant

This is a grant for students who are not eligible for a Pell grant whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01 and who, at the time of the parent's or guardian's death was less than 24 years old or was enrolled at least part-time at an institution of higher education. The amount is the same as Pell Grant amount and is adjusted for less than full-time enrollment.

### PLUS Loan Program

This is an unsubsidized loan made to parents and must be repaid. This loan is a credit-based loan. Student must be enrolled at least half time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid Award). Interest rate is 7.9%. Parent must complete PLUS loan data sheet and PLUS master promissory note for loan to be certified. Parent also must be approved through a credit check for loan to guarantee.

The parent borrower determines how excess funds are disbursed when completing the PLUS loan data sheet.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Stafford loans. (See Federal Stafford Loan Annual Limits)

### SMART Grant

National Science and Mathematics Access to Retain Talent (SMART) Grant is available to undergraduate students who are Pell eligible. Student must also be a U.S. citizen and enrolled full-time. Student must be in third or fourth academic year of eligible four-year degree program. Student must pursue one of the following degrees: BS.CIS, BS.CS, BA.BIOL, BS.BIOL, BS.MATH, and BA.CHEM. A student must have 3.0 GPA or higher. GPA is reviewed each semester for eligibility. New transfer students are required to have a 3.0 GPA or higher from transfer coursework that is applicable to student's degree; once grant is awarded consecutive reviews of GPA and eligibility is based on cumulative GPA at Columbia College only. A student must be

enrolled in at least one course that is specific to the SMART Grant-eligible program. A student may not be enrolled in all general education courses or electives and still receive the SMART grant.

### SMART Grant Grade Levels

<u>Semester</u>	<u>Semester Hours*</u>	<u>Amounts</u>
3rd Year	49-71.9	\$4,000
4th Year	72+	\$4,000

\*A student may only receive the grant once per grade level as defined for SMART Grant.

### Stafford Loan Program

This program provides to students subsidized and/or unsubsidized loans; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Interest rate is 4.5% for subsidized loans and 6.8% for unsubsidized loans. Students must complete Stafford loan entrance loan counseling, Stafford Loan master promissory note, and submission of eAward for loan to be certified. Students must be enrolled at least half time to be eligible for loan disbursement.

- Subsidized Stafford Loan is need based. The US Department of Education pays the interest while a student is in school at least half time, for first six months after student leaves school, and during a period of deferment.
- Unsubsidized Stafford loans are available for students who do not have financial need and for amounts beyond subsidized loan limit for some students. The US Department of Education does not pay interest on unsubsidized loans.

### Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant available for undergraduates, based on the financial need of the student. To be eligible students must be receiving Pell. Columbia College is only given a limited amount of funding for SEOG. Awards are not made after funds have been expended. To increase possibility of being awarded SEOG, students must submit their FAFSA with Columbia College's school code prior to March 1 (the spring before the academic year begins). Student must be enrolled to be eligible for SEOG. Any unexpended SEOG funds will be allocated to various students with exceptional need at the end of the academic year. SEOG awards range from \$100 to \$4,000; the average award is \$1,000.

### Work-Study Program

The Federal Work-Study program offers the

opportunity for students who demonstrate financial need based on the results of the FAFSA to work on campus. Information regarding open positions and application process is available from Human Resources at the Columbia, Missouri Campus

## STATE FINANCIAL AID

### Access Missouri

This grant is available to residents of Missouri, based on financial need. Application is made by completing the FAFSA before April 1 (the spring before the academic year begins). Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.

Renewal students must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress). Renewal is not automatic; renewal is based on financial need and FAFSA application being completed before April 1 (the spring before the academic year begins). A student may not receive Access for more than 10 semesters.

### Missouri Teacher Education Scholarship

This scholarship is available to entering freshmen who rank in the top 15% of their class or on the ACT/SAT and intend to pursue teacher certification. Columbia College matches the \$1,000 awarded by the State of Missouri. Scholarship applications may be obtained from the Missouri Department of Elementary and Secondary Education's website: [www.dese.mo.gov/divteachqual/scholarships](http://www.dese.mo.gov/divteachqual/scholarships). Application deadline is February 15.

### Missouri Minority Teacher Education Scholarship

This scholarship is available to minority students who rank in the top 25% of their class or on the ACT/SAT and intend to pursue teacher certification. Columbia College matches the \$1,000 award by the State of Missouri. Applications are available from high school counselors or the Missouri Department of Elementary and Secondary Education. Scholarship applications may be obtained from the Missouri Department of Elementary and Secondary Education's website: [www.dese.mo.gov/divteachqual/scholarships](http://www.dese.mo.gov/divteachqual/scholarships). Application deadline is February 15..

### Bright Flight Scholarship

Students who are Missouri high school graduates who scored in the top 3 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship, which is renewable for four years with full-time enrollment and maintaining a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards academic progress). To apply, contact the State of Missouri Department of Higher Education, high school guidance counselors or the Registration and Financial Services Office at Columbia College.

## FINANCIAL AID INFORMATION

If you have any questions about the College's financial aid program, call the Registration and Financial Services Office for assistance at (573) 875-7390.

Additional financial aid is available at Columbia College's web site: [www.ccis.edu](http://www.ccis.edu)

## SCHOLARSHIPS, GRANTS AND AWARDS

Scholarships, awards and grants are forms of "gift" assistance that do not require repayment. Institutional aid is generally intended for tuition assistance; scholarship amounts vary. Some awards are automatic based on specific criteria. Other scholarships are made in available in recognition of performance. Generally scholarships, awards, and grants are non-need forms of financial assistance. Scholarships available vary by campus. Institutional aid is awarded to degree-seeking students working on their first undergraduate degree.

### ALMM/PLA WOMEN'S ACHIEVEMENT SCHOLARSHIP

Criteria: Presented to a day, evening or nursing student who is female, age 25 or over with at least a 2.75 GPA.

### ALMM/PLA WOMEN'S ACHIEVEMENT SCHOLARSHIP FOR NURSING

The Assistance League of Mid-Missouri/Professional Leaders Auxiliary Scholarship presented to female students who are Mid-Missouri residents, U.S. citizens and 25 years or older who are enrolled in the nursing program.

### ASSOCIATE IN TRANSFER GRANT

The eligibility for the Associate Transfer Grant includes the following criteria:

1. The Associate Degree must have been earned within the past twelve months and must consist of 60 credit hours or its equivalent.
2. The student must not have received the Associate degree from Columbia College.
3. The student may not have completed additional college work since the award of the Associate degree.
4. The student must have financial need. For example, he or she must not be eligible for VA Benefits or for Tuition Assistance. Students wishing to apply for the Associate Degree Transfer Grant must complete the application for financial aid.

The Associate Transfer Grant provides a reduction in tuition for each eligible student at a maximum of \$12.50 per credit hour attempted. This award is for five sessions only, for a maximum total award of \$375. To receive and remain eligible for the grant, the student must maintain satisfactory academic progress according to established institutional policy and must be continuously enrolled as a full-time student.

#### **BOONE COUNTY ENDOWED AWARD**

New freshmen who are residents of Boone County with a minimum cumulative grade point average of 3.1 or a GED score of 280 and a minimum ACT score of 22 or SAT cumulative score of 1020, may compete for these scholarships. One letter of recommendation is required from a leader of a community organization in which the student participates. Each year \$1000 awards are awarded to full-time students, renewable with a 2.5 Columbia College cumulative grade point average.

#### **CAROL FROBISH SCHOLARSHIP**

Criteria: Presented to a returning female business major with at least a 3.0 GPA.

#### **CENTURYTEL FOUNDATION SCHOLARSHIP**

Presented to students who are residents of Missouri and have a cumulative grade point average of 3.5 or better. Recipients must be incoming freshmen, transfer students or seniors.

#### **COLUMBIA COLLEGE NURSING SCHOLARSHIP**

Presented to outstanding nursing students.

#### **EVENING CAMPUS SCHOLARSHIP**

This award, which was established in 1989, is presented to an outstanding full-time student in the Evening Campus.

Criteria: Awarded to a student in the Evening Campus, 25 years of age or older, with a 3.5 or higher cumulative G.P.A., who has earned at least 42 credit hours from Columbia College. When more than one stu-

dent qualifies, G.P.A., financial need, and service to the College or community will be considered.

#### **FRANK WESTLING SCHOLARSHIP**

This award was established in 1998 to honor and memorialize Frank S. Westling, former Dean of the Extended Studies Division of Columbia College, by his family and friends.

Criteria: Awarded to an ESD student attending a branch location at the time award is given, with a minimum cumulative GPA of 3.0, who has met the residence requirement for the degree being sought.

#### **JACKOLYN LOIS BARNHOUSE MEMORIAL SCHOLARSHIP**

This award was established in 1999 to honor and memorialize Jackolyn Lois Barnhouse who was "a woman, good without pretense, blessed with plain reason, and with sober sense." -Alexander Pope

Criteria: Awarded to an Evening Campus student who is a single mother concentrating her studies in Humanities, with a minimum of 24 hours completed at Columbia College and a 2.5 GPA or higher at Columbia College.

#### **LIZBETH BRYDGES METSCHER SCHOLARSHIP**

This award was established in 1983 by several members of the College staff in honor of Lizbeth Brydges Metscher, a valued and respected member of the Evening faculty who has provided encouragement and support to evening students.

Criteria: Awarded to a returning female Evening student 30 years of age or older, who has a 3.0 or higher cumulative grade point average and who has earned 42 or more credit hours from Columbia College.

#### **MARY ALICE ROBERTSON SIMON-MERIDETH SCHOLARSHIP**

Criteria: Presented to a major in either mathematics or science. Student must have at least a 3.0 GPA.

#### **MARY ISABEL OMER SCHOLARSHIP**

Criteria: Junior or senior day or evening students majoring in psychology (counseling) or education (w/ strong emphasis in psyc). Must have grade point averages of 3.0 or higher and show evidence of need. (Cross-listed with Education and History & Social Sciences).

#### **MILITARY SPOUSE TUITION GRANT**

The spouse of an active duty, guard or reserve member of any military service will be granted a 20 percent tuition discount for in-seat classes. The discount recognizes the service and sacrifice of military members and the spouses who support them. To be eli-

gible a student must be able to show a valid military spouse I.D. or other documents(s) that confirms marriage to a military member. The discount does not apply to online coursework, nor does it apply to military spouses covered under a tuition-assistance program.

#### **ROBERT M. MCDANIELS SCHOLARSHIP**

This award was established in honor of Robert M. McDaniels, class of '76, former Director of the Evening Campus, in recognition of his many years of excellent leadership of the program.

Criteria: Awarded to a returning, full-time, non-traditional Evening student who is 25 years of age or older, has a 3.0 or higher cumulative grade point average and who has earned 42 or more credit hours from Columbia College.

#### **ROSE LAMB ACCOUNTING SCHOLARSHIP**

This award was established in honor of Rose Lamb, class of '98, a former Evening accounting student.

Criteria: Awarded to an Evening accounting student who has 12 hours of accounting with a minimum 3.25 G.P.A.; an overall G.P.A. of 3.0; and evidence of financial need. A Letter of Application stating the student's goals and need for the scholarship must be submitted along with the application.

#### **SENIOR CITIZEN AWARD**

A student of 65 years or older is required to pay one half normal tuition. Such a student is required to pay all other charges in connection with enrollment, course work, and graduation.

#### **SPOUSE'S OPPORTUNITY SCHOLARSHIP**

Awarded to spouse of active duty military members. Student must be seeking first undergraduate degree and be enrolled in first course at Columbia College (scholarship does not apply to online coursework). Student must submit the scholarship application before registering and show military dependent identification card to campus for verification. Amount is tuition for one in-seat course.

#### **TWO-IN-FAMILY GRANT**

Two-in-Family Grants are available to eligible students when an immediate family member (spouse, father, mother, son, daughter, brother, sister) is enrolled as a full-time student at Columbia College. Apply using the Columbia College institutional aid application. The Two-in-Family Grant will provide a tuition reduction of \$75.00 per course for each family member who is enrolled on a full-time basis. The Two-in-Family Grant is renewable in succeeding sessions as long as both family members remain full-time students and continue to maintain satisfactory academic progress according to established institutional policy. Renewal of the Two-in-Family Grant

requires completion of a Columbia College institutional aid application for financial aid each year.

#### **WARRANTED DEGREE PROGRAM**

A student who has an associate or baccalaureate degree from Columbia College may be eligible to participate in the Warranted Degree Program. Eligible students may enroll in one course free of charge if five years have elapsed since the student received the degree, no outstanding fees are owed, and the student is not in default on a Federal Stafford/Direct of Perkins Loan.

Students may enroll for credit or as an auditor in a course being offered during the regularly scheduled sessions provided space is available and course prerequisites are met. The Warranted Degree Program cannot be used for graduate-level or online education coursed. Students are required to pay for any lab fees or textbooks associated with the course.

Students are permitted to enroll in one free course in each subsequent five-year period, but may not accumulate free courses. Application for the Warranted Degree Program is to be forwarded through the campus of desired attendance to the Admissions Office and no application fee is required. Warranted Degree applicant must submit a Columbia College institutional aid application. Other aid may be available from the local campus.

## **OUTSIDE SOURCES**

#### **Vocational Rehabilitation Benefits**

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling; training for vocational, technical, or professional employment; and funding for books, supplies, maintenance, medical services, and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation. Missouri residents may write to the Division of Vocational Rehabilitation, Jefferson City, MO 65101.

#### **War Orphans or Armed Services Benefits**

If students are dependents of veterans who died or were permanently disabled as a result of military duty, are between the ages of 18 and 26, and are enrolled on a full-time basis, they may be eligible for educational benefits. Students may contact their regional Veteran's Administration office or the Veterans Coordinator, Columbia College, (573) 875-7504.

#### **GI Educational Benefits**

Columbia College is approved for enrollment certification of students eligible to receive education

assistance (GI Bill) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans education benefit programs. For additional information and application materials, contact the Columbia College Veterans Certifying Official, (573) 875-7504, [vacert@ccis.edu](mailto:vacert@ccis.edu).

### **Job Training Partnership Act (JTPA)**

Students may be eligible to receive benefits from JTPA. Assistance may include counseling; training for vocational, technical, or professional employment; and funding for tuition and books. To apply, contact the Work Connections Office in your area.

**If you have any questions about the College's financial aid program, call the Registration and Financial Services Office (573) 875-7390. Additional financial aid information is available at Columbia College's website: [www.ccis.edu](http://www.ccis.edu)**

# EVALUATION OF CREDIT AND TESTING

## ACT RESIDUAL

The ACT Residual is offered periodically throughout the year. Registration is required. Scores are not reported outside of Columbia College. The cost is \$30.00 which includes a \$10 administration fee. Additional information may be obtained in the Testing Services.

## CLEP

Columbia College awards semester hours credit for the College Level Examination Program (CLEP). Credit for CLEP subject and general exams is awarded if the score is at or above the minimum score recommended by the American Council on Education. This score is set at the mean score achieved by students who earned a C in the respective course.

Official test records are submitted to the Evaluations Department for validation of academic credit. All credit completed by examination and accepted in transfer is recorded in semester hours. Additional information about CLEP credit may be obtained in the Evaluations Department.

Contact the Test Administrator to take CLEP examinations.

## CORRESPONDENCE CREDIT

Correspondence credit is accepted if recorded on an official transcript from another regionally-accredited college or university.

## CREDIT FOR PRIOR LEARNING

Columbia College defines prior learning as those learning and growing experiences gained through work or other experiences outside the formal setting of a college classroom. You may request evaluation for college credit for such experiences by filing an application for credit and documenting and verifying the learning acquired. A \$75 per credit hour fee is charged for the evaluation, but no charge is made for any academic credit awarded. Prior learning credit may be awarded after the successful completion of 12 semester hours of credit with Columbia College with a minimum 2.0 grade point average. The college has a policy limiting the maximum number of hours of prior learning credit to 15.

## EXCELSIOR EXAMS

Columbia College awards credit for Excelsior Exams (formerly ACT Pep/Regents Exams); official score reports must be submitted for evaluation and credit is awarded if the score is at or above the minimum acceptable score. Additional information may be obtained in the Evaluations Department.

## EVALUATION OF ACADEMIC TRANSFER CREDIT

If students enter Columbia College after having attended another institution, they are referred to as transfer students. Generally, full credit is given for work completed with a C grade or higher received from a regionally accredited college or university, provided the courses are comparable to courses listed in the Columbia College catalog.

Associate in Arts and Associate in Science degrees completed prior to enrollment with Columbia College and approved by the Evaluations Department will be accepted in transfer and fulfill Columbia College general education requirements. Such degrees must be received from schools approved by one of the following accrediting bodies: MSA, NCA, NEASC-CIHE, SACS-CC, WASC-JR and WASC-SR.

Any other Associate degree from an approved accrediting body or any other Associate degree from any other accepted accrediting body will follow the alternate Associate Transfer Policy. The alternate policy acknowledges Associate degrees from accepted and/or regionally accredited institutions, completed prior to enrollment with Columbia College, that contain ENGL 111 and ENGL 112 with a grade of "C" or better, 33 hours of General Education courses with representation in Humanities, Social/Behavioral Sciences and Mathematics/ Science.

Bachelor of Arts and Bachelor of Science degrees from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College shall be honored as their equivalents at Columbia College with regard to general education requirements.

If students have not received an associate or baccalaureate degree from a transferring school prior to enrollment with Columbia College, or a baccalaureate degree from a transferring school, then Columbia College's general education requirements must be completed even if the previous schools' requirements were met.

To obtain credit, students submit official transcripts from each college or university attended when applying for admission to Columbia College. An official transcript is one sent directly from the institution attended to Columbia College and bears an official seal of the institution and signature of the Registrar. Students are required to identify all postsecondary institutions attended. Failure to do so may result in denial of admission.

Columbia College accepts credit transferred at the level granted by the transferring institution.

Courses transferred from two-year colleges are not accepted for upper-level credit.

## **MILITARY CREDIT**

### **DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES)**

Semester hour credit recommended by ACE is awarded upon attainment of an acceptable passing score per section, or credit is awarded as determined by the testing authority at the time the test was taken. An official record of test results must be sent to the Evaluations Department. Contact Testing Services to take DSST examinations.

### **MILITARY SERVICE**

Columbia College requires certified true copies of a student's Military Qualification Record to review for awarding of transfer credit. The documents that are acceptable for evaluation of military service, basic training, military education and military occupation include: Army, Form 2-1, and AARTS transcript; Navy, Page 4's, SMART transcript; Air Force, official transcript from CCAF; Coast Guard, Page 3 or official CG transcript from CG Institute; Marine Corps, NAVMC 118 8a, SMART transcript. Columbia College accepts the DD Form 214 (Discharge) only for evaluation of military service and basic training.

### **UNITED STATES ARMED FORCES INSTITUTE (USAFI)**

USAFI standardized end-of-course tests are accepted if attainment is at the 20th percentile or above. An official record of test results must be sent to the Evaluations Department.

# STUDENT SERVICES

## CAMPUS LIFE OFFICE

The purpose of Campus Life is to create an environment enabling students to develop skills and experience relationships that promote maximum intellectual and social growth. Campus Life, through its programs, services and procedures actively strives to develop students into exemplary leaders, scholars and citizens.

## INTERNATIONAL PROGRAMS

The International Programs Office strives to maintain the integrity of the College through the recruitment, admission, integration and retention of international students. The staff serves as an advocate and liaison for international students at Columbia College concerning interactions with various federal, state and local agencies as well as campus constituents. The Coordinator counsels students, faculty, staff and the administration on current global issues affecting international education. The staff disseminates up-to-date information regarding changes in the United States immigration law to students and the campus community; advises students of their responsibilities to abide by these laws and regulations; and assists students in achieving their goals within the context of the applicable laws and regulations. Information is also provided to students, faculty and staff on changes in institutional policies and practices affecting international education. Through effective and mandatory orientation activities, ongoing programming and communication, International Programs promotes an environment of cross-cultural awareness, diversity and understanding in all aspects of campus life.

## STUDY ABROAD PROGRAMS

Columbia College provides study abroad opportunities. Students are encouraged to explore opportunities to study outside the United States. The College is a member of the Missouri London Consortium and the Central College (IA) study abroad consortium. The College also offers a study tour to a different country each year. Participants in the study tour may enroll for up to six hours of course credit as part of the eight-week summer session. Dr. Brian Kessel, 207 St. Clair Hall, is the Study Abroad Advisor and advises students about the availability, value and academic appropriateness of these programs.

To help defray costs to study abroad, students may apply for financial aid through the Columbia College Registration and Financial Services Office. Federal financial aid, such as the Pell Grant or stu-

dent loans, can be used to help finance study abroad. Institutional grants and awards cannot be used for study abroad. Students who are interested in obtaining more information about these opportunities should contact Dr. Brian Kessel, Study Abroad Advisor, at (573) 875-7625 or email: [blkessel@ccis.edu](mailto:blkessel@ccis.edu).

## NEW STUDENT ORIENTATION

Evening Campus New Student Orientations will be held beginning at 5:30 p.m. on the following dates in Dulany Hall:

August 18, 2010  
 October 20, 2010  
 January 15, 2011  
 March 9, 2011  
 May 18, 2011

New students should plan to attend this event prior to their first session with the Evening Campus. Student I.D. cards, parking hang tags, and other academic materials will be available. A presentation will be made by the Evening Campus Staff, and students will also have the opportunity to visit with the Admissions staff, an Evening Campus academic advisor, and a representative from Student Financial Services. Refreshments will be served.

## DULANY HALL INFORMATION

Dinner is generally served in Dulany Hall from 5:30-7:00 p.m. Mondays through Thursdays and 5:00-6:00 p.m. Fridays when classes are in session. There are abbreviated hours during the months of June and July.

An "all you can eat" meal is very reasonably priced. Spouses, family and friends are welcome.

The Cougar Cafe, located in the Student Commons, is open from 7:30 a.m. - 8:30 p.m. Monday - Thursday when classes are in session. The menu consists of a variety of grab and go items. Summer hours may vary.

## HEALTH SERVICES

The Health Center is located on the second floor of the Student Commons. Health services are available to all students, faculty, and staff. The Health Center is a nurse practitioner-directed clinic that, along with a consulting physician, provides care for minor illnesses and injuries, health care counseling health promotion and community referral services. Visits to the clinic are free; however, payment of lab work, of most vaccines and of referred physician visits, is the client's responsibility.

## ATHLETICS

Columbia College sponsors five intercollegiate sports: volleyball, softball and basketball for women; basketball and soccer for men.

The College is a member of the American Midwest Conference (five Missouri colleges, one Illinois college and one Arkansas college) and the National Association of Intercollegiate Athletics (NAIA).

The College also has an active intramural program that attracts spirited participation in activities such as flag football, basketball and softball.

In addition, the college sponsors various classes in physical recreation that vary with student interest and have included aerobics, life-saving and physical fitness.

Further information is available from the Campus Life Office or Athletic Office.

## RECREATION

The Student Commons, Southwell Sports Complex and common areas are available for a variety of recreational activities. The Fitness Center is located in Southy Hall. Other college facilities, such as Launer Auditorium, the Jane Froman Dance Studio, classrooms, Dulany Hall and space in the Student Commons are available upon approval to any officially recognized student organization for meetings and programs. Reservations are made on a first-come, first-served basis. More information is available in the Student Activities Office.

Recreational areas within the immediate region include Cosmo Park, Peace Park, Pinnacles Park, Arrow Rock and Rock Bridge Memorial State Park. The Lake of the Ozarks, a major tourist area, is sixty miles south of Columbia. St. Louis and Kansas City are each 125 miles from Columbia on Interstate 70.

## STUDENT DEVELOPMENT (COUGAR DEN)

The Student Development Office (Cougar Den) serves as a campus resource for all students, faculty and staff. It promotes healthy lifestyle choices and encourages balance between the mind, body and spirit. Throughout the year it sponsors workshops and seminars that focus on personal development, wellness, diversity and leadership. The Student Development Office also offers classes in various outdoor recreation areas, as well as peer advising opportunities.

The Office of Student Development is located adjacent to the Cougar Den. The Cougar Den is a wonderful place to socialize between classes or to get away from the noise and find a quiet spot to relax. It houses a small library focusing on wellness, spirituality and other health-related topics.

## COUNSELING SERVICES

Counseling Services provides confidential counseling free of charge to assist students with personal, developmental or psychological concerns related to their academic progress and/or personal growth. Counseling is short-term, solution-focused with session limits set per semester. For chronic mental health issues or those that may require more extensive counseling, referrals to community resources are provided. Students may seek assistance with or assessment of the following issues: anxiety/panic, depression, stress and time management, relationships, conflict resolution, eating disorders, and drug and alcohol abuse, as well as others. Counseling sessions are available Monday through Friday by appointment. More information is available at [www.ccis.edu/offices/campuslife/counseling/](http://www.ccis.edu/offices/campuslife/counseling/). If you have questions, or to make an appointment, please call Terri Zeilenga, M.A., LPC at 573-875-7423.

## RELIGIOUS AFFAIRS

Opportunities abound in Columbia for religious expression, cultural appreciation, spiritual exploration and faith development. The Columbia College Chapel is open to all students, faculty and staff for prayer and meditation. Programs on campus include spiritual events, studies of religious issues, and opportunities for discussion with others through affiliated clubs and organizations. Information is available in the Student Development and Student Activities Office.

Columbia College respects the right of all persons to practice their faith according to the recognized tenets of their religion. Should religious observance require absence from regularly scheduled activities, individuals are responsible for notifying supervisors/instructors prior to the absence and making appropriate arrangements.

## COMPUTER PURCHASE

Students who anticipate buying a computer for use at college are encouraged to purchase a standard laptop model through the Columbia College web site, [www.ccis.edu/Departments/TechnologyServices/purchasing/promotions.html](http://www.ccis.edu/Departments/TechnologyServices/purchasing/promotions.html).

## STUDENT LAPTOP LOAN AGREEMENT

Columbia College has ten laptop computers available for loan to currently enrolled students, be they enrolled in Day Campus, Evening Campus, Online Campus, or Graduate courses.

**Guidelines:** By signing the attached form, borrower states that he/she understands the rules of the agreement and consents to abide by the guidelines contained herein.

1. Borrower must be a currently enrolled Columbia College student in good status with no liens on his or her account in order to borrow a laptop computer.
2. Reservations are accepted only when the available supply of laptops is not depleted. Laptops may be reserved by telephone up to one hour in advance. The reserved laptop will be held for one hour at which time the reservation will become void.
3. Borrower must provide proper identification (Student I.D.) and adequate contact information at time of check-out.
4. Laptops may be held by borrower for up to four hours, unless laptop is borrowed within four hours of close. Should laptop be checked-out within four hours of close, the following schedule must be followed:
  - Sunday through Thursday** – If laptop is borrowed at or later than 8:00 P.M., laptop must be returned same day no later than 11:30 P.M. **Friday and Saturday** – If laptop is borrowed at or no later than 1:00 P.M., laptop must be returned same day no later than 4:30 P.M.
5. Those wishing to renew borrowing time of laptop may do so only during times of light usage. Renewals must be done in-person in the Technology Services Computing Lab. New forms must be completed at time of renewal.
6. A borrower who does not return the laptop by the appropriate time will have laptop privileges revoked on the following scale:
  - Two hours to twenty-three hours after designated return time: laptop privileges revoked for four weeks.
  - Twenty-four hours to forty-eight hours after designated return time: laptop privileges revoked for eight weeks.
  - Beyond forty-eight hours after designated return time: laptop privileges revoked completely; laptop will be considered as stolen and the proper authorities will be contacted.
7. Borrower understands that all printed documents originating from the laptop will be held in the Student Computing Lab until close of business that day. Printed documents not collected will be discarded.
8. At time of check-out, laptop will be comprehensively tested to ensure all components are in proper working order. The cost of replacement parts for any damage caused to laptop during its time of check-out (outside of normal wear and tear) will be the responsibility of the borrower. This includes damage to hardware as well as missing and stolen parts.
9. Borrower is financially responsible for lost or stolen laptops, therefore it is advisable that students

do not leave a laptop unattended and do not entrust ownership to another individual.

10. Laptops are not to be removed from the Columbia College campus. If a laptop is removed from campus and an emergency situation arises disabling the borrower to return said laptop, no allowances will be made.
11. All documents saved on laptop hard drive will be deleted immediately at time of return.
12. Laptops must be turned in to a Lab Assistant in the Student Computing Lab. For the borrower's own protection, he or she must initial the Student Loan Agreement at the time of check-in.

## CAREER SERVICES CENTER

The Career Services Center has trained personnel to assist students with all aspects of career planning and development. Specific services designed to promote professional and personal success include a carefully guided assessment of their skills, abilities, values, achievements and interests as aids to effective career planning; a library of information about occupations, corporations, agencies and government organizations; salary surveys; employment qualifications and employment trends; development and maintenance of placement documents; listings of full-time, part-time and summer employment opportunities and internships; and services for graduate and professional school placement. Programs are provided to inform and train the individual in such areas as interviewing, resume/cover-letter construction, job hunting and sourcing, networking, decision making and salary negotiation.

## TESTING SERVICES

The Testing Center conducts a variety of tests such as the CLEP, DANTES, ACT Residual, English and Math Placement, CBase and testing for students with disabilities.

## STUDENT HANDBOOK

Provides detailed information about all aspects of campus life. If students wish to have a copy of the student handbook, copies are available in Evening Campus Office.

## BOOKSTORE

The Campus bookstore, located on the main floor of the Student Commons, carries a range of textbooks, trade books, art supplies, study materials, college memorabilia, personal grooming products and snacks. Both new and used textbooks are available.

Text books for both day and evening on-campus courses are available for purchase a few weeks before classes begin. When obtainable, used texts

are sold at 25% less than the cost of a new text. Students can now reserve textbooks online via the website: [ccis.bkstore.com](http://ccis.bkstore.com) or [whywaitforbooks.com](http://whywaitforbooks.com).

Students may receive textbook refunds based on the policies listed below. No refund will be issued without a valid receipt for all textbooks. Textbooks must be in the original condition.

## REFUND POLICY

- For all courses a full refund will be given with a receipt if the textbook is returned within the first week of classes.  
Textbooks must be in original condition, including all components in packages.
- Merchandise other than textbooks may be refunded with a valid receipt within thirty days.
- Merchandise must be in original condition, unopened with tags.  
Refunds will be issued in the original form of payment.
- The textbook buyback period is during finals week. This is the best time to sell back textbooks.

### Contact Information:

Columbia College Bookstore  
Atkins-Holman Student Commons  
1009 Rogers Street  
Columbia, MO 65216  
Phone Number: (573) 875-7341  
FAX Number: (573) 442-0747  
Email: [ccis@bkstore.com](mailto:ccis@bkstore.com)  
Website: [ccis.bkstore.com](http://ccis.bkstore.com)

## STUDENTS WITH DISABILITIES

The Rehabilitation Act of 1973 (public law 93-112) section 504, provides that “no otherwise qualified disabled individual in the United States shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.”

1. It is the student’s responsibility to notify the institution of a disability that would require academic adjustments in accordance with the Americans with Disabilities Act (ADA) in section 504. To self-identify as a student with a disability, the student must register with the Coordinator of Disability Services two weeks in advance of the date accommodations are needed. Although students are encouraged to discuss their needs with their instructors, registration with the Coordinator of Disability Services is necessary in order to receive accommodations. All disabilities must be appropriately documented.
2. While students are encouraged to self-identify at

the earliest possible time, students may not know or choose to self-identify, but may still receive services at any time once they self-disclose and document.

3. Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Students wishing to file a grievance must complete the Disabilities Grievance Form in its entirety, attach a description of the circumstances leading to the complaint as directed on the Disabilities Grievance Form, and submit both documents to the Campus Life Office.

Disabilities Grievance Forms are available in the Campus Life Office, the Academic Affairs Office, the Disability Services Office, and the Administrative Services Office.

## PARKING PERMITS

All vehicles parking on campus must be registered with the Campus Safety Office. Parking permit registration for residential and non-residential students is available online by going to the Quick Links under Day, Graduate, Online and Evening Programs at [www.ccis.edu](http://www.ccis.edu). A printed receipt is required to pick up parking hang tags at the Administrative Services Office in St. Clair 112, the Evening Program Office in Missouri Hall 121 or the Campus Safety Office in Robnett-Spence 202. The price for a full year starting in August is \$40, \$35 when purchased in December and \$30 for the summer session.

## POST OFFICE

Students may mail letters and packages in the mailroom on the garden level of St. Clair Hall. The College's official address is Columbia College, 1001 Rogers Street, Columbia, Missouri 65216. Mailroom hours are 8:00 a.m.-5:00 p.m., Monday through Friday.

## HONOR SOCIETIES

### Alpha Lambda Delta

A national scholastic honorary that recognizes superior scholastic achievement by freshmen students during their first year at Columbia College.

### Alpha Phi Sigma

A national honor society for students in the criminal justice sciences. Members must rank in the top 35% of their class, have completed a minimum of four courses within the criminal justice curriculum, maintain a 3.2 GPA in their criminal justice courses as well as maintain a 3.0 cumulative GPA.

**Alpha Sigma Lambda**

A national honor society for adult students who, while handling their life responsibilities, achieve and maintain high scholastic standards.

**Kappa Delta Pi**

A national education honorary society, with membership limited to the top 10% of education majors. The organization encourages excellence in scholarship, personal standards and teacher preparation. Once elected to this society, membership is retained for life.

**Lambda Pi Eta**

A national honor society for students in speech communication. Eligibility for membership requires completion of sixty semester hours, a minimum cumulative GPA of 3.0, completion of twelve semester hours in communication studies and have at least a 3.25 GPA for all communication studies courses.

**Sigma Beta Delta**

An international honor society in business, management and administration. Membership is open to all undergraduate and graduate students in the top 20% of their class with a minimum grade point average of 3.5 and at least thirty semester hours at Columbia College.

**Sigma Tau Delta**

Sigma Tau Delta is an international English honor society. Active membership is limited to English majors and minors with a B or higher average in English classes (beyond Composition), who rank in the highest 35 percent of their class and who have completed at least three semesters of college work. Associate membership is open to students with the requisite academic background who are not majoring or minoring in English.

**Who's Who Among Students in American Universities and Colleges**

Each year, top upperclassmen in colleges across the country are selected by nomination for this special group. Columbia College students elected to Who's Who are announced at the annual Honors and Awards Convocation.

**OTHER ORGANIZATIONS****Black Student Association**

This organization seeks to promote unity, academic enrichment and career development for black students who also desire to be of service to the community.

**Columbia College Democrats**

College Democrats work to spread the message of the Democratic Party and provides a forum for discussion of progressive issues.

**Criminal Justice Association**

The Criminal Justice Association provides a resource for those interested in the field to learn about its various aspects. Activities include field trips and guest speakers. Issues dealing with the criminal justice field are discussed. Membership is open to any student currently enrolled in Columbia College.

**Delta Epsilon Chi (D.E.X)**

Delta Epsilon Chi promotes students who are currently pursuing a degree in the fields of marketing or management.

**Elysium Players**

The purpose of the Elysium Players is to encourage all students, faculty and staff to participate in the art of acting and the experience of theater.

**FIESTA Club**

The Fiesta Club is designed to promote the study of the Spanish language at Columbia College, to promote interests in lifestyles of the Spanish speaking world and to provide a social outlet for students with an interest in Spanish.

**Forensic Science Student Association (FSSA)**

The Forensic Science Student Association is committed to the education, promotion and research of the forensic science field. FSSA provides programming and events involving the forensic field to promote education within the greater campus community.

**Horizon Gay Straight Alliance**

An inclusive organization for LGBT and open-minded students to discuss and advocate communication and progress for LGBT campus community members.

**International Club**

Open to all students, the members of this organization desire to assist and support international students in their transition to life and study in the United States. The group also promotes cultural interaction by sponsoring a variety of activities throughout the year.

**Ivy Review Literary Society**

Ivy Review Literary Society encourages all Columbia College students, faculty and staff to participate in the art and appreciation of creative writing, literary readings and in the publication of the *Ivy Review* literary magazine.

**Mock Trial Team**

The Columbia College Mock Trial Team provides students experiences in the field of law while competitively representing Columbia College in inter-collegiate competitions.

**Partners in Education (PIE)**

The Partners in Education organization provides support and assistance to the faculty and students at

Field Elementary School through the volunteer efforts of its members.

### **Phi Alpha Delta (P.A.D.)**

Phi Alpha Delta's purpose is to provide an effective forum to promote the principles, ideals, and precepts of Phi Alpha Delta Law Fraternity, International; to promote the principles for the professional advancement of its members; to promote the principles of liberty and equal justice under law for all citizens; and to stimulate excellence in scholarship.

### **Political Science Club**

The Political Science Club represents a student organization committed to the free exchange of ideas about the human condition in the present and in the past. Members participate in activities, trips, forums and conferences that underscore education and service in the fields of political science.

### **Psychology Club**

Members make known and promote interest in the field of psychology and sponsor activities and gatherings for students interested in psychology.

### **S.I.F.E. (Students in Free Enterprise)**

Open to Columbia College students interested in gaining a better understanding of the American economic system. S.I.F.E. may be taken for credit. Members compete in regional and international competitions.

### **Student Leaders Advocating Teaching Excellence (S.L.A.T.E.)**

S.L.A.T.E. is an organization whose members have a sincere interest in encouraging professional development as well as serving as a social group for supporting students interested in education. To achieve these goals, informal discussions, lectures, meetings, participation in educational processes and a variety of activities are held. Membership is open to anyone interested in any aspect of education.

### **Students for Tolerance and Active Non-Violent Direction (STAND)**

Provides students who are seeking peaceful and sustainable solutions to local, national and international problems, a forum in which to constructively approach issues and have civil discourse.

### **Travel Club**

Organization focused on learning about other cultures through travel.

# SPECIAL ACADEMIC PROGRAMS

## THE MATHEMATICS CENTER

THE ETHER L. BRUCE  
MATH CENTER

The Ether L. Bruce Math Center, located in 209 Missouri Hall, provides academic tutoring for students enrolled in most 100- or 200-level mathematics courses, from Beginning Algebra to Calculus II and Statistics I. These services are provided free of charge to students enrolled for credit in a course offered through the Computer and Mathematical Sciences Department on the Columbia College home campus as well as local online students.

At the Center math specialists answer questions about homework or calculator use, check solutions of non-graded problems and explain concepts. Students visiting the Center also have access to the Mathematica software, Geometer's Sketchpad and solution manuals. Students are taught skills to enable them to become independent learners. Math specialists are experts at decreasing math anxiety and increasing student success.

All services at the Bruce Math Center are offered on a walk-in basis. The Center is staffed by experienced professionals committed to helping students broaden their educational opportunities and achieve excellence in their academic careers at Columbia College.

For more information, contact Mrs. Susan Hughes at (573) 875-7618 or e-mail: [sdhughes@ccis.edu](mailto:sdhughes@ccis.edu). You can also check our website at [www.ccis.edu/departments/mathcenter/](http://www.ccis.edu/departments/mathcenter/).

## SUMMER SESSION

The eight-week term held during the months of June and July is administered by the Evening Campus. **Students may enroll in both day and evening hours. Students may not enroll for more than 8.9 semester hours of credit without written permission from the Director of the Evening Campus.** Students must have a minimum cumulative GPA of 3.0 before they are eligible to apply for an overload of up to three hours.

## TUTORING SERVICES

Professional tutors are available to enhance student learning experiences in the various academic disciplines. This free service is available on a walk-in basis at a variety of times each week.

The following services are available to all students enrolled in classes taught on the home campus:

- Help in understanding concepts and working problems.
- Discussion and study groups.
- Test preparation.
- Strategies for researching and writing papers in disciplines other than English.

To view the current tutoring schedule, please visit <http://www.ccis.edu/writingcenter/schedule.html>.

For more information, contact Mrs. Katie Denehy at (573) 875-7614 or e-mail: [mcdenehy@ccis.edu](mailto:mcdenehy@ccis.edu).

## THE WRITING CENTER

The Elizabeth Toomey Seabrook Writing Center, located in 212 Missouri Hall, provides free educational support services to help students enrolled at Columbia College develop and maintain writing skills needed to meet established academic standards. These services are offered by appointment or walk-in time on Fridays to all students enrolled in courses taught on the home campus.

The Center offers the following services in a one-to-one or small group format:

- Writing skills improvement.
- Help with assignments and test preparation for English courses.
- Techniques for planning and writing research papers.
- Help with documentation of sources according to MLA and APA guidelines.

To view Writing Center hours or to use its helpful handouts go to [http://www.ccis.edu/departments/writing\\_center/schedule.html](http://www.ccis.edu/departments/writing_center/schedule.html).

For more information, contact Mrs. Lynda Dunham, Coordinator at (573) 875-7616 or e-mail: [Imdunham@ccis.edu](mailto:Imdunham@ccis.edu).

# SPECIAL ACADEMIC FACILITIES

## STAFFORD LIBRARY

### General Library Information

The J.W. and Lois Stafford Library provides a place for students to study individually or in groups. The library is open more than 80 hours a week and staff members are available to provide assistance and answer questions at all times for persons visiting the library or by phone or email. Library instruction is provided to individuals or to classes.

The library's collection supports the curriculum of Columbia College with over 80,000 items (books, videos, compact discs, etc.) and more than 250 magazine, journal and newspaper titles in paper. Arthur, the library's catalog, is available on the internet. The library classroom is for group study and library instruction. Copy machines and other equipment are available for student use.

Library computers provide access to a variety of databases and the Internet. Over fifty online databases are available to search for full-text or indexed articles from professional journals, legal publications, newspapers and magazines, and reference publication. Students are able to access the databases from off campus by using their eServices account.

Columbia College is a member of the MOBIUS Consortium. This membership provides Columbia College students access to the collections of more than sixty academic libraries in the state of Missouri. Students can borrow books by using the MOBIUS online catalog or visiting a participating library. Students taking classes at Missouri extended campuses can use MOBIUS libraries in the area.

### **LIBRARY HOURS:\***

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 8:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	2:00 a.m. – 10:00 p.m.
Finals Week	Open until Midnight

\*Hours subject to change during breaks and holiday.

### Laptop Availability

Laptops can be checked out from the Stafford Library circulation desk to be used in the library only. Students must have their ID card and a loan agreement form must be signed to check out a laptop. Students using these laptops are responsible for damage to or theft of the computer. Laptops may not be reserved in advance.

## TECHNOLOGY SERVICES CENTER

The Technology Services Center offers students access to computers, network applications including the internet, and software. Lab computers contain software used in the classroom curriculum. Staff is available to help students using network services, anti-virus software and telephones in the residence halls. Lab workers provide assistance in basic computer use. More information on the services offered can be found on the website at:

[www.ccis.edu/departments/technologyservices](http://www.ccis.edu/departments/technologyservices)

## E-MAIL, INTERNET ACCESS AND ANTI-VIRUS SOFTWARE

Students are assigned email accounts for all college-related communications. Students must authenticate their accounts using their student ID number at: <http://accounts.ccis.edu>. An alternate path would be to click on eServices on the main page of the web site. CougarMail, an internet application, is a free service to all students and is a life-time account for graduates. The system is accessible using any web browser from any location. Internet access is available to students for use as a resource in the student walk-in lab and lab classrooms, Stafford Library and the residence halls. A wireless network is available for laptop users. Students should bring their laptops to Technology Services for authentication to the wireless network.

Students using computers on the College network must have the latest version of anti-virus software. Technology Services will provide this software free of charge.

## COMPUTER CLASSROOMS

Two classrooms for instructional use are maintained by Technology Services. Classes using computing resources, such as English, Computer Programming and Accounting, are conducted in these facilities. Students are able to complete assignments outside of class using the computer resources in the Walk-In Lab.

## Walk-In Lab Use

Technology Services maintains an open lab equipped with computers, scanners, a copy machine and a high speed laser printer. This lab is available to currently enrolled students on a walk-in basis. Software used in classroom instruction is available to students for use in completing assignments. Email and internet access is also provided.

**TECHNOLOGY SERVICES COMPUTER LAB HOURS**

Monday - Thursday . . . 7:30 a.m. - 12:00 a.m.  
 Friday . . . . . 7:30 a.m. - 5:00 p.m.  
 Saturday . . . . . 8:00 a.m. - 5:00 p.m.  
 Sunday . . . . . 12:00 p.m. - 12:00 a.m.

**COLUMBIA COLLEGE COMPUTER USE POLICY**

**Use of any Columbia College (hereinafter referred to as CC) computer, CC network or other CC information system constitutes full acceptance of the terms and conditions of this policy and consent to monitoring. The consequences for not complying with the conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions including student dismissal and employee termination.**

Except as noted, this policy pertains to:

- All faculty, staff, students, alumni, and others who utilize CC computers, the CC network or other CC information systems (any provision that applies exclusively to employees is *italicized*).
- Access to the Internet via CC computer or network
- Personal webspace on a CC server
- Use of the CC e-mail address or any e-mail accessed through a CC network
- Access to computer files on a CC network or stored in individual CC computers

**1. Authentication Process**

Users must be authorized through a Technology Services (TS) assigned username and password. The username and password are the responsibility of the individual to whom they are assigned and should never be shared with anyone. The user will be held responsible for unauthorized use of the username and password by other individuals and for any and all actions of those individuals. Users will have access to sensitive and confidential information and will be responsible for the security of this information. Great care should be taken in ensuring that the user is logged out prior to leaving the computer unoccupied.

An e-mail “account” is assigned to each user. Any communication sent from that account is the responsibility of the user assigned to the account. The author of a communication from an account accessible to multiple users is responsible for that communication. Users are prohibited from allowing other individuals to send e-mail from their account and may not use another individual’s account to send

e-mail communications for their own purposes. The user should know that email communications sent through the CC system are not confidential.

**2. Use**

Access to a CC network is a privilege with concomitant responsibilities pertaining to appropriate and ethical use. Access must be approved by the Chief Information Officer (CIO). Use of the Internet, personal webspace and e-mail, etc., via the CC network, constitutes the individual’s acceptance of this policy. Users accessing network resources from remote locations are held to this policy.

Users are expected to be knowledgeable of these and all policies of CC. Care must be taken by users to ensure that accessing the Internet via the CC network does no harm to College interests. Any questions should be directed to the CIO.

**3. Proper and Ethical Use of the Internet and E-mail**

CC reserves the right to examine e-mail, personal file directories, web browser bookmarks, logs of web sites visited, computer system configuration, network activity, and other information stored on CC computers at any time and without prior notice. Use of the system constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all CC policies including but not limited to policies prohibiting plagiarism, harassment, discrimination, offensive conduct or inappropriate behavior. Users are prohibited from using the system for any unethical purposes, including but not limited to plagiarism, pornography, violence, gambling, racism, harassment, or any illegal activity.

Users access the Internet at their own risk while using Columbia College facilities and equipment. E-mail systems and browsers may deliver unsolicited messages that contain offensive content. Columbia College is not responsible for material viewed, downloaded, or received by users nor for content that users may encounter via the Internet. When and if users make a connection with web sites containing objectionable content, they must promptly move to another site or terminate the session. Columbia College computer users who discover that they have connected with a web site that contains sexually explicit, racist, sexist, violent or other potentially offensive materials must disconnect immediately from that site. Faculty who must access such sites for research or course content purposes must have written approval from their department chair.

Users are prohibited from using the system for profit-making activities and/or for business other than Columbia College business.

Users must not intentionally write, compile, copy, propagate, execute, or attempt to introduce any com-

puter code designed to self-replicate, damage, or otherwise hinder the performance of any CC computer system.

Any posting to public forums such as news-groups must include the following disclaimer that the views are those of the user and not CC: "Any views or opinions presented are solely those of the author and do not necessarily represent Columbia College."

Users are prohibited from entering into any contract or agreement on behalf of CC through e-mail or on the Internet, except as expressly authorized.

Disclosure of any information classified as confidential through e-mail to any party not entitled to that information is prohibited. In general, users should exercise the same restraint and caution in drafting and transmitting messages over e-mail as they would when writing a memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipient.

#### **4. Mass E-Mail and distribution lists**

Technology Services will create and maintain distribution lists at the request of appropriate Administrative Council members or their designee. The requesting Administrative Council member or designee will be considered the owner of the list and will authorize security privileges to individuals who send email to that list. Any mass email (one that is sent to more than 150 users at the same time) must be sent outside of regular College business hours unless specifically authorized as "time sensitive."

#### **5. E-mail and Downloading Software Through the Internet**

Users may need to download software or files to and from individuals through the Internet (outside of CC's network). Users should exercise extreme caution when using the Internet in this manner. All files or software must be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into CC's network. Users must comply with copyright and trademark laws when downloading materials from the Internet.

If the user finds that damage has occurred as a result of downloading software or files, the incident must be reported immediately to CIO.

Unless authorized, users may not install other on-line services to access the Internet on CC owned computers (e.g. America OnLine, CompuServe, Earthlink, etc.).

## **COLUMBIA COLLEGE ETHICS CODE FOR COMPUTER USERS**

Computer Facilities operated by Columbia

College are available for the use of students, faculty and staff. Students, faculty and staff are encouraged to use these facilities for research and instruction. In order to make it possible for everyone to have access to computing resources on campus it is necessary to establish fair-use guidelines. Use of Columbia College computer facilities is a privilege and all users are expected to adhere to the following ethical guidelines when using Columbia College computing resources.

### **GENERAL PRINCIPLES**

1. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.
2. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of author integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against members of the academic community.<sup>1</sup>

### **ETHICAL AND RESPONSIBLE USE OF COMPUTERS**

1. The College provides computing equipment and facilities to students, staff and faculty for purposes of work (business), instruction and research. It is a violation of College policy to use College computers and peripherals for commercial purposes.
2. When working in College Computing Labs users will be aware of and follow fair use rules as posted.
3. Use of College Computing resources for academic objectives takes precedence over use of those facilities for personal reasons.
4. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research, as well as enabling employees to work more efficiently and productively. Computer users must not use electronic communications systems of any kind to send material that is obscene, illegal, discriminatory, or intended to defame or harass others, or to interfere with their work on the computer.
5. Students, faculty and staff who use the comput-

<sup>1</sup> Columbia College endorses this statement of software and intellectual rights developed by EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education.

ers have the right to security of their computer programs and data. Computer users must not access files or information that belong to other users or to the operating system, without permission. Employees, students and anyone associated with Columbia College should note that electronic communication (media) and services provided by Columbia College are the property of same and their purpose is to facilitate business, teaching and research.

6. United States copyright and patent laws protect the interests of authors, inventors and software developers and their products. Software license agreements serve to increase compliance with copyright and patent laws and to help insure publishers, authors and developers of a return on their investments. It is against federal law and College policy to violate the copyrights or patents of computer software. It is against College policy and may be a violation of state or federal law to violate software license agreements. Students, faculty or staff may not use programs obtained from commercial sources or other computer installations unless written authority has been obtained or the programs are within the public domain.
7. Security systems exist to ensure that only authorized users have access to computer resources. All passwords are confidential and should not be given out for others to use. The College prohibits the use of another person's password or identity to access confidential information and files. Computer users must not attempt to modify system facilities or attempt to crash the system, nor should they attempt to subvert the restrictions associated with their computer accounts, the networks of which the College is a member, or microcomputer software protections.
8. Abusers of computing privileges will be subject to disciplinary action. Violators will be subject to Columbia College's disciplinary procedures as detailed in the appropriate handbook/bulletin, up to and including termination or expulsion. The computer systems administrator reserves the right to examine users computer files and messages to resolve complaints and/or grievances to ensure reliable system operation.
9. Abuse of the networks, or of computers at other campuses connected to the networks, or of personnel who assist in the labs will be treated as abuse of computing privileges at Columbia College.
10. Computer users shall cooperate in any investigation of violation of responsible use.
11. Damage to or destruction of any Columbia College computer or computer equipment will subject the offender to disciplinary action up to

and including termination or expulsion and financial repayment to the College.

### EXAMPLES

The following are examples of ethical or responsible uses of computers:

- Using electronic mail to correspond with colleagues at other colleges or universities.
- Sharing diskettes of files of programs or data with team members working together on a research project.
- Copying software placed in public domain.
- Using computing equipment for grant supported research with approval from the Executive Vice President and Dean for Academic Affairs.
- Reporting nonfunctional computing equipment to lab assistants or technical services repair staff, or Residential Life staff for residence hall equipment.

The following are examples of unethical or irresponsible uses of computing resources:

- Using computer facilities for work done on behalf of a commercial firm.
- Sending or showing electronic files, such as mail messages or images, containing material offensive to others who may see the file.
- Copying a file from another computer user's account or floppy disk without permission.
- Copying copyrighted computer software for use on another computer.
- Unplugging or reconfiguring computer equipment to make it unusable or difficult to use.
- Installing software on College computers without permission of supervisor.
- Downloading materials from the Internet or World Wide Web and submitting them for credit as one's own work.
- Downloading or displaying obscene images or messages.

## COLUMBIA COLLEGE GLOBAL STUDENT EMAIL POLICY

**Assignment of email address** – Individuals will be issued an official Columbia College student email address (CougarMail) when they apply to the College. This email account will become a lifetime account upon enrollment and subsequent attendance.

**Student responsibilities** – Official correspondence from faculty and staff will be communicated through the Columbia College email address. Students are responsible for the information received and are required to monitor their email account on a regular basis. Since students are required to monitor their email account, and for the student's conve-

nience, Columbia College email addresses may be forwarded to another email account as desired. If a student opts to forward his/her account to another email address, he/she assumes responsibility for the reliability of this address and will be held responsible for the information sent over CougarMail, even if there is a problem with the alternate email service.

Users are expected to have read the Columbia College Computer Use Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of the policy could result in disciplinary action including revocation of system privileges.

**Student rights** – Students may use their account for personal email in accordance with the Columbia College Computer Use Policy.

**Security** – CougarMail provides a secure sign-on and secure transfer of email within the Cougar Mail system. However, students should be aware that Columbia College cannot be responsible for the security of information forwarded to other accounts.

## **COLUMBIA COLLEGE GLOBAL ALUMNI EMAIL POLICY**

**Alumni eligibility** – All alumni who have received degrees from the College are eligible to receive a lifetime CougarMail account

**Alumni responsibilities** – Official College correspondence may be communicated through the Columbia College email address. Columbia College email addresses may be forwarded to another email account as desired.

Users are expected to have read the Columbia College Computer Use Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of the policy could result in revocation of system privileges.

**Alumni rights** – Alumni may use their account for personal email in accordance with the Columbia College Computer Use Policy.

**Security** – CougarMail provides a secure sign-on and secure transfer of email within the Cougar Mail system. However, alumni should be aware that Columbia College cannot be responsible for the security of information forwarded to other accounts.

# ONLINE CAMPUS

Online Education assists students in completing their educational goals in an environment that is conducive to teaching and active learning. This flexibility provides a viable alternative to students who have schedule constraints that don't allow them to attend traditional courses, students who do not have access to a campus location, or students who need specific courses not currently being offered at their campus.

Online courses are designed to be the equivalent of a traditional class taught in the classroom. They have the same course description and course objectives as traditional classroom courses. Online courses are usually taught by instructors who also teach the courses in the traditional classroom setting.

Any Columbia College student can take online courses. The students who receive advising and registration services from the Online office are referred to as **remote students**.

If a student receives advising and other student service from any campus, the student is referred to as a **campus student**.

## ACADEMICS

Web based Online Education courses count for residency credit and financial aid applies for those who qualify.

At present, all online courses are scheduled in eight-week sessions and follow the DAHE Academic Calendar. See the academic policies, regulations and procedures section of the undergraduate catalog for a complete listing of academic policies, regulations and procedures.

**Academic Advising** is available for **remote students** from the Online Campus advising staff. Academic Advising is strongly encouraged but not required for remote students.

Campus students will receive academic advising at their campus. With all Columbia College students, the ultimate responsibility for understanding and meeting graduation requirements rests with the student.

### Alpha Sigma Lambda

Alpha Sigma Lambda (ASL) is an adult honor society for those who attend and receive service solely from the Online Campus (remote students). The Chapter for the Online Campus is Nu Lambda which means New Learning. ASL is a not-for-profit organization that has been in existence since 1946, providing a means of recognition for the special achievements of adults who accomplish academic

excellence while facing competing interests of home and work. Students who attend a campus are not eligible for membership in the Nu Lambda Chapter.

Eligible students will be invited to join the Nu Lambda Chapter by the Online Campus. The criteria for membership is completion of 24 hours of coursework with Columbia College, be in the highest 10% of the Online Campus remote student population, and have a minimum 3.75 GPA. The student must also be degree seeking with Columbia College.

A one-time \$25.00 membership fee is due at the time the student joins the Nu Lambda Chapter. Because of the nature of our online students and the logistical impossibility of conducting local meetings, electing officers, etc., membership in the Nu Lambda Chapter is strictly honorary.

## COURSE FORMAT

The online course format allows students to participate in the course anytime, anywhere there is computer access to the Internet. Each course website has a menu that includes a syllabus, discussion board, dropbox, quiz function and other features used at the instructor's discretion. The course software used to facilitate online learning is Desire 2 Learn.

The discussion board is the student's opportunity to interact with peers and the instructor. Students and instructors create a collaborative learning environment. Instructors operate in the tutorial mode while students reinforce each others questions and comments with written responses. The discussion consists of topics created by the instructor. The students are able to view all responses by the instructor and fellow classmates. This facilitates a forum for active collaborative learning.

This active collaborative learning environment requires students to do more on their own than they may in a traditional classroom setting. Online students must be prepared to commit the same, or sometimes more, time and effort as they would in a conventional class. The result is a challenging and meaningful learning experience.

**Course Schedules** are prepared by the Online Campus. Copies are available on the website at <http://www.ccis.edu/online/schedule> or in print at the local campuses approximately two weeks before registration begins for a given session. Notification of canceled courses will be sent to the CougarMail accounts of students enrolled in the canceled course. Online course instructions & online student responsibilities are included in the printed schedule for the current session. Students who register for cours-

es online will be emailed course & email access instructions along with the registration confirmation.

**Day Students** must obtain advisor and department chair approval to take an online course. Cost for day students is included in their day program tuition. Day students who take online courses as an overload pay the regular day program overload fee.

**Dean's List:** Online students are eligible for the Dean's list. The list is generated by the Registration Office. Certificates are sent by the Associate Vice President and Dean for the Division of Adult Higher Education..

**Overload Policy:** Six credit hours per eight-week session is considered full-time. This includes any combination of traditional classroom or online courses.

Campus students with at least a 3.0 cumulative grade point average (GPA) and a compelling reason may request an exception from their Campus Director to take 9 credit hours in a particular session. Remote students will request this exception from the Online Campus.

No student will be allowed to take more than nine credit hours in a session for any reason. There is no overload fee associated with this policy, unless the student is attending the day program.

**Overrides:** Online courses have a maximum class size. After a course is closed the campus staff may request an override through the Online Campus. The Online Campus will evaluate the student's situation and coordinate with the instructor to determine if an override is possible. Overrides are granted on a rare basis for students with special circumstances such as fulfilling a graduation requirement which is the last course needed for the degree.

**Proctoring:** Remote students taking courses that require proctored exams must submit the proctor information by the second week of the session to the instructor. The instructor has the right to approve or deny the proposed proctor. Acceptable proctors include Columbia College campus staff, ministers, public librarians, high school or college instructors, high school or college counseling services, commanding officers, education service officers, and corporate executive officers. Personal friends, family members or direct supervisors are not acceptable.

**Reduced tuition programs** such as audit, EEG and warranted degree program are not available for online courses.

**Student issues** with an online course should first be addressed with the instructor of that course, then with the Online Campus.

## ADMISSIONS

### Admissions Policy

Students can be admitted to the Online Campus upon presentation of any one of the following:

1. High school diploma
2. Evidence of successful completion of the General Educational Development Test (GED)
3. Evidence of satisfactory college work.

Potential students who lack a requirement for admission may be considered on an individual basis. Individuals so considered must give evidence that they can successfully meet the demands of Columbia College.

Students who have applied to the Day or Evening program and have been denied admission may apply to the Online Campus the same session. If a student wishes to attend a campus course, the student must apply to that campus to register for that course. Remote students who are admitted to the Online Campus cannot cross enroll in campus courses.

### Non-Degree Seeking Students

Students who do not wish to become candidates for degrees at Columbia College, but who wish to register for online courses, may be admitted as non-degree students. Non-degree students will follow the same procedures and deadlines for admission and registration as degree seeking students. Non-degree seeking students are not eligible for financial aid at Columbia College.

### Readmission

Students who wish to return to Columbia College after interrupting their attendance for one year or more must apply for re-admission. Official transcripts from colleges attended during their absence will be required for readmission. Students who reapply to the Online Campus must be in good academic and financial standing with Columbia College to become admitted without appeal. The Online Campus checks academic and financial status and notifies the student of the admission decision. There is no fee for re-admission.

### Readmission After Suspension

Students may apply for re-admission to the Online Campus following a suspension of two 8-week sessions or one 16-week semester. To apply for readmission after suspension, students must:

1. Complete the online application for admission.
2. Write a letter to the Associate Vice President and Dean for the Division of Adult Higher Education requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments

since suspension and a specific plan of action for success should re-admission be approved.

3. Reconcile any financial balance owed to Columbia College.

4. Request official transcripts from each college attended since leaving Columbia College.

5. Await the decision by the Associate Vice President and Dean for the Division of Adult Higher Education.

### Readmission After Dismissal

Students may apply for readmission to the Online Campus following a dismissal of three years. To apply for readmission after dismissal, students must:

1. Complete the online application for admission.

2. Write a letter to the Associate Vice President and Dean for the Division of Adult Higher Education requesting consideration for re-admission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should re-admission be approved.

3. Reconcile any financial balance owed to Columbia College.

4. Request official transcripts from each college attended since leaving Columbia College.

5. Await the decision by the Associate Vice President and Dean for the Division of Adult Higher Education.

Students who have been permanently dismissed from Columbia College may not apply for re-admission.

## BOOKS

Books are required for all online courses. Students are strongly encouraged to purchase books from Missouri Book Service (MBS) prior to the start of the session. Campus bookstores do not stock books for online courses. To view the booklist, and/or order your books, call or visit MBS online at:

Telephone: 800-325-3252

Website: <http://direct.mbsbooks.com/columbia.htm>

If you are eligible for a book voucher, contact your campus location staff to obtain one. The campus staff will authorize the proper amount for charges.

## DEGREES

The Online Campus is approved to offer all undergraduate degrees available at Columbia

College. The degrees that have all coursework available online for degree completion include:

Associate in Arts

Associate in Science in Business

Administration

Associate in Science in Criminal Justice

Administration

Associate in Science in Environmental Studies

Associate in General Studies

Associate in Science in Fire Service

Administration

Bachelor of Arts in American Studies

Bachelor of Arts in Business Administration

Bachelor of Arts in History

Bachelor of Science in Business

Administration with majors in Accounting,

Financial Services, Human Resource

Management, International Business,

Management, & Marketing

Bachelor of Arts in Criminal Justice

Administration

Bachelor of Arts in Individual Studies

Bachelor of Arts in Psychology

As the academic year progresses, all coursework for additional degree programs may become available online. If a student can complete a degree program that is not listed above, but is listed as a degree offered by Columbia College, using a combination of campus coursework, online coursework and transfer credit, the student may be awarded that degree.

## FINANCIAL POLICIES

### Standard Payment Policy

When a remote student is accepted for admission to the Online Campus, the student, parents or guardians accept the standard payment policy of Columbia College. Remote students incur financial liability when they complete an official Columbia College registration form online. Liability is not dependent upon a remote student receiving a billing statement.

Educational expenses may include tuition, textbooks, and miscellaneous fees related to the course(s). The personal payment portion of the student's educational expenses (educational expenses less financial aid or assistance award) is due in full at the time of registration. (See the Financial Aid and Scholarship section of the undergraduate catalog for detailed information).

If full payment is not possible, remote students are allowed to request a deferred payment plan. The arrangement requires payment of one half of the personal payment portion at the time of registration with the remaining portion due by end of the session for which the student is registering. The student must have a zero balance when registering

for a subsequent session even if the student is under a deferred payment plan from the previous session. The remote student commits to this when he or she checks the box signifying agreement to the deferred payment plan on the online registration form. Deferred payment plans are valid for only one session and must be requested for each individual session.

#### 1. **Employer Tuition Assistance:**

Students who receive employer tuition assistance may have the costs of educational expenses paid their employer through direct billing or through reimbursement. Students should check with their employer to determine which plan is appropriate for them.

a. **Direct Billing:** A student whose employer offers direct payment to the college must ensure that the college receives a letter from the employer which authorizes and describes conditions of such an arrangement. The letter must be on file with the Online Campus and the college's Accounting Office.

b. **Reimbursement:** A student attending under the employer reimbursement is required to follow the college's standard payment policy and then receive reimbursement following the guidelines of the established employer.

Under either form of tuition assistance, students are responsible for any portion of their educational expenses that are not paid by their employers. Students whose employers have contingencies on their payment (such as attaining a certain grade) are required to pay as if they did not have employer tuition assistance and will be reimbursed after the employer makes payment.

#### 2. **Military Tuition Assistance (MTA):**

Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any tuition or miscellaneous fees not paid by the military and are required to follow the standard payment policy for their portion of educational fees. Students may not register for a subsequent session if in arrears for payment of their personal share of fees for courses taken during the previous session. It is imperative that military students contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.

#### 3. **Veterans Educational Assistance:**

An individual who is currently serving or has served in our nation's armed forces may be eligible for educational assistance from the Veterans Administration (VA). It is imperative that VA eligible students complete paperwork required to establish VA eligibility. VA students must present evidence of eligibility at the time of registration. The VA pays

benefits directly to eligible individuals. Students are personally responsible for payment of their educational fees and are required to follow the standard payment policy of the college.

#### **Failure to Pay**

Students are financially responsible for the payment of tuition, textbooks, lab fees and all miscellaneous fees that may be associated with courses for which they are enrolled. When a student fails to settle this responsibility, Columbia College may bar a student from enrollment in any course(s) in any subsequent session. The bar to enrollment will continue until the account has been paid in full.

The personal payment portion of all students' accounts that remain unpaid after the end of the session may assessed a 1% finance charge at the end of each month until the account is paid in full.

Failure to comply with the payment policies of the college will result in further collection activity by an outside collection agency or attorney. When this action occurs, students are responsible for paying all collection expenses which can, in some cases, exceed 50% of the balance owed. Although every effort is made to contact a student prior to submission to a collection agency, Columbia College reserves the right to submit a student's account for collection when the student fails to remit the personal payment portion of their account balance.

Degrees, transcripts and letters of honorable separation are withheld from students who have not settled their financial obligations to the college. This includes all collection fees, attorney fees, and court costs when applicable.

## **FINANCIAL AID**

Students who are admitted to the Online Campus and are interested in financial aid should see the financial aid section of the undergraduate catalog. Students should skip step one in the application process when applying for financial aid. Remote students are eligible for two of the scholarships listed in the financial aid section. They are the 2 in 1 family grant and the Associate Degree Transfer grant.

## **REGISTRATION**

Students may register for online courses beginning Monday of the sixth week of the prior session. Remote students admitted to the online campus may register using the online form. All other students must register at the campus where they are admitted. The Online Campus office will process the enrollment upon the student's completion of financial obligation, and registration confirmation will be emailed to the student.

### Add/Drop/Withdrawal Policies

**General:** Once enrolled in a class, a student is considered a member of that class until he or she officially drops or withdraws in accordance with institutional policy. An official drop or withdrawal takes place only when a student has submitted the Add/Drop/Withdrawal form to accomplish the drop or withdrawal. A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to withdraw from class does not constitute official drop or withdrawal.

Requests to add/drop/withdraw from a course will not accepted by telephone. Students are required to complete the appropriate online form. Confirmation of receipt is the responsibility of the student. Should unusual circumstances prevent a student from completing an online form, the student should contact the Online Campus immediately. The Online Campus reserves the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal process online.

Add/drop/withdrawal periods begin the date the session starts. When a student stops attending class and does not submit the Add/drop/withdrawal form or paperwork as required, a grade of "F" will be awarded unless an exception is made by the faculty member.

**1. Add Period:** A student may add a course during the first week through close of business Friday provided the course does not constitute an academic overload. Students may add Math classes only through Thursday of week one. Students should request their books be shipped quickly as in overnight or two day. Students should also understand that online classes start the day the session begins, and as the first week progresses, chances of student success decrease considerably.

**2. Drop During First Week of Session:** A student may drop a course(s) during the first week through close of business Monday the second week of the session for any reason. No academic or financial liability will be issued provided a drop form is received by close of business on Monday of the second week of the session and confirmation of the drop is sent to the student.

**3. Withdrawal During Second through Sixth Week of Session:** A student may withdraw from a course(s) from Tuesday of the second week of the session through Friday of the sixth week of the session. No punitive grade will be issued provided Online Campus receives an online withdrawal form and confirmation of withdrawal is sent to the student. Financial liability is not reduced when a student withdraws from a course.

Students who receive any form of Federal Title IV assistance, and who withdraw may be required by federal regulations to return some, or all of the federal aid received. This includes the Federal Pell and

SEOG grants, and the Federal Perkins, Stafford and PLUS loans. See the Financial Aid portion of the Undergraduate Catalog for additional information.

**4. Withdrawal During the Last Two Weeks of the Session:** After the sixth week of the course, a student will not be allowed to withdraw without extraordinary circumstances. In such cases, a "withdrawal excused" must be requested. See number 5 for criteria. A student may also request a grade of W (withdrawal) from their instructor; however, the request does not guarantee that the student will receive the W.

**5. Withdrawal Excused:** A student may request a withdrawal excused (WE) at any time during a session. The student must submit an online Withdrawal form and choose the excused option. The student must have extraordinary circumstances to be considered for a WE, and all classes the student is currently enrolled in must be included in the request. Remote students must provide substantiating documentation of the extraordinary circumstances to the Director of the Online Campus. Campus students must provide substantiating documentation to the Director of the Online Campus VIA their campus Director. This form must be accompanied by a letter or email from the student explaining the circumstances in detail surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request, i.e. a letter from a physician, military orders, etc. Students should be aware that a refund is not automatic; rather, requests for financial consideration are subject to review and approval on a case by case basis.

Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevents continued attendance in all classes. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the terms, location and/or conditions of employment, call to active military duty or extended periods of TDY, etc. Mere inconvenience, discomfort, with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some, or all of the federal financial assistance received for that term. The College follows the federal guidelines concerning return of Title IV funds, and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.

Online courses are not available under the Coop Plans with the University of Missouri or Stephens College (both of Columbia, MO).

## TUITION REFUNDS

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete appropriate online form to cancel a course enrollment. Confirmation of receipt is the responsibility of the student. Should circumstances prevent the student from completing the appropriate online form, the student should contact the Online Campus office for special arrangements to cancel the enrollment. The Online Campus staff reserve the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal in person. The add/drop period begins the same day/date that the session starts.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. For more information, please refer to the Financial Aid section of the Undergraduate Catalog.

1. **Full Refund:** A student is entitled to full reduction of tuition and course charges (excluding the admission fee, textbooks, and other academic resource materials) when she/he drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session.

2. **Partial Refund:** During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition and course charges (excluding the admission fee, lab fees, textbooks, and other academic resource materials) when she/he withdraws from a course(s) due to extraordinary circumstances. Extraordinary circumstances are narrowly interpreted to mean the development of unexpected circumstances beyond a student's control that prevents continued attendance in all classes. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the terms, location and/or conditions of employment, call to active military duty or TDY etc. Mere inconvenience, discomfort with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances.

To be considered for a partial refund, a student must submit a complete withdrawal form. This form must be accompanied by a letter or email from the student to the Online Campus office explaining the circumstances surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request, i.e. a letter from a physician, military orders, etc. Student should

be aware that a refund is not automatic; rather, requests for financial consideration are subject to review and approval on a case by case basis.

3. **No Refund:** No refund will be granted to a student who voluntarily or involuntarily (administratively) withdraws from a course(s) during the second through the eighth week of the session, unless extraordinary circumstances apply (refer to partial refund listed above).

4. **Refund Requests:** Credit on a remote student account, that results from the transfer of financial aid, does not require a request for refund. These credit balances will be automatically refunded. Credit balances due to overpayment or a change in enrollment status require the student to complete and submit an online refund request form. The form will be routed to the Accounting office and inform the staff that the student wants to have a refund rather than have the credit apply to a future balance.

## ADDITIONAL INFORMATION

Remote students should see the academic calendar at the beginning of the undergraduate catalog for important dates.

All aspects of the section of the undergraduate catalog titled **Academics, Policies, Regulations and Procedures** apply to remote students with the exception of academic advisor, audit, changes in registration, directed study, final examination policy, international students, internships, overload, registration policies and withdrawal. The exceptions apply only to full day students.

The section of the undergraduate catalog listing **course descriptions** is accurate for online courses. For more information about specific online offerings, visit the website at <http://www.ccis.edu/online/schedule>.

The section of the undergraduate catalog listing **Academic Programs** applies to online degree offerings.

The sections in the undergraduate catalog that do not apply to Remote Students include **Academic Honors, Special Academics Programs & Facilities, Admissions, Fees, and Campus Life**.

# COURSE DESCRIPTIONS

The following descriptions are applicable to Columbia College courses wherever they are taught.

The notation **G.E.** in a course description indicates that the course satisfies a General Education requirement of the College.

## ACCOUNTING (ACCT)

### Business Administration Department

#### **ACCT 280 Accounting I (Financial) 3 hours**

Introduction to the principles and concepts of accounting and the application of procedures relating to the complete accounting cycle. Preparation of financial statements for sole proprietorships, partnerships, and corporations is emphasized. Prerequisite: sophomore standing; MGMT 150 and MGMT 152 highly recommended. A grade of C or higher is highly recommended before progressing to ACCT 281.

#### **ACCT 281 Accounting II (Managerial) 3 hours**

Application of procedures relating to transactions affecting corporations. Interpretation of financial statements for managerial purposes is emphasized. Prerequisite: ACCT 280 (grade of C or higher in ACCT 280 is highly recommended).

#### **ACCT 381 Federal Income Tax - Individuals 3 hours**

Focuses on the federal income taxation of individuals. Emphasizes conceptual framework underlying the U.S. tax system as well as tax accounting procedures and federal tax law relating to the preparation of individual tax returns. Prerequisites: ACCT 281 and junior standing.

#### **ACCT 382 Intermediate Accounting I 3 hours**

Development of accounting theory and practice as applied to: the institutional structure of financial accounting; conceptual framework and financial reporting; overview of accounting systems; review of accounting procedures; income statement; balance sheet; statement of cash flows; cash; receivables; valuation of inventories and cost of goods sold; and time value of money. Prerequisite: ACCT 281.

#### **ACCT 383 Intermediate Accounting II 3 hours**

Development of accounting theory and practice as applied to: conceptual framework and financial reporting; acquisition, disposal and

depreciation of long-term assets; current and contingent liabilities; long-term liabilities; owners' equity-contributed capital and retained earnings. Prerequisite: ACCT 382.

#### **ACCT 384 Intermediate Accounting III 3 hours**

Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; investments in financial instruments; leases; income taxes; pensions; accounting changes and error correction; and earnings per share. Prerequisite: ACCT 383.

#### **ACCT 385 Accounting Information Systems 3 hours**

Theory, design and implementation of Accounting Information Systems, including the business application of computerized spreadsheets, databases, and commercial software packages. Prerequisites: ACCT 281, CISS 170.

#### **ACCT 386 Managerial and Cost Accounting 3 hours**

Accounting data and other financial data applied to the management of an enterprise. Cost accounting as a part of the spectrum of manufacturing costs is studied. Particular emphasis is placed on planning and controlling. Prerequisite: ACCT 281.

#### **ACCT 481 Federal Income Tax--Corporations 3 hours**

Focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; S corporations. Prerequisites: ACCT 381 and senior standing.

#### **ACCT 485 Fund and Government Accounting 3 hours**

Study of accounting and reporting concepts, standards, and procedures applicable to city, county, and state governments, the federal government, and not-for-profit institutions. Prerequisite: 9 hrs. of accounting.

#### **ACCT 488 Advanced Financial Accounting 3 hours**

Policies and procedures used in preparing financial statements and reports. Prerequisites: ACCT 382 and ACCT 383.

#### **ACCT 489 Auditing I 3 hours**

Design, installation, and unification of accounting systems and the concepts and procedures

used in auditing financial statements. Prerequisites: 12 hours of upper-level accounting including ACCT 382 and ACCT 383.

**ACCT 490 Auditing II 3 hours**

Focus is on practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case. Prerequisites: ACCT 382, 383, 384, and 489.

## AEROSPACE STUDIES (ASCI)

Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used at the university.

**ASCI 1100 The Foundations of the United States Air Force 2 hours**

Introduces the Air Force and Air Force ROTC. Topics include professional appearance, military customs and courtesies, core values, equal opportunity and treatment, officer opportunities, group leadership problems. Applies communicative skills. Leadership Lab. Offered Fall.

**ASCI 1200 The Foundations of the United States Air Force 2 hours**

Continues the introduction to the Air Force and Air Force ROTC. Topics include Air Force origins, organizations, major commands, installations, sister services (Army and Navy), group leadership problems. Applies communicative skills. Leadership Lab. Offered Spring.

**ASCI 2100 The Evolution of USAF Air and Space Power 2 hours**

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC officer candidate. Explores Air Force heritage, Air Force leaders and Air Power doctrine. Applies communicative skills. Leadership Lab. Offered Fall.

**ASCI 2200 The Evolution of USAF Air and Space Power 2 hours**

Continues the transition from cadet to officer candidate. Expands leadership topics through the use of group leadership problems. Applies communicative skills. Leadership Lab. Offered Spring.

**ASCI 3100 Air Force Leadership Studies 3 hours**

An integrated leadership and management survey course emphasizing development of the individual as an Air Force leader. Special

topics include situational leadership, principle centered leadership, corrective supervision and counseling. Leadership Lab. Offered Fall.

**ASCI 3200 Air Force Leadership Studies 3 hours**

Air Force leadership principles are examined from the foundation developed in ASCI 3100. Ethical decision making, personal core values, and character development are discussed. Military evaluation systems are outlined. Leadership Lab. Offered Spring.

**ASCI 4100 National Security Affairs/Preparation for Active Duty 3 hours**

Examines the national security process, regional studies, Air Force and joint doctrine. Special topics include the military as a profession, and civilian control of the military. Continued refinement of communicative skills. Leadership Lab. Offered Fall.

**ASCI 4200 National Security Affairs/Preparation for Active Duty 3 hours**

Examines civilian control of the military, officership, the military justice system, and current issues affecting military professionalism. Continued refinement of communicative skills. Leadership Lab. Offered Spring.

## AMERICAN SIGN LANGUAGE (AMSL)

### Humanities Department

**AMSL 101 American Sign Language I 3 hours**

The first course in a series of elementary courses designed to explore the fundamentals of American Sign Language including basic vocabulary, language structure and active language production. Prerequisite: Not open to native signers. *Course meets three hours of Foreign Language graduation requirement.*

**AMSL 102 American Sign Language II 3 hours**

A continuation of American Sign Language I, with increased attention to grammar. Prerequisite: AMSL 101 with a grade of C or higher. *Course meets three hours of Foreign Language graduation requirement.*

**AMSL 103 American Sign Language III 3 hours**

A continuation of AMSL 102, building upon the vocabulary and linguistic analysis learned in AMSL 101 and AMSL 102. Not open to native signers. Prerequisite: AMSL 102.

**AMERICAN STUDIES (AMST)****History and Political Science Department****AMST 280 American Political and Social Thought 3 hours**

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as POSC 280. Prerequisite: ENGL 112.

**AMST 375 Social Movements 3 hours**

The examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of 20th century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. Cross-listed as SOCI 375. Prerequisite: Junior standing.

**AMST 490 American Studies Senior Seminar 3 hours**

**A seminar course required as a culminating experience prior to graduating for all seniors majoring in American Studies.**

The seminar enables students to practice the various theories and methods for the academic study of the American experience. The goals of the seminar are to help students attain information and conceptual tools needed for graduate work in American Studies, and to assess the achievement of the learning goals for the undergraduate major. To accomplish the first goal, students become familiar with the field of American Studies by reading and discussing a major work chosen by the instructor. To assess achievement of learning goals for the undergraduate major, students contribute to the field's literature by conducting original research on a topic of relevance to American Studies and composing a substantial paper on that topic. Prerequisite: Junior standing.

**ART AND GRAPHIC DESIGN (ARTS)****Art Department****ARTS 105 Art Appreciation 3 hours**

Introduction to the place of visual art in modern society, to the vocabulary used in discussing a work of art, and to a few of the studio techniques artists used to produce two- and three-dimensional art works. **G.E.**

**ARTS 111 Art and Ideas I 3 hours**

Survey of world art from prehistoric through medieval periods. **G.E.** *Course meets Multicultural graduation requirement.*

**ARTS 112 Art and Ideas II 3 hours**

Survey of world art from the Renaissance to the present. **G.E.**

**ARTS 120 Drawing I 3 hours**

Introduction to figure drawing from direct observation. \$30 lab fee.

**ARTS 130 Painting I 3 hours**

Introduction to the fundamentals of oil painting. Prerequisite: ARTS 120. \$30 lab fee.

**ARTS 140 2-D Design 3 hours**

Theoretical foundation for all fine arts. Includes the study and application of the elements and principles of 2-dimensional design. \$30 lab fee.

**ARTS 141 3-D Design 3 hours**

Theoretical foundation for all 3-D fine art production. Includes the study and application of the elements and principles of 3-dimensional design. \$30 lab fee.

**ARTS 150 Creative Photography I 3 hours**

Beginning black and white photo course, a foundation for all photography courses. Topics include basic camera operations, exposure, characteristics of light, concepts, composition, film processing, printing, print finishing, and discussion of the history of photography and issues related to photography. \$30 lab fee. Students supply *own* adjustable cameras.

**ARTS 152 Digital Photography 3 hours**

Introduction to digital photographic imagery. Students explore a variety of creative techniques for digital artists and graphic designers. Students learn the fundamentals of digital camera operations, and a variety of creative techniques for manipulating photographic images using Photoshop. Topics include a digital portfolio of images for presentation that includes: still life, self-portraits, documenta-

tion, landscape, special effect, surrealism, night photography and more. Digital camera required (minimum of 3 megapixels). \$30 lab fee.

**ARTS 201 Introduction to Studio Art 1 hour**

Introduction to the Columbia College Art Department and to being an artist or designer in modern society. This eight-week seminar provides students an opportunity to explore the studio options at Columbia College and the resources available for artists and designers in the Columbia Community and beyond. Faculty, guest artists and other professionals visit classes. Students learn proper ways to professional present their art and designs for exhibition and how to prepare a good digital portfolio. Additionally, students share their portfolios with faculty and advanced student assessors. These assessors provide practical feedback that helps beginning students prepare for classes at the intermediate level and ongoing artistic development. Prerequisite: Sophomore standing; students entering the Art Program as juniors or seniors must take this course their first year at Columbia College.

**ARTS 211 Watercolor I 3 hours**

Beginning watercolor course that uses the figure, still-life and the landscape as its subject. \$30 lab fee. Prerequisite: ARTS 120

**ARTS 216 Graphic Design I 3 hours**

Basic course exploring layout, typography, and visual communication. Computer software including Adobe Illustrator, InDesign and Photoshop are introduced. \$30 lab fee.

**ARTS 222 Drawing II 3 hours**

Figure drawing course using direct observation. Expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$30 lab fee. Prerequisite: ARTS 120.

**ARTS 232 Painting II 3 hours**

Continuation of ARTS 130. This course continues to develop the basic understanding of the oil painting materials, techniques and color relationships with emphasis on composition. \$20 lab fee. Prerequisite: ARTS 130.

**ARTS 233 Topics 1-3 hours**

**ARTS 252 Creative Photography II 3 hours**

Concentration of special techniques in 35mm

and use of the zone system of photography. Topics include studio lighting, close-up photography, and a specialized method of exposure and development. Emphasis is on improving technique and visual awareness. \$30 lab fee. Students supply own adjustable cameras. Prerequisite: ARTS 150.

**ARTS 262 Printmaking I 3 hours**

Introduction to printmaking and basic techniques in relief printing. \$30 lab fee. Prerequisite: ARTS 120.

**ARTS 271 Ceramics I 3 hours**

Beginning study of three-dimensional principals of ceramics open to art majors and non-majors. The techniques of hand building are introduced with an emphasis on the development of an understanding of the form and functions of utilitarian and non-functional projects in clay. The design quality and aesthetics of the project are emphasized. \$30 lab fee.

**ARTS 292 Jewelry I 3 hours**

Introduction to metals. Exploration of the design and creation of personal jewelry forms using traditional fabrication techniques. Open to art majors and non-majors. \$30 lab fee plus metal cost.

**ARTS 300 Special Problems 3 hours**

Advanced studies in studio art. \$30 lab fee.

**ARTS 301 3-D Modeling & Animation I 3 hours**

Introduction to 3-D modeling and animation using Maya 8.5. \$30 lab fee. Prerequisite: Sophomore standing.

**ARTS 302 Illustration 3 hours**

Study of illustration and the media and techniques available. Both traditional and digital techniques are explored. \$30 lab fee. Prerequisites: ARTS 120, ARTS 130, ARTS 140.

**ARTS 306 Ancient Art History 3 hours**

The art and culture of the Ancient World, including Near Eastern, Egyptian, Greek, Etruscan, and Roman Art. Prerequisites: ARTS 111 and 112.

**ARTS 307 Flash Animation 3 hours**

Beginning Course in Flash Animation using a series of projects designed to cover the fundamental workflow used in producing vector and bitmapped animation. Prerequisite: Junior Standing.

**ARTS 308 Medieval Art History 3 hours**

Art of the Middle Ages. A survey of stylistic

artistic developments in the Mediterranean basin and in Western Europe from 300 to 1400 A.D. Prerequisites: ARTS 111 and 112.

**ARTS 310 Renaissance Art History 3 hours**

Painting, architecture, sculpture of Italy and Northern Europe from 1300 to 1600. Prerequisites: ARTS 111 and 112.

**ARTS 311 Watercolor II 3 hours**

Continuation of Watercolor I, emphasizing composition and its relation to watercolor painting. \$30 lab fee. Prerequisite: ARTS 211.

**ARTS 312 17th- and 18th-Century Art History 3 hours**

Painting, architecture, sculpture in Europe during the Baroque and Enlightenment periods from 1600 to 1800. Prerequisites: ARTS 111 and 112.

**ARTS 314 Nineteenth-Century Art History 3 hours**

History of painting, architecture, sculpture in Europe, 1800 to 1900. Prerequisites: ARTS 111 and 112. Offered odd Spring.

**ARTS 316 Graphic Design II 3 hours**

In depth study of publication design and layout. Students work on the computer using Adobe InDesign and other graphics software. \$30 lab fee. Prerequisites: ARTS 140 and 216.

**ARTS 323 Drawing III 3 hours**

This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$30 lab fee. Prerequisite: ARTS 222.

**ARTS 334 Painting III 3 hours**

This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. Experimentation of medium, techniques and ideas is encouraged. \$30 lab fee. Prerequisite: ARTS 232.

**ARTS 353 Creative Photography III 3 hours**

This course teaches the techniques used in the field of graphic art and creative fine art photography. The more advanced principles of lighting, composition and photo layout are covered. \$30 lab fee. Prerequisite: ARTS 252.

**ARTS 354 Digital Imaging 3 hours**

Introduction to approaches and techniques of digital imaging with specific emphasis on the

use of Adobe Photoshop. Topics include technical and practical aspects of digital software, cameras, scanners, and printers. The course explores the technical and aesthetic potential of digital photography in both graphic design and fine art. \$30 lab fee. Prerequisite: Junior standing.

**ARTS 364 Printmaking II 3 hours**

Development of the intaglio etching process into an art form. \$30 lab fee. Prerequisite: ARTS 262.

**ARTS 366 Printmaking III 3 hours**

Continuation of Printmaking II. \$30 lab fee. Prerequisite: ARTS 364.

**ARTS 373 Ceramics II 3 hours**

Continuation of the study of three-dimensional principals of ceramics. The techniques of hand building and the potter's wheel are introduced with an emphasis on the development of an understanding of the form and functions of both hand-built and wheel-thrown pottery. \$30 lab fee. Prerequisite: ARTS 271.

**ARTS 374 Digital Filmmaking 3 hours**

An introductory level digital moviemaking course that builds basic skills in video pre-production, videography techniques, sound, digital video editing and software using Final Cut Express. \$30 lab fee. Prerequisite: Sophomore standing.

**ARTS 375 Ceramics III 3 hours**

Continuation of the study of three-dimensional principals of ceramics. Advanced techniques of the potter's wheel, glazing, and firings are introduced with an emphasis on the development of an understanding of the form and functions of both hand building and potter's wheel projects. \$30 lab fee. Prerequisite: ARTS 373.

**ARTS 394 Jewelry II 3 hours**

Exploration of the design and creation of personal jewelry forms using the lost wax casting process. \$30 lab fee. Prerequisite: ARTS 292.

**ARTS 396 Jewelry III 3 hours**

Advanced jewelry production techniques, including the exploration and experimentation of non-traditional materials and techniques in jewelry design. \$30 lab fee plus metal cost. Prerequisite: ARTS 394.

**ARTS 399 Internship 3-9 hours**

**ARTS 400 Special Problems II 3 hours**

Advanced studies in studio art. Prerequisites:

Art major; junior standing and completion of six semester hours in the discipline of the proposed study. \$30 lab fee.

**ARTS 403 Twentieth-Century Art History 3 hours**

American and European painting, sculpture, and architecture, 1900 to present. Prerequisites: ARTS 111 and 112.

**ARTS 406 American Art History 3 hours**

America's early primitive tradition to its leading role in the contemporary art scene. Prerequisites: ARTS 111 and 112.

**ARTS 411 Watercolor III 3 hours**

Continuation of Watercolor II emphasizing color in water media painting. \$30 lab fee. Prerequisite: ARTS 311.

**ARTS 416 Graphic Design III 3 hours**

Introduction to the basics of web design using DreamWeaver software (other software may be included or substituted). Advertising design, including packaging design, product promotion and point-of-purchase is covered as well. \$30 lab fee. Prerequisites: ARTS 316 and 354.

**ARTS 425 Drawing IV 3 hours**

Figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element. Explores a variety of media and drawing techniques. \$30 lab fee. Prerequisite: ARTS 323.

**ARTS 433 Topics 1-3 hours**

**ARTS 435 Printmaking IV 3 hours**

Continuation of Printmaking III with an emphasis on advanced processes intaglio and relief printmaking. \$30 lab fee. Prerequisite: ARTS 366.

**ARTS 436 Painting IV 3 hours**

Continuation of ARTS 334. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. \$30 lab fee. Prerequisite: ARTS 334.

**ARTS 454 Creative Photography IV 3 hours**

This is a portfolio preparation course. It concentrates on the professional presentation using design principals, shooting and lighting techniques, color, digital knowledge, structure, and presentation skills. \$30 lab fee. Prerequisite: ARTS 353. Students supply own adjustable camera.

**ARTS 465 Drawing V 3 hours**

This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$30 lab fee. Prerequisite: ARTS 425.

**ARTS 466 Painting V 3 hours**

Continuation of ARTS 436. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. \$30 lab fee. Prerequisite: ARTS 436.

**ARTS 476 Ceramics IV 3 hours**

Continuation of the study of three-dimensional ceramics. The emphasis is on individual expression in clay using both hand building and wheel throwing techniques. Experimentation with glazing and advanced firing techniques is encouraged. \$30 lab fee. Prerequisite: ARTS 375.

**ARTS 486 Watercolor IV 3 hours**

The emphasis of this course is on personal expression and the study of major artists who are known for their work in watercolor. \$30 lab fee. Prerequisite: ARTS 411.

**ARTS 496 Senior Portfolio 3 hours**

**Culminating experience course for all Art degrees.** This course is for both portfolio development and to provide information into the practical application of professional practices, business skills and career planning specific to the discipline of studio art and design. It assists the art/design major in building a professional career and/or pursuing advanced education or training. Students present a portfolio of their most recent work to faculty and guests at the end of this course. This portfolio is part of the Art Department's program assessment. Students select a faculty mentor to assist them in their portfolio project. This course is required of all BA, BS, and BFA students. Prerequisites: ARTS 201 and senior standing.

**ARTS 498 Jewelry IV 3 hours**

Combination of jewelry form experimentation and research and is strictly experimental in both materials and forms with an emphasis in developing personal jewelry forms for commercial applications. \$30 lab fee plus metal cost. Prerequisite: ARTS 396.

**ARTS 499 Internship 3-9 hours**

## ASTRONOMY (ASTR)

### Science Department

#### **ASTR 108 Introduction to Astronomy 3 hours**

A survey of the development of astronomy through the years. Topics covered include the historical evolution of our understanding of our place in the universe, astronomical instruments, the Earth-Moon system, the solar system, the Sun and other stars, galaxies and cosmology. Prerequisite: MATH 106 or above.

## BIOLOGY (BIOL)

### Science Department

#### **BIOL 108 Human Biology 3 hours**

Examination of human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. **G.E.**

#### **BIOL 108L Human Biology Laboratory 2 hours**

Laboratory experiences to complement BIOL 108. \$30 lab fee. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. Prerequisite: BIOL 108 or concurrent enrollment. BIOL 108 must be completed before BIOL 108L can be used for **G.E.** credit.

#### **BIOL 110 Principles of Biology I 3 hours**

Fundamental processes underlying biological systems from a cellular and organismal viewpoint. Students majoring in Biology must earn a grade of C or higher. Prerequisite: Grade of C or higher in high school biology or BIOL 108 or ACT Math and English scores above 20 (or equivalent SAT scores). **G.E.**

#### **BIOL 110L Principles of Biology I Laboratory 2 hours**

Laboratory experiences to complement BIOL 110. \$30 lab fee. Prerequisite: BIOL 110 or concurrent enrollment. BIOL 110 must be completed before BIOL 110L can be used as **G.E.** credit. Students majoring in Biology must earn a grade of C or higher. **G.E.**

#### **BIOL 112 Principles of Biology II 3 hours**

A continuation of BIOL 110. Topics to be covered include population genetics, evolution and natural selection, taxonomy, survey of plants and animals and ecology and ecosystems.

Prerequisite: BIOL 110. Students majoring in Biology must earn a grade of C or higher.

#### **BIOL 112L Principles of Biology II Laboratory 2 hours**

Laboratory experiences to complement BIOL 112. Students majoring in Biology must earn a grade of C or higher. \$30 lab fee. Prerequisites: BIOL 110 and BIOL 110L, BIOL 112 or concurrent enrollment.

#### **BIOL 115 Introduction to Environmental Science 3 hours**

Survey of environmental science, ecosystems and human impact. Cross-listed as ENVS 115. Course meets Multicultural graduation requirement. **G.E.**

#### **BIOL 115L Introduction to Environmental Science Laboratory 2 hours**

Laboratory experiences to complement BIOL/ENVS 115. \$30 laboratory fee. Cross-listed as ENVS 115L. Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before BIOL/ENVS 115L can be used as **G.E.** credit. **G.E.**

#### **BIOL 197, 198, 297, 298, 397, 398, 497, 498 Science Seminar 1 hour**

Science seminar at which students, faculty and outside speakers present and discuss research and topics appropriate to the natural sciences. Evaluation is Satisfactory/Unsatisfactory. Course may not be repeated to remove a failing grade. Cross-listed as CHEM/ENVS 197, 198, 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department. Offered Fall and Spring.

#### **BIOL 221 Clinical Microbiology 3 hours**

A survey of microorganisms with emphasis on clinically important bacteria, viruses, protozoa, fungi and invertebrates. Emphasis placed on the health care applications of microbiology and transmission of infectious disease agents. Prerequisite: BIOL 110. Corequisite: BIOL 221L.

#### **BIOL 221L Clinical Microbiology Laboratory 2 hours**

Laboratory experiences to complement BIOL 221. \$30 lab fee. Prerequisite: BIOL 110L. Corequisite: BIOL 221.

#### **BIOL 222 Conservation Biology 3 hours**

Conservation biology is the science of maintaining biological diversity, but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this

diversity supports the functions of ecosystems. Threat to biodiversity particularly from human actions, and strategies for maintaining biodiversity are discussed. Cross-listed as ENV5 222. Prerequisite: BIOL 112.

**BIOL 223 Anatomy 3 hours**

Structure of the human body including comparison with other vertebrates. Concurrent enrollment in BIOL 223L is required. Prerequisite: BIOL 110.

**BIOL 223L Anatomy Laboratory 2 hours**

Laboratory experiences to complement BIOL 323. \$30 lab fee. Prerequisites: BIOL 110L, BIOL 223 or concurrent enrollment.

**BIOL 230 Medical Terminology 3 hours**

An introduction to medical terminology, with an emphasis on learning word roots, suffixes and prefixes, as it pertains to the human body. This course is offered by the Online Campus.

**BIOL 233 Topics 1-3 hours**

**BIOL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**BIOL 290 Principles of Cell Biology 3 hours**

Theoretical foundations of basic cell biology, including structure, function and synthesis of the plasma membrane and subcellular organelles; cell adhesion and the extracellular matrix; cell transport, communication, division, cancer and programmed cell death. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110; CHEM 109 or CHEM 110. Concurrent enrollment in BIOL 290L is strongly recommended.

**BIOL 290L Principles of Cell Biology Laboratory 2 hours**

Laboratory experiences to complement BIOL 290. Students majoring in Biology must earn a grade of C or higher. \$30 lab fee. Prerequisites: BIOL 110L, BIOL 290 or concurrent enrollment.

**BIOL 300 Evolution 3 hours**

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. Cross-listed as ENV5 300. Prerequisites: BIOL 112 and BIOL 342.

**BIOL 309 Animal Behavior 3 hours**

Basic principles of animal behavior with an emphasis on the evolutionary forces that

shape behavior. Cross-listed as PSYC 309. Prerequisites: six hours of Psychology coursework or six hours of biology coursework.

**BIOL 312 Microbiology 3 hours**

Survey study of microorganisms. Concurrent enrollment in BIOL 312L is required. Prerequisites: BIOL 110, BIOL 290 and sophomore standing; concurrent enrollment in BIOL 312L is required.

**BIOL 312L Microbiology Laboratory 2 hours**

Laboratory experiences to complement BIOL 312. \$30 lab fee. Prerequisites: BIOL 110L, BIOL 290L, and BIOL 312 or concurrent enrollment.

**BIOL 319 Soils 3 hours**

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as ENV5 319. Prerequisites: BIOL 110 or BIOL/ENV5 115; CHEM 110.

**BIOL 320 Ecology 3 hours**

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as ENV5 320. Prerequisites: BIOL 112; BIOL 320L or concurrent enrollment. BIOL/ENV5 222 recommended.

**BIOL 320L Ecology Laboratory 2 hours**

Laboratory experiences to complement BIOL/ENV5 320. Cross-listed as ENV5 320L. Prerequisite: BIOL 112L; BIOL/ENV5 320 or concurrent enrollment.

**BIOL 324 Statistics for the Behavioral and Natural Sciences 3 hours**

Study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Cross-listed as PSYC/SOCI 324. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Prerequisite: MATH 150 or higher.

**BIOL 326 Physiology 3 hours**

Functional processes of the human body with emphasis on regulatory mechanisms. Concurrent enrollment in BIOL 326L is required. Prerequisites: BIOL 110; CHEM 109 or CHEM 110.

**BIOL 326L Physiology Laboratory 2 hours**

Laboratory experiences to complement BIOL 326. \$30 lab fee. Prerequisites: BIOL 110L, BIOL 326 or concurrent enrollment.

**BIOL 330 Exercise Physiology 3 hours**

Metabolic and physiological processes of the body as they relate to exercise and athletic conditioning. Response of the body to environmental influence and nutritional intake. Effects of gender, aging, and fatigue on athletic performance. Prerequisites: BIOL 110 and CHEM 110.

**BIOL 342 Genetics 3 hours**

Basic principles of Mendelian and molecular genetics. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110, BIOL 290.

**BIOL 342L Genetics Laboratory 2 hours**

Laboratory experiences to complement BIOL 342; methodology and applications in classical and molecular genetics. \$30 lab fee. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110L with a grade of C or higher; BIOL 290L; BIOL 342 or concurrent enrollment.

**BIOL 343 Botany 5 hours**

Anatomy, physiology and taxonomy of plants. Laboratory is included. \$30 lab fee. Prerequisites: BIOL 112 and BIOL 112L.

**BIOL 353 Zoology 5 hours**

Survey of animal phyla and vertebrate organ systems. Laboratory is included. \$30 lab fee. Prerequisites: BIOL 112 and BIOL 112L.

**BIOL 360 Kinesiology 3 hours**

Introduction to the analysis and interpretation of human motion based on anatomical relationships, muscular activity and biomechanical principles that govern movement of the human body. Prerequisites: BIOL 110 and BIOL 323.

**BIOL 371 Neuroscience 3 hours**

Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as PSYC 371. Prerequisite: 6 hours of PSYC courses or 6 hours of BIOL courses.

**BIOL 372 Sensation and Perception 3 hours**

Introduction to the study of human senses and higher-order perceptual processes. Cross-listed as PSYC 372. Prerequisites: 6 hours of

BIOL or 6 hours of PSYC courses and junior standing.

**BIOL 380 Developmental Biology 3 hours**

Study of animal development, including gamete development and fertilization, embryonic development, mechanisms of cellular differentiation, cell-cell interactions during development and mechanisms of differential gene expression. Emphasis on understanding development at the cellular and molecular level. Prerequisites: BIOL 110; BIOL 290; BIOL 342; CHEM 109 or CHEM 110.

**BIOL 395 Research Design in the Sciences 3 hours**

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and CHEM 395. Students majoring in biology, chemistry, or environmental studies must earn a grade of C or higher. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324.

**BIOL 410 Molecular Biotechnology 3 hours**

Methodology and applications in molecular biology, with special emphasis on biotechnology. Prerequisite: BIOL 342 with a grade of C or higher. Concurrent enrollment in BIOL 410 is strongly recommended.

**BIOL 410L Methods in Molecular Biotechnology 2 hours**

Laboratory experiences to complement BIOL 410. \$30 lab fee. Prerequisite: BIOL 342L with a grade of C or higher. Concurrent enrollment in BIOL 410L is required.

**BIOL 415 Immunology 3 hours**

Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disorders. Designed to prepare pre-professional students for later studies. Prerequisites: BIOL 110, BIOL 312.

**BIOL 420 Biochemistry 3 hours**

Basic concepts and foundations of biochemistry, including structure and function of macromolecules; bioenergetics; enzyme function and regulation; metabolic pathways. Designed to prepare pre-professional students for later studies. Cross-listed as CHEM 420. Students majoring in Biology or Chemistry must earn a grade of C or higher. Concurrent enroll-

ment in BIOL 420L is required. Prerequisites: BIOL 110 and CHEM 310.

**BIOL 420L Biochemistry Laboratory 2 hours**

Laboratory teaching fundamental techniques in biochemistry. Cross-listed as CHEM 420L. Concurrent enrollment in BIOL 420 is required. \$30 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 310.

**BIOL 433 Topics 1-3 hours**

**BIOL 472 Psychopharmacology 3 hours**

Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as PSYC 472. Prerequisite: Junior standing.

**BIOL 490 Senior Seminar 3 hours**

**A seminar course required as a culminating experience prior to graduation for all seniors majoring in science.** Students do library research project(s) in their major field. A grade of C or higher is required. Prerequisites: Senior standing, ENGL 112, BIOL 395.

## CHEMISTRY (CHEM)

### Science Department

**CHEM 108 Physical Science Survey 3 hours**

Examination of the physical world and its basic underlying scientific principles. Cross-listed as PHYS 108. Prerequisite: MATH 106 or higher. **G.E.**

**CHEM 108L Physical Science Survey Laboratory 2 hours**

Laboratory experiences to complement CHEM 108. Cross-listed as PHYS 108L. CHEM 108 must be completed before CHEM 108L can be used for **G.E.** credit. Prerequisite: CHEM/ PHYS 108 or concurrent enrollment. **G.E.**

**CHEM 109 Chemistry for Biological and Health-Related Sciences 3 hours**

Fundamentals of chemistry for students enter-

ing biological or health-related fields. Topics include stoichiometry, chemical equations and reactions, properties of gases, solutions and electrolytes, acid/base properties and pH, an introduction to organic chemistry, and various aspects of chemistry important in biological systems. Prerequisites: MATH 106 or higher (or ACT math score of 21 or higher; CHEM/PHYS 108 (or high school chemistry course with a grade of C or higher). **G.E.**

**CHEM 110 Chemistry I 3 hours**

Fundamental course in the principles of chemistry. Topics include stoichiometry, chemical equations, chemical reactions, properties of gases, properties of solutions, and thermochemistry. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: MATH 106 or higher (or ACT math score 21 or higher); CHEM/PHYS 108 or high school chemistry with a grade of C or higher.) **G.E.**

**CHEM 111L Introductory Chemistry Laboratory Experience 2 hours**

An experimental introduction to the physical and chemical properties of matter to complement CHEM 109 and CHEM 110. \$30 lab fee. Students majoring in biology or chemistry must earn a grade of C or higher. Prerequisite: CHEM 109 or CHEM 110 or concurrent enrollment. **G.E.** CHEM 109 or CHEM 110 must be completed before CHEM 111L can be used for **G.E.** credit.

**CHEM 112 Chemistry II 3 hours**

A continuation of CHEM 110. Topics to be covered include kinetics, equilibrium, electrochemistry, nuclear chemistry and coordination complexes. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in CHEM 110.

**CHEM 112L Chemistry II Laboratory 2 hours**

Laboratory experiences to complement CHEM 112 to include the qualitative analysis of compounds. \$30 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: CHEM 112 or concurrent enrollment; CHEM 111L with a grade of C or higher.

**CHEM 197, 198, 297, 298, 397, 398, 497, 498 Science Seminar 1 hour**

Science seminar at which students, faculty and outside speakers present and discuss research

and topics appropriate to the natural sciences. Evaluation is Satisfactory/Unsatisfactory. Course may not be repeated to remove a failing grade. Cross-listed as BIOL/ENVS 197, 198, 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department.

**CHEM 310 Organic Chemistry I 3 hours**

The first semester of a two semester course that surveys theory, preparations, reactions and properties of the compounds of carbon, both aliphatic and aromatic. Topics include alkanes, alkenes, alkynes, substitution and elimination reactions, aromaticity and spectroscopic techniques. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in CHEM 112.

**CHEM 310L Organic Chemistry I Laboratory 2 hours**

Laboratory experiences to complement CHEM 310 focusing on separation/purification techniques. Students majoring in Chemistry must earn a grade of C or higher. \$30 lab fee. Prerequisites: CHEM 310 or concurrent enrollment; CHEM 112L with a grade of C or higher.

**CHEM 312 Organic Chemistry II 3 hours**

Continuation of CHEM 310 Organic Chemistry I. Topics include groups in organic chemistry such as alcohols, ethers, epoxides, sulfides, aldehydes, ketones, carboxylic acids and amines. Biomolecules are covered. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: CHEM 310 with a grade of C or higher.

**CHEM 312L Organic Chemistry II Laboratory 2 hours**

Laboratory experiences to complement CHEM 312 focusing on synthetic methods. Students majoring in Chemistry must earn a grade of C or better. \$30 lab fee. Prerequisites: CHEM 312 or concurrent enrollment; CHEM 310L with a grade of C or higher.

**CHEM 230 Environmental Toxicology and Chemistry 3 hours**

Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environment toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. Cross-listed as ENVS 230. Prerequisite: CHEM 112.

**CHEM 233 Topics 1-3 hours**

**CHEM 301 Quantitative Analysis 5 hours**

Standard quantitative chemical analysis covering sample treatment, data development, the basic principles of modern instrumental analysis, properties and theory. Students majoring in Chemistry must earn a grade of C or higher. Laboratory work is included as part of the course. \$30 lab fee. Prerequisites: CHEM 112 with a grade of C or higher, MATH 150 or higher.

**CHEM 322 Inorganic Chemistry 3 hours**

A survey of the inorganic and organometallic chemistry of the elements. Topics include group theory, acid/base chemistry, solid state chemistry, main group elements, coordination chemistry and organometallic compounds and reactions. Prerequisite: CHEM 112.

**CHEM 395 Research Design in the Sciences 3 hours**

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and BIOL 395. Students majoring in biology, chemistry, or environmental studies must earn a grade of C or higher. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324.

**CHEM 401 Introduction to Physical Chemistry/Chemical Physics 3 hours**

Introduction to physical principles underlying chemical science. Topics include kinetic theory of gases, thermodynamics and quantum mechanics. Cross-listed as PHYS 401. Prerequisites: CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite).

**CHEM 420 Biochemistry 3 hours**

Basic concepts and foundations of biochemistry, including structure and function of macromolecules; bioenergetics; enzyme function and regulation; metabolic pathways. Designed to prepare pre-professional students for later studies. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as BIOL 420. Concurrent enrollment in CHEM 420L is required. Prerequisites: BIOL 110 and CHEM 310.

**CHEM 420L Biochemistry Laboratory 2 hours**  
Laboratory teaching fundamental techniques in biochemistry. \$30 lab fee. Cross-listed as BIOL 420L. Concurrent enrollment in CHEM 420 is required. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 310.

**CHEM 433 Topics 1-3 hours**

**CHEM 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-5 hours**

**CHEM 490 Senior Seminar 3 hours**  
**A seminar course required as a culminating experience prior to graduation for all seniors majoring in science.** Students do library research project(s) from the field of natural sciences. A grade of C or higher is required. Prerequisites: Senior standing; ENGL 112; CHEM 301; a minimum of 26 hours of course-work with CHEM prefix.

## COMMUNICATION (COMM)

### Humanities Department

**COMM 110 Introduction to Speech 3 hours**  
This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication. **G.E.**

**COMM 203 Understanding Human Communication 3 hours**  
Communication theories and models applied to intrapersonal, interpersonal, small-group and public settings. Principles practiced in verbal and non-verbal forms. **G.E.**

**COMM 214 Mass Communication in Society 3 hours**  
History and development of the American mass media, to include examination of media roles in society, social advantages and disadvantages of media, and the role of the spectator/consumer towards the media. Prerequisite: COMM 110.

**COMM 220 Introduction to Theatre 3 hours**  
Introduction to the elements utilized during the production of a play as well as an emphasis on increased appreciation of

numerous major performance styles and genres.

**COMM 224 Film History and Analysis 3 hours**  
Introduction to the world history of cinema from its origins to the present, featuring important and influential films of various types and genres from several countries. Basic formal and technical aspects of the medium and means of analysis are also introduced. Prerequisite: COMM 110. *Course meets Multicultural graduation requirement.* **G.E.**

**COMM 230 Introduction to Communication Theory and Research 3 hours**  
Introduction to theory, methodology, analysis, and criticism. Skills learned in this course are the beginning foundation of those required to complete the Capstone course and the major senior project. Prerequisites: Sophomore standing, completion of at least one COMM course, and a C average in all Speech Communication courses.

**COMM 233 Topics 1-3 hours**

**COMM 303 Intercultural Communication 3 hours**  
Study of the role of communication in multicultural and intercultural contexts, including issues relating to values, language and non-verbal behavior as they relate to effective multicultural and intercultural interaction. Prerequisite: Sophomore Standing. *Course meets Multicultural graduation requirement.*

**COMM 313 Interpersonal and Small Group Communication 3 hours**  
An introduction to the process of communication as it operates in personal and small group relationships. Prerequisite: COMM 110.

**COMM 320 Advanced Theatre 3 hours**  
Performance theory and criticism supporting current staging of monologues, duets and ensemble scripts in theatre and film. This course has a significant focus on advance acting skills and theatre on the global stage. Prerequisite: COMM 220.

**COMM 323 Advanced Public Speaking and Persuasion 3 hours**  
Detailed study and application of speech communication theory with an emphasis on the philosophical and theoretical foundations of persuasion. Prerequisite: COMM 110.

**COMM 324 Film Styles and Genres: (Specific Topic) 3 hours**

Intensive study of a specific body of films grouped by similarities in style, genre, period or cultural origin. Emphasis is on historical, theoretical, and critical issues. Topics vary. Sample topics: Documentary film; film adaptation; film authors; independent film; movie musicals. Course may be taken more than once when topic varies. Prerequisite: COMM 224.

**COMM 334 Political Economy of Film and Media 3 hours**

Examination of the film industry and mass communication outlets as they pertain to political economy. Through the study of ownership as a business strategy and cultural construction, students explore the cultural influence of mass communication. Prerequisite: COMM 214 or COMM 224.

**COMM 343 Gender Communication 3 hours**

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as WMST 343. Prerequisite: Sophomore Standing.

**COMM 344 Visual Communication and Culture 3 hours**

Introduction of basic principles of perception and visual interpretation. Analysis and discussion addresses the dependent processes of rhetorical visual communication in media and film studies, cultural studies, art, literature, and photography within the public sphere. Prerequisite: COMM 110.

**COMM 360 Oral Interpretation of Literature 3 hours**

Appreciation of poetry, prose and drama through oral performance. Prerequisite: COMM 110 and/or COMM 203 strongly recommended.

**COMM 380 Performance Studies 3 hours**

Examination of classical and contemporary views of performance as a way of constituting meaning as well as to affirm individual and cultural identity at the crossroads of race, class and gender. Prerequisite: COMM 360.

**COMM 385 Performance Styles and Genres: (Specific Topic) 3 hours**

Intensive study of a major performance style and genre. Emphasis is on the historical, theoretical, and critical issues. Sample topic: poetry; personal narrative; performance art; prose; drama. Course may be

taken more than once when the topic varies. Prerequisite: COMM 360.

**COMM 393 Organizational Communication 3 hours**

Examination of communication processes with emphasis on systems theories, leadership and interpersonal and group interaction in formal and informal organizational settings. Prerequisite: COMM 110.

**COMM 399 Speech Communication Internship 3 hours**

To practice acquired communication skills in a professional environment. Prerequisites: GPA 3.0 or higher, junior or senior standing.

**COMM 420 Advanced Acting and Production Techniques 1-3 hours**

This course exposes students to the acting, directing, and technical processes during the staging of a full-length production. Acting or managerial participation in a main stage production is a course requirement. The week prior to the performance will require evening and weekend rehearsal time required for participation in the class. All students must participate in the set production dates scheduled prior to production dates. This course may be taken for variable credit and up to three times. Prerequisite: Audition.

**COMM 433 Topics 1-3 hours****COMM 495 Speech Communication Integrative Seminar 3 hours**

**Culminating experience for the major; completion with a C or higher required.** Advanced examination of the nature of communication theory, research, and methods. With the instructor's permission, a student not majoring in speech Communication may enroll and propose a project specific to the Speech Communication discipline. Prerequisites: COMM 230, C average or higher in Speech Communication courses; minimum of 15 hours of 300- or 400-level Communication courses; senior standing.

**COMM 499 Speech Communication Internship 1-3 hours**

To practice acquired communication skills in a professional environment. Prerequisites: GPA 3.0 or higher; senior standing; COMM 399.

## COMPUTER AND INFORMATION SCIENCE (CISS)

### Computer and Mathematical Sciences Department

#### CISS 145 Introduction to Python Programming 3 hours

An introduction to computer programming. Students design and build a substantial system using the Python language. The system is selected from the following: 2D/3D games, CD player, image authoring tool. This course is intended for non-Computer Science majors. Prerequisite: MATH 150.

#### CISS 170 Introduction to Computer Information Systems 3 hours

Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet, and data management software are used to explore use of microcomputers in business. **G.E.** \$25 lab fee.

#### CISS 175 Microcomputer Based Personal Productivity Tools 3 hours

Use of advanced microcomputer based personal productivity software (Microsoft Office), certification in Microsoft Office, using the Skills Assessment manager, and simple WEB page design. \$25 lab fee. Prerequisite: CISS 170.

#### CISS 234 Visual Basic 3 hours

An introduction to programming using Visual Basic. Emphasis is on Visual Basic syntax and creating user interfaces in Visual Basic. Topics include application design, using variables and constants, the selection and repetition structures, sequential access files, menus, dialog boxes and error trapping, random access files, database access and arrays. Prerequisites: CISS 170, MATH 150.

#### CISS 236 COBOL Programming 3 hours

COBOL syntax and semantics, data structures including record processing using sequential, indexed, and relative files; sorting and merging files, and other language features. Prerequisites: CISS 170 and MATH 150.

#### CISS 238 Java Programming 3 hours

An introduction to programming using Java. Topics include methods, classes, objects, advanced object concepts, input, selection, repetition, arrays and strings, applets, HTML, graphics, inheritance concepts, abstract win-

dows tool kit, file input and output. Prerequisites: CISS 170, MATH 150.

#### CISS 240 Introduction to Programming 4 hours

Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types, arrays, strings, pointers and recursion. Prerequisites: Math 150, CISS 170.

#### CISS 241 Introduction to Programming 3 hours

Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types, arrays, strings, pointers, and recursion. Prerequisites: Math 150, CISS 170.

#### CISS 242 Programming II 3 hours

A continuation of CISS 241. Topics include strings, pointers, recursion, classes, methods, and operator overloading. Prerequisites: Grade of "C" or higher in CISS 241.

#### CISS 243 Programming III 3 hours

A continuation of CISS 242. Topics inheritance, polymorphism, templates, stream I/O, file processing, stacks, queues, and lists. Prerequisites: Grade of "C" or higher in CISS 242.

#### CISS 245 Advanced Programming 4 hours

A continuation of CISS 240. Topics include object-oriented programming in C++ with classes, methods, inheritance, dynamic memory allocation, file streams, linked lists and stacks. Prerequisite: Grade of C or higher in CISS 240.

#### CISS 274 Introduction to Internet Technology and Electronic Commerce 3 hours

Introduction to internet and electronic commerce. Topics include the World Wide Web, basic web page design (HTML) and programming methodologies (CGI). Social, economic, ethical and political topics are discussed as well. Prerequisite: CISS 170.

#### CISS 280 Systems Analysis and Design I 3 hours

The first in a two-course sequence (see CISS 320). Explores requirements, and methods for documenting and analyzing existing business information systems; includes investigation and

development of alternative solutions. Prerequisite: CISS 234 or CISS 238 or CISS 241.

**CISS 285 Structured Systems Analysis and Design 3 hours**

This course explores the structured tools, techniques, methodologies, and the system development life cycle used to plan, analyze, design, implement/build and maintain computer information systems. Prerequisite: CISS 234 or CISS 238 or CISS 240.

**CISS 298 Web Programming 3 hours**

Introduction to Web Programming issues associated with developing web applications and website design. Prerequisites: CISS 274; CISS 285 or CISS 280.

**CISS 312 ACM Programming Contest 1 hour**

Open to computer majors participating in the ACM Programming Contest. May be repeated for a total of 3 semester hours. Prerequisites: Junior standing, computer major - either CIS or CS. Evaluation is satisfactory/unsatisfactory.

**CISS 320 Systems Analysis and Design II 3 hours**

A continuation of CISS 280. Explores the design and implementation of information systems, selection of alternatives, object-oriented design techniques, ISO 9001 software quality assurance mechanisms. Prerequisite: CISS 280 with a grade of "C" or higher.

**CISS 325 Systems Analysis, Design and Implementation Projects 3 hours**

The systems analysis and design topics introduced in CISS 285 are applied to create one or more operational computer information systems. Prerequisite: CISS 285 (or CISS 280) with a grade of C or higher.

**CISS 350 Advanced Algorithms and Data Structures 3 hours**

Advanced concepts of data, storage, organization, and retrieval. Topics include multiple-linked lists, balanced trees, graphs, abstract data types, classes and methods, object-oriented programming, searching and sorting. Prerequisite: CISS 245 or CISS 243.

**CISS 355 Directed Study 1-3 hours**

Research project covering a limited and well-focused aspect of theory, concept, or application in a selected area of CIS not covered in depth in the curriculum. A term paper documenting the research and results

is required. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. Prerequisite: CISS 245 or CISS 243.

**CISS 358 Algorithm Analysis 3 hours**

Introduction to algorithm analysis and complexity classes including advanced data structures such as B-trees, height-balanced trees, and graphs. Analysis of various searching and sorting algorithms and algorithm design topics such as dynamic programming, greedy methods, and divide-and-conquer. Prerequisites: MATH 225, CISS 245 or CISS 243.

**CISS 360 Computer Systems and Assembly Language 3 hours**

Introduction to the fundamental concepts of computer systems including data representation, computer arithmetic, Boolean algebra, SSI Logic Design, register-transfer and micro-operations, computer organization, assemblers and assembly language programming. Prerequisite: CISS 245 or CISS 243.

**CISS 362 Introduction to Automata Theory, Languages and Computation 3 hours**

The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Prerequisites: MATH 225 and CISS 240. Cross-listed with MATH 362.

**CISS 365 Project Management 3 hours**

An introduction to project management issues associated with information technology projects including project definition, organizational structures, risk factors, quality management and procurement management. Prerequisites: MGMT 254, CISS 320 or CISS 325.

**CISS 370 Operating Systems 3 hours**

The hardware, firmware and software organization of computer systems, basic operating systems concepts, concurrent processes, CPU and disk scheduling, memory management, deadlocks, systems evaluation and simulation, and performance measurement. Prerequisites: CISS 350 or CISS 358.

**CISS 375 Compiler Construction 3 hours**

Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables, run-time storage. Prerequisite: CISS 350 or CISS 358.

**CISS 380 Computer Graphics 3 hours**

Techniques for picture development and transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems, animation techniques. Prerequisite: CISS 350 or CISS 358.

**CISS 390 Global Information Systems Management 3 hours**

Introduction to global information systems management issues associated with culture, politics and geo-economics, international IS standards and regulations, outsourcing and off-shoring. Prerequisites: CISS 274; CISS 285 or CISS 280. *Course meets multicultural graduation requirement.*

**CISS 391 Information Systems Security 3 hours**

Introduction to information systems security issues associated with formal and informal systems' protection, detection and responses. Prerequisite: CISS 274, CISS 285 or CISS 280.

**CISS 410 Computer Networks and Communications 3 hours**

Network architecture and the OSI model. Physical protocols for data transmission and error detection/correction, data link concepts, LAN protocols, internetworking, end-to-end service and security considerations. Prerequisite: CISS 350.

**CISS 420 Computer Architecture 3 hours**

Introduces fundamental concepts of computer architecture including data representation, computer arithmetic, Boolean algebra, combinational logic design, sequential circuits, registers and counters, memory and programmable logic devices, instruction set architecture, CPU design, input-output, memory systems. Prerequisite: CISS 360.

**CISS 430 Database Systems 3 hours**

Design and implementation of relational and object-oriented database systems. Relational algebra, normal forms and normalization, query processing, efficiency and security considerations. Prerequisite: CISS 285 or CISS 280.

**CISS 433 Topics 1-3 hours**

These courses will cover selected topics not offered as part of the CIS curriculum. .

**CISS 438 Object-Oriented Design and Analysis 3 hours**

Introduction to object-oriented (OO) analysis, design, and modeling. Topics include techniques for mapping real-world systems onto an OO representation, use case design, OO methodology for software development, identifying patterns, building conceptual models, and OO implementation issues. The Unified Modeling Language is used as a modeling tool. Prerequisite: CISS 350 or 358.

**CISS 445 Programming Languages 3 hours**

Survey and comparison of various programming languages and the concepts used in designing, specifying and evaluating languages. Topics include formal specification, language constructs, translation, binding and binding times, logic and functional programming. Prerequisite: CISS 350 or CISS 358.

**CISS 450 Artificial Intelligence 3 hours**

Concepts and theories of intelligent computer systems. Issues of perception, learning, problem solving and knowledge representation discussed. Programming in a list processing language will be required. Applications to game playing, theorem proving, expert systems, language understanding. Prerequisite: CISS 350 or CISS 358.

**CISS 451 Introduction to Cryptography & Computer Security 3 hours**

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Prerequisites: MATH 225; CISS 245 or CISS 243. Cross-listed with MATH 451.

**CISS 455 Directed Study 1-3 hours**

Research project covering a limited and well-focused aspect of theory, concept, or application in a selected area of CIS not covered in depth in the curriculum. A term paper documenting the research and results is required. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. Prerequisite: Senior standing.

**CISS 465 Software Engineering 3 hours**

An introduction to software engineering including process methods, software metrics, configuration management, risk analysis, testing techniques and quality assurance, project management and tracking. Prerequisite: CISS 430.

**CISS 472 Data Warehousing and Decision Support Systems 3 hours**

An investigation of data warehousing, data mining, and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment and maintenance issues. Prerequisite: CISS 430.

**CISS 492 Senior Seminar in Management Information Systems 3 hours**

Required culminating course for graduation as a Management Information System (MIS) major. Readings from the current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 365, CISS 430 and senior standing.

**CISS 493 Senior Seminar in Computer Information Systems 3 hours**

**Culminating course required for Computer Information Systems (CIS) majors.** Readings from the current literature. Requires original research project and paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 350, CISS 360, CISS 430 and senior standing.

**CISS 494 Senior Seminar in Computer Science 3 hours**

**Culminating experience course required for Computer Science Majors.** Requires original research project, paper and presentation under the supervision of a computer science faculty member. Grade of C or higher required. The course includes a program evaluation component. Prerequisites: CISS 420, CISS 430, CISS 445 and senior standing.

**CISS 499 Internship 1-6 hours**

Application and use of computer knowledge and skills in a supervised work experience. Prerequisites: Senior standing, cumulative GPA of 3.0 or higher.

**CRIMINAL JUSTICE ADMINISTRATION****Criminal Justice Administration and Human Services Department****CJAD 101 Introduction to Criminal Justice Administration 3 hours**

History and development of major components of the CJ system: police, prosecution, defense, criminal courts, institutional and community-based corrections.

**CJAD 201 Criminal Investigation 3 hours**

Provides the student with a practical working knowledge of criminal investigation principles, techniques, law, and procedure. The investigative process is studied from basic theoretical concepts to the application of the basic elements for prosecution of criminal cases. Includes a study of crime-scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime and terrorism. Prerequisite: CJAD 101.

**CJAD 203 Crime Scene Investigation 3 hours**

Techniques and methods of crime scene investigation focusing on practical suggestions as well as theoretical viewpoints of the field. Topics include fundamentals of the preliminary investigation, identification, protection and collection of evidence, sketching and photographing the crime scene, interpreting blood stain evidence and fingerprinting techniques. \$20 lab fee. Prerequisite: CJAD 101.

**CJAD 233 Topics 1-3 hours****CJAD 233 Topics: Mock Trial 1 hour**

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 233. Prerequisite: Must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.**

**CJAD 301 Criminal Law 3 hours**

Examines the basic concepts and elements of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary, and robbery. Analysis of inchoate crimes involving attempt, solicitation and conspiracy. Analysis of general principles of criminal liability, punishment, and the legal limitations of such liability based on self-defense, necessi-

ty, entrapment, diminished capacity and insanity. Prerequisite: CJAD 101.

**CJAD 303 Crime Scene Photography 3 hours**

Techniques and methods of crime scene photography focusing on practical suggestions as well as general viewpoints of crime scene imaging and documentation. The use of digital imaging and standard film systems are demonstrated. Topics include the fundamentals of photographing scenes from general to specific utilizing the overall, medium, and close-up "three-step" methods. Practical exercises demonstrate the documentation of crime scenes. Major case crime scenes and autopsy procedures are specifically demonstrated. \$20 lab fee. Students are not required to have equipment but may use their personal systems (digital/standard). Prerequisites: CJAD 101 and junior standing.

**CJAD 305 Forensic Anthropology 3 hours**

Anthropological principles and knowledge applied within the legal system. Examination of the basics of bone biology, methods of skeletal analysis, signs of pathology and trauma, and postmortem interval. Prerequisite: Junior standing.

**CJAD 306 Military Justice System 3 hours**

Examination of the history and principles of military justice and comparison of the military and civilian justice systems. Topics include the Uniform Code of Military Justice; military crimes; nonjudicial punishment; jurisdiction of general and special military courts; military judges and panels; self-incrimination, search and seizure, pretrial confinement and restraint; plea bargaining; sentencing and appellate review in military courts. Prerequisites: CJAD 101 and junior standing.

**CJAD 310 Crisis Intervention 3 hours**

Survey of the current crisis intervention literature and introduction to the theories, principles, concepts and techniques of crisis intervention. Upon completion, students should be able to predict who may need crisis intervention services, and demonstrate the provision of first-order crisis intervention. Prerequisite: PSYC 101.

**CJAD 311 Police in a Democratic Society 3 hours**

Overview and analysis of law enforcement history, development, purposes and roles in a democratic society. Material is presented

from a theoretical standpoint and examines critical issues and advances in crime control. Prerequisite: CJAD 101.

**CJAD 315 Private Security and Loss Prevention 3 hours**

A comprehensive survey of the private security field, including history, organizational and industry structure, strategies and tactics, legal and ethical issues, and employment possibilities. Prerequisite: Junior standing.

**CJAD 320 Cultural Diversity in Criminal Justice 3 hours**

Examination of current issues and social problems relating to the administration of justice in a culturally diverse society. Special focus of the course will be on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is a cross-cultural communication, implementing cultural awareness training, multicultural representation in law enforcement and criminal justice interaction with various racial and ethnic groups. Prerequisites: CJAD 101 and junior standing. Strongly recommended as prerequisite for CJAD 345 Ethics and Morality in Criminal Justice. *Course meets multicultural graduation requirement.*

**CJAD 325 Juvenile Justice System and Procedures 3 hours**

Examination of the American juvenile justice system from the perspective of law enforcement, the courts and corrections. Prerequisites: CJAD 101 and junior standing.

**CJAD 333 Topics: Mock Trial 1 hour**

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 333. Prerequisite: Student must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.**

**CJAD 335 Criminalistics 3 hours**

Introduction to the scientific techniques commonly used in forensic crime solving, covering in detail all aspects of forensic science, the organization of a crime lab and how evidence is treated from the crime scene to the courtroom. Prerequisites: CHEM 110, BIOL 110, junior standing.

**CJAD 335L Criminalistics Laboratory 2 hours**

Criminalistics laboratory supplements CJAD 335 Criminalistics and covers the basic biology, chemistry and instrumentation techniques used in the analysis of forensic evidence. \$20 lab fee. Prerequisites: CJAD 335 or concurrent enrollment, CHEM 110, CHEM 110L, BIOL 110, BIOL 110L, junior standing.

**CJAD 345 Ethics and Morality in Criminal Justice 3 hours**

Study of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption and discrimination. Prerequisite: CJAD 101.

**CJAD 350 Corrections and Penology 3 hours**

Analysis of punishment in our criminal justice system, with focus on why we punish, and how we punish, all examined within the context of correctional philosophies. History and development of corrections, including relevant theories, practices, systems analysis and treatment modalities. Prerequisite: CJAD 101.

**CJAD 351 Community Based Corrections 3 hours**

Examination of the philosophy, role and function of probation, parole and other community based corrections as compared to institutional corrections. Consideration and critical evaluation of special programs and recent innovations in community based corrections. Prerequisites: CJAD 101 and sophomore standing.

**CJAD 352 Victims in the Justice System 3 hours**

Examination of the interface between victims and the various components of the criminal justice system. Topics include the history of the victims rights movement, victim prevention and victim assistance programs, victimization patterns and trends, victim interaction with law enforcement, victim rights and remedies in the court system, victim roles under the correctional system, demographic issues and concerns involving victims and offenders, and particularized consideration of victim issues in specific offenses including stalking, domestic violence, hate crimes and sex crimes involving adults and children. Prerequisites: CJAD 101 and junior standing.

**CJAD 390 Criminal Justice Practicum 3 hours**

Integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Permission of the Criminal Justice Administration and Human Services Department Chair one semester before the desired practicum placement. Prerequisite: Completion of sixty hours of coursework with a GPA of 2.5. Evaluation: Satisfactory/Unsatisfactory

**CJAD 403 Cold Case Investigation 3 hours**

Examination of the processes, theories and investigative techniques of cold case investigations. Operative and sequential procedures that lead to successful closure of cold cases are also examined. Topics include: development of cold case units, solvability factors, review and evaluation of evidence, and the basic and advanced technological methods employed by cold case squads. Prerequisites: CJAD 101; CJAD 203; CJAD 405.

**CJAD 405 Laws of Criminal Evidence 3 hours**

Analysis of why certain testimony, objects and materials should be admitted or rejected as evidence in criminal trials. Topics include the evolution of the laws of evidence, the trial process, privileges, hearsay, confessions and admissions, pretrial investigation and identification procedures, expert and lay opinion, scientific evidence, character evidence, presumptions, and evidence collection and preservation. Prerequisites: CJAD 101 and junior standing.

**CJAD 406 Expert and Scientific Evidence 3 hours**

Examination of the role and function of expert and scientific evidence in the legal system, and critical evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized consideration of evidentiary issues connected with specific scientific techniques. Prerequisites: CJAD 101 and junior standing.

**CJAD 410 Drug Abuse and Crime Control 3 hours**

Comprehensive examination of the interaction between drug abuse and the criminal

justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. Prerequisite: CJAD 101.

**CJAD 413 Bloodstain Evidence 3 hours**

A practice-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, low-velocity impact and angular bloodstains, medium and high velocity bloodstains, significance of partially dried, clotted, aged and physically altered bloodstains and others. Prerequisite: CJAD 101.

**CJAD 415 Criminal Procedures 3 hours**

Detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. Emphasis is placed on court decisions involving the 4th, 5th, 6th, 8th and 14th amendments to the U.S. Constitution. Prerequisite: Junior standing.

**CJAD 420 Legal Issues in Criminal Justice 3 hours**

Analysis of current and controversial legal issues in the criminal justice system. Topics may include current Supreme Court issues, hate crime, domestic violence, gun control, the death penalty, police civil liability, privacy rights, wrongful conviction and public policy, plea bargaining, specialty courts, reforms to the justice system, and law enforcement counter-terrorism activities. Prerequisites: CJAD 101 and junior standing.

**CJAD 421 Organized Crime 3 hours**

Provides the student with a realistic concept and understanding of the problem of organized criminal activity in the United States. Focuses on theories and the evolution of traditional organized crime in America as well as examining the many new and emerging organized crime groups attempting to acquire a stronghold on domestic criminal enterprises. Prerequisites: CJAD 101 and junior standing.

**CJAD 425 Legal Research and Writing 3 hours**

Application of systems and methods of legal research to problems and issues in the Justice system. Prerequisite: Junior standing.

**CJAD 433 Topics 1-3 hours**

**CJAD 445 Forensic Pathology 3 hours**

Analysis of systems and methods of determining time, cause, and means of death in criminal investigations and trials. Prerequisites: CJAD 101 and junior standing.

**CJAD 451 Management of Criminal Justice Agencies 3 hours**

Examines criminal justice agencies within the context of current management principles, organizational theory and administrative practices. Prerequisites: CJAD 101 and junior standing.

**CJAD 455, 456 Directed Study 1-3 hours**

**CJAD 475 Senior Seminar in Forensic Science 3 hours**

**A seminar course required as a culminating experience for all seniors majoring in Forensic Science.** This capstone course integrates prior learning while exploring current research, contemporary issues and professional standards in forensic science. Completion with a grade of C or higher is required. Prerequisites: Senior standing, Forensic Science major.

**CJAD 495 Integrative Seminar 3 hours**

**Culminating course for graduation as a Criminal Justice major. Completion with a grade of C or higher required.** Designed to integrate and synthesize all coursework in criminal justice and related areas so the student has a broad conceptual and practical understanding of the criminal justice career field. In addition, it is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections and juvenile justice. Prerequisites: Completion of 90 hours of coursework and senior standing.

**CJAD 499 Internship in Criminal Justice Administration 1-3 hours**

Involves working as an intern in an agency under supervision of field instructor. Instructor's permission at least one term prior to the term in which the internship is taken is required. Evaluation is Satisfactory/ Unsatisfactory. Prerequisites: CJAD 101, GPA of 3.0 in the major, senior standing.

## ECONOMICS (ECON)

### Business Administration Department

#### **ECON 293 Macroeconomics 3 hours**

Introduction to concepts and theories applicable to a national economy. Prerequisite: Sophomore standing. **G.E. Course meets Multicultural graduation requirement.**

#### **ECON 294 Microeconomics 3 hours**

Introduction to specific economic units and to individual markets and individual interactions within an economy. Prerequisite: Sophomore standing. **G.E.**

#### **ECON 310 Environmental and Resource Economics 3 hours**

Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ENVS 310. Prerequisites: ECON 293 or ECON 294; ENVS/BIOL 115.

#### **ECON 393 Intermediate Macroeconomics 3 hours**

Intermediate Macroeconomics builds upon the concepts introduced in the Introductory Macroeconomics course. The course includes an exploration of the various schools of economic thought including: Classical economic theory, Keynesian economic theory, Monetarist theory, New-Classical thought and Neo-Keynesian thought. The course develops models of interest rates, aggregate demand and supply, and of growth and development. Prerequisites: ECON 293; MATH 150 or MATH 170.

#### **ECON 394 Intermediate Microeconomics 3 hours**

Intermediate Microeconomics builds upon the knowledge of the Introductory Microeconomics course. The course explores in depth the underpinnings of consumer choice and firm behavior. Specific topics include a study of the various types of market structures, pricing, externalities and public goods. The concepts of equity and efficiency are introduced. Microeconomics behavior is viewed through the perspective of behavioral economics and game theory. Prerequisites: ECON 294; MATH 150 or MATH 170.

#### **ECON 395 Financial Markets and Institutions 3 hours**

Examination of the risks faced by managers of financial institutions and the methods and

markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies and investment companies. Cross-listed as FINC 395. Prerequisites: ACCT 281, MATH 150 or MATH 170, ECON 293; ECON 294: FINC 350.

#### **ECON 495 International Finance 3 hours**

Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as FINC 495. Prerequisites: ECON 293, FINC 350. *Course meets multicultural graduation requirement.*

## EDUCATION (EDUC)

### Education Department

*Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail course by the Department.*

#### **EDUC 102 Introduction to Education I 1 hour**

Introduction to the Teacher Certification Program at Columbia College, including preparation for the CBASE. Topics include certification requirements, content area majors information, Missouri Department of Elementary and Secondary Education information, portfolio requirements, the examination of teaching as a profession and schooling as it currently functions in the United States and an examination of one's beliefs, motivations and goals. \$20 lab fee. Corequisite: EDUC 103.

#### **EDUC 103 Introduction to Education II 1 hour**

As an extension of EDUC 102, students apply their expanding knowledge of examination of teaching as a profession and schooling Pre-service teachers, in their practicum experience, expand knowledge about teaching through observation and participation in classroom activities. Students are supervised in the field and attend a required concurrent seminar. Successful completion of fifteen clock hours in the field

placement and the seminar yield one hour of credit. Only one field experience may be completed in an eight week-period. \$20 lab fee. Students must complete the Field Experience Application at least one semester prior to taking this course. Corequisite: EDUC 102. Evaluation is Satisfactory/Unsatisfactory.

**EDUC 105 Human Health 3 hours**

The study of health, safety and nutrition and the decisions that are faced throughout a lifetime. Consumer health, mental health, physical health, sex and reproduction, drugs, death and dying are the major topics covered.

**EDUC 200 Law, Ethics and Education 3 hours**

The study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. (Includes field experience of 20 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$20 lab fee.) Prerequisite: Sophomore standing.

**EDUC 230 Educational Psychology 3 hours**

The applied study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. Cross-listed as PSYC 230. (Includes field experience of 20 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$20 lab fee.) Prerequisite: PSYC 101.

**EDUC 233 Topics 1-3 hours**

**EDUC 270 Literature for Children and Adolescents 3 hours**

The study of literature for children and adolescents as a literary genre. Students analyze and evaluate selected works of literature, including folktales, picture books, poetry, and novels. Prerequisites: EDUC 101, ENGL 112.

**EDUC 271 Production and Utilization of Instructional Technology 3 hours**

The study of the media materials used in education. Computer hardware and software, information systems and technology are evaluated and used to produce instructional materials. \$20 lab fee.

**EDUC 300 Techniques of Teaching 3 hours**

The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies, and methods of evaluation. Prerequisites: EDUC 102, EDUC/PSYC 230 (may be taken concurrently).

**EDUC 302 Teaching Skills 3 hours**

The study of teaching multiple content areas. Students describe, analyze, and critique the content areas of elementary school health, physical education, science and social studies. In each of the content areas, students develop and present micro-teaching lessons, evaluations, and learning centers. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 311 Classroom and Behavior Management Techniques 3 hours**

The study of managing classroom environments and the behavior of students. Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 322 Educational Measurement and Assessment 3 hours**

The study of methods used to develop educational measurements, and the procedures used to globally assess student achievement.

Included in the program of study are the development and use of standardized assessments, structured and constructed assessments, observational methods, performance assessment, portfolio assessment, affective measures, and special needs measures. Included also are the historical study of psychometry, the concepts of validity and reliability, referencing methods, and evaluation and reporting methods. Prerequisites: EDUC 101, EDUC 230/PSYC, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 326 Middle School Methods 3 hours**

Overview of the early adolescent, historical development of middle/junior high school education, curriculum and organizational patterns, planning for instruction and 10-hour field experience. \$20 lab fee. Students must complete the Field Experience Application at least one term prior to taking this course. Prerequisites: EDUC 102, EDUC 200, EDUC 230/PSYC, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 331 Teaching of Reading 3 hours**

The study of how to teach reading skills. Students learn to describe, compare, and contrast theories, models, approaches, and methods of teaching reading. Phonic methods and whole language methods are taught and studied, as are individualized teaching strategies, unique uses of children's literature, and writing processes. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 336 Creative and Language Arts in Elementary and Middle Schools 3 hours**

Study of creative arts (music, art, drama and dance) and language curricula, including the teaching of writing and oral communications, instructional decisions, teaching techniques and strategies, teaching/learning materials, and methods related to aesthetic and language arts models of instruction. Students produce various instructional resources, including a thematic unit based on specific knowledge acquired in this course. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 338 Teaching Reading in the Content Area 3 hours**

The study of teaching reading in differing content areas. Students analyze materials in various content areas and demonstrate the ability to use levels of comprehension, patterns of organization and questioning, and vocabulary-building skills to enhance learning. Includes field experience of 15 hours. Students must complete the Field Experience

Application at least one semester prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 345 Teaching Art K-12 4 hours**

Pre-student teaching experiences with students K-12. Basic techniques and methods for planning, teaching and assessing art K-12. National, state, and visual arts guidelines of a comprehensive art education program are reviewed. Hands-on activities for use of tools, materials, and methods for creating a variety of K-12 art studio projects. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 103, EDUC 200, EDUC 230/PSYC, EDUC 300, ARTS 111 or 112, ARTS 120, admission to the Teacher Certification Program.

**EDUC 358 Teaching Mathematics in the Elementary School 3 hours**

This course has as its focus the methods and materials for teaching elementary school mathematics. The purpose of the course is to help preservice teachers become confident in their ability to do mathematics so that they can do the same for their future students. Specific emphasis is given to trends and issues in mathematics education, including state and national recommendations. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 200, EDUC/PSYC 230, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 359 Teaching Mathematics in the Middle School 3 hours**

A major goal of this course is to empower prospective middle school mathematics teachers to develop a sound mathematical program that is based on the needs and characteristics of the middle school student. The course provides an integration of mathematics content and the middle school philosophy while examining the learning and teaching at this level. Includes field experience of 35 hours. Students must complete

the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 360 Teaching Mathematics in the Secondary School 3 hours**

This course is designed to not only encourage preservice teachers to explore aspects of teaching mathematics, but also to enhance preservice teachers' content knowledge of "school" mathematics. Considerable emphasis is placed on exploring multiple ways to make mathematics comprehensible to all of their future students. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 362 Teaching Middle and Secondary Social Studies 3 hours**

The study of secondary social studies methods, materials, "best practices," philosophies, instruction and curriculum. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 365 Teaching Middle School and Secondary Science 3 hours**

The study of methods, materials, practices and curriculum in secondary science classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300, admission to the Teacher Certification Program.

**EDUC 367 Teaching Middle School and Secondary English 3 hours**

The study of methods, materials, practices and curriculum in secondary English classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300, admission to the Teacher Certification Program.

**EDUC 369 Teaching Business Education 3 hours**

The study of methods, materials, practices and curriculum in secondary business classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one term prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300, admission to the Teacher Certification Program.

**EDUC 372 Environmental Education 3 hours**

The study of current trends and methods of instruction in environmental education. Prior philosophy will be used to interpret current issues in environmental education. Cross-listed as ENV5 372. Prerequisite: EDUC 300.

**EDUC 380 Diagnostic and Corrective Reading 3 hours**

The study of reading remediation. Students evaluate procedures and demonstrate understanding of standardized tests and informal assessments for diagnosis. Students formulate a theoretical base for choosing diagnostic tools, interpreting evaluative data and identifying corrective strategies. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$20 lab fee. Prerequisites: EDUC 102, EDUC 300 and admission to the Teacher Certification Program.

**EDUC 390 Education & Psychology of the Exceptional Child 3 hours**

The study of teaching children with exceptionalities. Students study the effects of exceptionality on children's cognitive, affective and psychomotor behaviors.

**EDUC 391 Child Psychology 3 hours**

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as PSYC 391. Prerequisite: PSYC 101.

**EDUC 392 Adolescent Psychology 3 hours**

The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as PSYC 392. Prerequisite: PSYC 101.

**EDUC 399 Internship 1 hour****EDUC 400 Senior Seminar 3 hours**

**Integrative seminar culminating in a professional portfolio which demonstrates competency in major areas of theory and practice accompanied by successful presentation.** A minimum grade of "C" is required for graduation. Prerequisites: EDUC 102, EDUC 300, senior standing and admission to the Teacher Certification Program.

**EDUC 420 Student Teaching in the Elementary School 8 hours**

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher for certification. \$20 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog).

**EDUC 422 Student Teaching in the Secondary School 8 hours**

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. \$20 lab fee required. Application must be completed one

term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog).

**EDUC 424 Student Teaching in the Middle School 8 hours**

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher. \$20 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog).

**EDUC 426 Student Teaching in Special Education 8 hours**

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks - Six weeks elementary and six weeks secondary). Grade of B or higher required for certification. \$20 lab fee. Application must be completed one semester prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog).

**EDUC 433 Topics 1-3 hours****EDUC 499 Internship 6 hours**

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presentation, and evaluation of instruction and related responsibilities. Grade of B or higher required for certification. \$20 lab fee. The application must be completed one term prior to beginning internship. Prerequisites: Senior standing, admission to the Teacher Certification Program; and completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog).

## ENGLISH (ENGL)

### Humanities Department

#### **ENGL 107 Developmental English Composition** 3 hours

Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher is required. Prerequisite: Placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 1 to 17 (or whose SAT Verbal Score is from 200 to 420) shall be placed in ENGL 107.

#### **ENGL 111 English Composition I** 3 hours

Expository writing to practice traditional rhetorical modes and strategies, to increase analytical clarity, and to achieve precise expression. Grade of C or higher required. Prerequisite: Grade of C or higher in ENGL 107, or placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 18 to 29 or equivalent SAT Verbal Score is from 430 to 660 will be placed in ENGL 111.

#### **ENGL 112 English Composition II** 3 hours

Continued practice of expository writing, applied primarily to textual analysis (fiction, drama, poetry), and culminating in a research paper. Students who do not earn a grade of C or higher must reenroll in ENGL 112 the succeeding term. Prerequisite: grade of C or higher in ENGL 111, or placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 30 to 36 or whose SAT Verbal Score is from 670 to 800 will be placed in ENGL 112. **G.E.**

#### **ENGL 123 Introduction to Mythology and Folklore** 3 hours

Study of mythologies of various cultures especially Greek and Roman, but including Norse, Indian, Japanese, Chinese, Native American, African and Polynesian. **G.E.** *Course meets Multicultural graduation requirement.*

#### **ENGL 124 The Bible as Literature** 3 hours

A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. Cross-listed as RELI 124.

#### **ENGL 132 Introduction to Shakespeare** 3 hours

Beginning study of Shakespeare as a playwright.

#### **ENGL 190 The Short Story** 3 hours

Introduction to the study of fiction through the short story.

#### **ENGL 204 Technical Writing** 3 hours

Study of grammar and practice in writing class reports. Prerequisite: ENGL 112 or sophomore standing.

#### **ENGL 207 Creative Writing I—Fiction** 3 hours

Workshop class in the writing of short fiction; including class criticism of student and professional work. Prerequisite: ENGL 112.

#### **ENGL 208 Creative Writing II—Poetry** 3 hours

Writing of poetry, including class criticism of student and professional work. Prerequisite: ENGL 112.

#### **ENGL 210 Introduction to Fiction** 3 hours

A comprehensive introduction, within the traditional canon, to the elements and major writers of fiction of varying lengths. **G.E.**

#### **ENGL 211 Introduction to Poetry** 3 hours

A comprehensive introduction to the elements and major writers of poetry of varying lengths. **G.E.**

#### **ENGL 212 Introduction to Drama** 3 hours

A comprehensive introduction to the elements and major writers of drama of varying lengths. **G.E.**

#### **ENGL 231 English Literature I** 3 hours

Survey from Beowulf to late eighteenth-century British writers. Prerequisite: ENGL 112. **G.E.**

#### **ENGL 232 English Literature II** 3 hours

Survey from Romantic period to present. Prerequisite: ENGL 112. **G.E.**

#### **ENGL 233 Topics** 1-3 hours

#### **ENGL 241 American Literature I** 3 hours

Survey of major American writers from Colonial to Realist figures. Prerequisite: ENGL 112. **G.E.**

#### **ENGL 242 American Literature II** 3 hours

Survey of major American writers from Realist to Contemporary figures. Prerequisite: ENGL 112. **G.E.**

#### **ENGL 263 World Literature I** 3 hours

European (non-British) and Asian literature from origins to the fourteenth century. Prerequisite: ENGL 112. **G.E.** *Course meets Multicultural graduation requirement.*

- ENGL 264 World Literature II 3 hours**  
Significant European (non-British) and Asian literature from the fourteenth century to the present. Prerequisite: ENGL 112. **G.E. Course meets Multicultural graduation requirement.**
- ENGL 280 Film and Literature 3 hours**  
Critical viewing of international films and study of relationships between film and literature. Prerequisite: ENGL 112.
- \*ENGL 310 Creative Writing: (Genre) 3 hours**  
Course work may focus on creative writing or nonfiction (the instructor may choose a specific genre). Prerequisites: ENGL 112 and ENGL 207 or ENGL 208.
- ENGL 311 Descriptive Grammar of the English Language 3 hours**  
Study of the grammar (sounds, structures, sentences and dialects) of American English. Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- ENGL 312 The History of the English Language 3 hours**  
Study of the history and dialects of the English language. Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- ENGL 323 The Hero in Mythology 3 hours**  
Study of the hero in mythology from a cross cultural perspective. Emphasis lies on examining, defining, and discussing the hero from a cross cultural, mythological perspective and determining the hero's role in society today. Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- ENGL 331 Ethical Issues in Literature 3 hours**  
Analysis and evaluation of ethical issues and concerns depicted in the literary works of major international authors. Prerequisites: ENGL 112, junior standing.
- \*ENGL 350 Major Literary Figures 3 hours**  
Study of the works of one-to-three major writers (e.g., Chaucer, Shakespeare, Mark Twain, Faulkner, Cervantes, or Melville and Whitman, Donne and Milton, Dante and Goethe, etc.). Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- ENGL 351 Readings in Shakespeare 3 hours**  
Study of William Shakespeare, emphasizing his background, his poetry, and his plays in all genres. Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- \*ENGL 360 Readings in Fiction 3 hours**  
Study of the genre, possibly from a special perspective or literary period (e.g., American novel and short story, contemporary novel, the comic novel and short story). Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- \*ENGL 361 Readings in Poetry 3 hours**  
Intensive study of major literary development and achievement in the genre, possibly from a special perspective (e.g., American poetry, lyric poetry, epic poetry). Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- \*ENGL 362 Readings in Drama 3 hours**  
Study of the genre, possibly from a special perspective or literary period. Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- \*ENGL 370 Major Literary Periods 3 hours**  
Study of the major literary works from a specific movement or definitive age (Medieval or Renaissance Literature, Modern Literature, the Age of Reason, The Romantic Age, Victorian Literature or Contemporary Literature). Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- ENGL 397 Science Fiction and Fantasy 3 hours**  
Readings from a broad spectrum of science fiction and fantasy literature. Prerequisites: ENGL 112 and a previous 200-level or higher English course.
- ENGL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**
- ENGL 408 Advanced Creative Writing 3 hours**  
This course focuses on developing and fine-tuning a student's portfolio of creative writing and allows a student to put together a substantial collection of work worthy for publication in magazines or for submission (as a collection) to contests or to small presses. This course can be taken two times. Prerequisites: ENGL 112, ENGL 310, and ENGL 207 or 208.
- ENGL 420 Advanced Editing and Revision 3 hours**  
A pre-graduate-level course that addresses, through practice, the fundamentals of editing and making prose as clear and as well presented as possible. Prerequisites: ENGL 112 and a previous 200-level or higher English course.

**ENGL 431 Senior Seminar 3 hours**  
**Culminating course for graduation as an English major.** This course is designed similarly to a graduate-level seminar. The student is required to produce a portfolio and essay project arranged in conjunction with one or more of the English faculty. Prerequisites: 68 semester hours, C average in English courses.

**ENGL 433 Topics 1-3 hours**

**ENGL 450 Minority and Ethnic Literature of the United States 3 hours**

Significant and representative works by minority and ethnic writers (Black, Hispanic, Native American, Asian-American, Jewish-American, etc.) of the United States. Prerequisites: ENGL 112 and a previous 200-level or higher English course. *Course meets Multicultural graduation requirement.*

**ENGL 490 Literary and Critical Theory 3 hours**  
 Introduction to methods and applications of literary and critical theories. Prerequisites: ENGL 112 and a previous 200-level or higher English course.

**ENGL 499 Writing Internship 1-3 hours**  
 Prerequisite: Senior standing.

**\*ENGL 310, 350, 360, 361, 362, and 370 may be taken more than once when the subject matter in the course varies.**

## **ENVIRONMENTAL STUDIES (ENVS)**

### **Science Department**

**ENVS 115 Introduction to Environmental Science 3 hours**

Survey of environmental science, ecosystems and human impact. Cross-listed as BIOL 115. *Course meets Multicultural graduation requirement. G.E.*

**ENVS 115L Introduction to Environmental Science Laboratory 2 hours**

Laboratory experiences to complement ENVS/BIOL 115. \$30 laboratory fee. Cross-listed as BIOL 115L. Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before ENVS 115L can be used as G.E. credit. **G.E.**

**ENVS 197, 198, 297, 298, 397, 398, 497, 498 Science Seminar 1 hour**

Science seminar at which students, faculty and outside speakers present and discuss research and topics appropriate to the natural sciences. Evaluation is Satisfactory/Unsatisfactory. Course may not be repeated to remove a failing grade. Cross-listed as CHEM/BIOL 197, 198, 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department.

**ENVS 220 Introduction to Atmospheric Sciences 3 hours**

An introduction to the study of weather and climate. Cross-listed as GEOG 220. Prerequisite: Sophomore standing.

**ENVS 222 Conservation Biology 3 hours**

Conservation biology is the science of maintaining biological diversity, but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the functions of ecosystems. Threat to biodiversity particularly from human actions, and strategies for maintaining biodiversity are discussed. Cross-listed as ENVS 222. Prerequisite: BIOL 112.

**ENVS 223 Environmental Disasters 3 hours**

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/adjustments. Cross-listed as GEOG 223. Prerequisite: GEOG 101.

**ENVS 233 Topics 3 hours**

**ENVS 251 Resource Management 3 hours**

An introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Cross-listed as GEOG 251. Prerequisite: GEOG 101.

**ENVS 272 An Introduction to Environmental Literature 3 hours**

An introduction to contemporary writings about environmental issues. Exposure to aspects of environmental crisis and policy, to recent first-person nature writing and to novels that examine various ecological visions. Prerequisite: ENGL 112.

**ENVS 300 Evolution 3 hours**

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natu-

ral selection, adaptation and the history of life are considered. Cross-listed as BIOL 300. Prerequisite: BIOL 112 and BIOL 342.

**ENVS 310 Environmental and Resource Economics** **3 hours**

Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ECON 310. Prerequisites: ECON 293 or ECON 294; ENVS/BIOL 115.

**ENVS 312 Environmental Politics** **3 hours**

Study of environmental issues and policies from both a national and global perspective. Cross-listed as POSC 312. Prerequisite: POSC 111.

**ENVS 319 Soils** **3 hours**

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as BIOL 319. Prerequisites: BIOL 110 or BIOL/ENVS 115; CHEM 110.

**ENVS 320 Ecology** **3 hours**

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as BIOL 320. Prerequisite: BIOL 112; BIOL/ENVS 222 recommended.

**ENVS 320L Ecology Laboratory** **2 hours**

Laboratory experiences to complement BIOL/ENVS 320. Cross-listed as BIOL 320L. Prerequisites: BIOL 112L; BIOL/ENVS 320 or concurrent enrollment.

**ENVS 332 Environmental Ethics** **3 hours**

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as PHIL 332.

**ENVS 333 Topics** **1-3 hours**

**ENVS 352 American Environmental History** **3 hours**

Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions, and technologies have

reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as HIST 352. Prerequisite: Junior standing.

**ENVS 372 Environmental Education** **3 hours**

The study of current trends and methods of instruction in environmental education. Prior philosophy will be used to interpret current issues in environmental education. Cross-listed as EDUC 372. Prerequisite: EDUC 300.

**ENVS 390 Environmental Studies Project** **1 hour**

Final culminating project for the Environmental Science minor arranged in conjunction with one or more of the Environmental Studies faculty. This project may take the form of library or lab research, a field experience or internship, or a creative project. The project should demonstrate a synthesis of ideas from the ENVS minor. The course must be completed with a grade of C or higher. Prerequisite: Completed at least 12 hours toward the Environmental Studies minor.

**ENVS 395 Research Design in the Sciences** **3 hours**

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as BIOL 395 and CHEM 395. Students majoring in biology, chemistry or environmental studies must earn a grade of C or higher. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324.

**ENVS 433 Topics** **3 hours**

**ENVS 490 Senior Seminar-Environmental Science** **1 hour**

**A seminar required as a culminating experience prior to graduation for all seniors majoring in environmental science.** Students carry out a project that demonstrates a synthesis of ideas from their environmental seminar program. A grade of C or

higher is required. Prerequisites: Senior standing, completion of 26 hours of major requirements, ENGL 112.

**ENVS 499 Internship 1-3 hours**

Field experience working as an intern in a private or public agency. Supervised, on-site work experience required. Forty-five clock hours of experience are required for 1 semester hour of credit. A total of 3 hours of internship is required for the Environmental Science major. Prerequisite: Advisor approval must be obtained the semester before the internship is undertaken.

## FINANCE (FINC)

### Business Administration Department

**FINC 295 Risk and Insurance 3 hours**

Basic concepts and practices found in modern insurance and other methods of handling risk.

**FINC 298 Personal Financial Planning 3 hours**

Provides knowledge that helps non-business and business students effectively manage their personal financial affairs. Topics include personal financial statements, budgeting, tax planning, investing and savings, insurance, real estate and retirement planning.

**FINC 350 Business Finance 3 hours**

A study of the finance function in corporate decision-making. Topics include financial statement analysis, risk and return, valuation, cost of capital, working capital management, time value of money and capital budgeting. Prerequisites: ACCT 281; MATH 150 or MATH 170.

**FINC 354 Investments 3 hours**

An introductory investment course designed to teach students how to make personal investing decisions for their own investment portfolio with special consideration given to the management of employer-sponsored retirement plans. Prerequisite: ACCT 281.

**FINC 395 Financial Markets and Institutions 3 hours**

Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies and investment companies. Cross-listed as

ECON 395 Prerequisites: ACCT 281, MATH 150 or MATH 170; ECON 293; ECON 294; FINC 350.

**FINC 396 Corporate Finance 3 hours**

Analysis of financial and accounting information and its impact on financial decision-making and profit planning. Topics include: financial planning and control tools, leverage and capital structure, investment banking, dividend policy, corporate restructuring, risk management and international financial management. Prerequisites: ACCT 281; MATH 150 or MATH 170; FINC 350.

**FINC 397 Principles of Real Estate 3 hours**

An introduction to the principles and practices of real estate. Topics include the real estate profession and industry, home ownership, real estate financing, real estate appraisal, real estate contracts and real estate investment as it relates to personal financial planning objectives.

**FINC 410 Quantitative Methods for Sports Management 3 hours**

An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision-making in sports management. Prerequisites: ECON 293, ECON, 294, FINC 350, MATH 170, MATH 250.

**FINC 495 International Finance 3 hours**

Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as ECON 495. Prerequisites: ECON 293, FINC 350. Course meets Multicultural graduation requirement.

**FINC 496 Financial Management 3 hours**

Application of various financial management decision-making techniques as they apply to complex business problems. Prerequisite: FINC 396.

**FINC 498 Comprehensive Financial Planning 3 hours**

A study of the principles and practices of professional financial planning using an integrat-

ed planning model. Case studies allow students to simulate real-world experience by integrating tax, insurance, and investment planning strategies into comprehensive financial plans. This investments course provides a foundation in modern portfolio theory and portfolio management with special consideration given to retirement planning. Prerequisite: FINC 354.

**FINC 499 Internship 1-3 hours**

## **FIRE SERVICE ADMINISTRATION (FSAD)**

### **Criminal Justice Administration Department**

**FSAD 101 Fire Service Instructor I 2 hours**

This course meets NFPA 1041 and focuses on the presentation skills needed by new instructors delivering prepared lesson plans. Students cover lesson plan preparation, presentation skills, using audiovisual equipment, identifying lesson objectives, questions, tests, and evaluation instruments. Students make three presentations during this course. Successful completion of this course requires a score of 70% or greater on the final exam and final presentations.

**FSAD 110 Fire Officer I 2 hours**

This course is designed to meet NFPA 1021, 1997 for Fire Officer I. Throughout this course students participate in various classroom activities and exercises to reinforce the presented material. Topics include: the company officer's role, effective communications, the company officer's role in the organization, management and managing of resources, leadership, personnel safety, fire prevention, investigation, and preplanning. Students are required to complete a class project due within 2 months after the discussion of the course. Prerequisite: MCTO series or a Strategy and Tactics course is recommended, Incident Command/Management system course is required. FireFighter II from the Missouri Division of Fire Safety is required for certification purposes only. For more information about certification, contact the Missouri Department of Fire Safety.

**FSAD 120 Incident Management System 1 hour**

This course in Incident Management follows the Model Procedures Guide For Structural

Fire Fighting approved by the National Fire Service Incident Management System Consortium. The model reconciles differences in previous Incident Command Systems into a single recognized Incident Management System. This course introduces the basics of incident management, the need for an Incident Management System, and the elements of incident management necessary to direct small to moderately-sized incidents. This course expands from applying the system to single-company operations to larger incidents allowing participants better understanding of the modular aspects of the system.

**FSAD 140 Introduction to Emergency Management for Fire Service 2 hours**

This course is designed to identify basic definitions, concepts and systems utilized within the emergency management discipline. The course includes identification of hazards and risks, activities found within the four phases of emergency management. It addresses the federal, state and local roles and responsibilities in a major disaster, with an emphasis on government coordination and the solutions to complicated problems that frequently arise in disasters. This 2-day course is designed for fire fighters, local jurisdiction officials, emergency managers, volunteers and other emergency service personnel.

**FSAD 150 Principles of Building Construction: Combustible 1 hour**

This course, developed by the National Fire Academy, provides an introduction to basic construction principles and the special characteristics as they concern the fire service. The primary emphasis is on improving a firefighter's ability to ensure firefighter safety by recognizing common causes and indicators of failure and other hazards related to wood and ordinary construction and its contents. Students receive a National Fire Academy certificate of training for this course.

**FSAD 155 Principles of Building Construction: Noncombustible 1 hour**

The course addresses the need for fire service personnel to understand fully building construction, methods of construction, materials used in building construction, and fire-resistance requirements in order to conduct fire scene operations safely and make sound strategic decisions. Students should be able to identify a building and correctly apply the classification system for the building in

accordance with NFPA 220, Standard on Types of Building Construction, identify the important structural feature of a building and use this information in the formation of the Incident Action Plan, identify critical size-up issues such as smoke, heat, and fire travel inside a structure, and predict the path or method of travel based upon the building construction features; and to identify critical safety issues that affect firefighter safety for each classification of construction; and identify appropriate measures to enhance the safety of emergency responders.

**FSAD 210 Fire Officer II 3 hours**

This course is designed to exceed the requirements of NFPA 1021, 1997 for Fire Officer II. Fire Officer II builds upon the concepts of the MUFRTI Fire Officer I program. Fire Officer II will expand on the Situational Leadership model and its adaptation to the types of powers and change. The course looks at performance appraisals and provides the student with a state-of-the-art appraisal inventory skill sheet to monitor his/her performance appraisal skills. Additional topics in the course include: the making of laws and a look at Missouri fire statutes, budget preparation, data collection and research reports, preparing media releases, handling multi-agency incidents, fire protection systems, occupancy classifications and conducting building inspections, a process for conducting fire investigations and finally identifying unsafe work practices and taking appropriate actions to prevent reoccurrence. Students are required to complete a class project due within two months after the conclusion of the course as well as a pre-course assignment that includes developing a ten-minute public fire education presentation. Prerequisite: FSAD 110 Fire Officer I.

**FSAD 220\* Advanced Incident Management System: Operations (.25 hour)**

This course is designed to assist those individuals whose responsibility will be working within the operations section during an incident. Topics of this course include a review of the incident management system; division, groups and sectors; unit leader responsibilities; incident management forms, branches, demobilization, and staging. Prerequisite: FA Incident Command System or MUFRTI Incident Management System.

**Advanced Incident Management System: Command Staff (.25 hour)**

This course looks at the roles of command staff functions within the Incident Management System, in particular, the roles of the safety officer, liaison officer, information officer, and incident commander. This course includes a short review of the Incident Management System. Prerequisite: IMS: Operations.

**Advanced Incident Management System: Logistics/Finance (.25 hour)**

This course looks at the roles of the logistics and finance section within an Incident Management System. This course includes a short review of the Incident Management System. Prerequisite: IMS: Operations.

**Advanced Incident Management System: Planning (.25 hour)**

This course looks at the roles of the planning section within an Incident Management System. Instructional focus includes the various IMS forms which should be used during incidents and activities to reinforce the lesson plan. This course will also look at the responsibilities of planning section chiefs and the various unit leaders within the planning section. This course includes a short review of the Incident Management System. Prerequisite: IMS: Operations.

**\*For Advanced IMS Courses:** Students must successfully complete all four modules. Without completion of all modules, no credit will be given.

## GEOGRAPHY (GEOG)

### History and Political Science Department

**GEOG 101 Introduction to Geography 3 hours**

Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. **G.E.** Course meets Multicultural graduation requirement.

**GEOG 220 Introduction to Atmospheric Sciences 3 hours**

An introduction to the study of weather and climate. Cross-listed as ENVIS 220. Prerequisite: Sophomore standing.

**GEOG 223 Environmental Disasters 3 hours**

Introduction to environmental hazards and

disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/adjustments. Cross-listed as ENV5 223. Prerequisite: GEOG 101.

**GEOG 233 Topics 1-3 hours**

**GEOG 251 Resource Management 3 hours**  
Introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Cross-listed as ENV5 251. Prerequisite: GEOG 101. *Course meets Multicultural graduation requirement.*

**GEOG 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**GEOG 433 Topics**

## **GEOLOGY (GEOL)**

### **Science Department**

**GEOL 110 Introduction to Physical Geology 3 hours**

An introduction to earth's materials, geophysical processes acting on them and the resulting landforms and landscapes. **G.E.**

**GEOL 110L Introduction to Physical Geology Laboratory 2 hours**

Laboratory experience to accompany GEOL 110. Prerequisite: GEOL 110 or concurrent enrollment. GEOL 110 must be completed before it can be used as G.E. credit. \$30 lab fee. **G.E.**

## **HISTORY (HIST)**

### **History and Political Science Department**

**HIST 101 Western Civilization I 3 hours**  
European history from Greece to 1715. **G.E.**

**HIST 102 Western Civilization II 3 hours**  
European history since 1715. **G.E.**

**HIST 121 American History to 1877 3 hours**  
A survey of institutions, politics, culture, and society in America from colonization to reconstruction. **G.E.**

**HIST 122 American History Since 1877 3 hours**

A survey of institutions, politics, culture and society in America from reconstruction to the present. **G.E.**

**HIST 231 Imperial Russia 3 hours**

Russian history from the founding of Kiev to the death of Alexander I, with emphasis on the Princes of Kiev, the Mongols, Russian Orthodoxy, Time of Troubles, the Romanovs, Catherine the Great, Peter the Great, Napoleon and the beginning of the revolutionary tradition. *Course meets Multicultural graduation requirement.*

**HIST 232 History of Russia 1825 to Present 3 hours**

Major historical developments from the death of Alexander I through the coming of Marxism, the Revolution of 1917, Stalin, the Great Patriotic War, the Cold War, to the Commonwealth of Independent States.

**HIST 233, 333, 433 Topics 3 hours**

Selected courses approved by the History and Social Sciences Department for history credit.

**HIST 234 History of Latin America 3 hours**

Survey of the history of Latin America from the colonial period to the present. The study of the development of colonial structures, the impact of colonization on the native peoples, the struggle for independence, colonial legacies, economic dependency, and ethnic, gender, and class relations helps students to gain an understanding of the major themes in Latin American history. The class also considers the relationship between Latin American countries and the United States, as well as political and social movements throughout the region. The class considers examples from the histories of Argentina, Brazil, Chile, Colombia, Cuba, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru, Uruguay, and Venezuela. *Course meets Multicultural graduation requirement.*

**HIST 235 History of the Modern Middle East 3 hours**

The Middle East has been and continues to be among the most important regions of the world, religiously, economically, and politically, especially in terms of its formative effects upon the contemporary western world. As an introduction to the social, political, religious and intellectual history of the

Middle East stretching from the pre-Islamic states to the present day, but with special attention paid to the period since 1800, this course pays particular attention to the following topics: the changing relationships among religion, political movements, and everyday life; the nature of Middle Eastern social and political institutions; tensions between reformatory and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism, and the Eastern Question; paths of modernization; the Arab-Israeli conflict; and the historical context for the emergence of political Islam. *Course meets Multicultural graduation requirement.*

**HIST 250 Missouri History 3 hours**

Survey of Missouri's development from colonization to the present. This course examines the contributions of Missouri and its citizens to the development of the U.S. In particular, it will highlight the state's diverse cultural heritage and distinctive political culture.

**HIST 303 History and Philosophy of Modern Science 3 hours**

Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as PHIL 303. Prerequisite: HIST 102.

**HIST 312 Twentieth Century American Diplomatic History 3 hours**

Diplomacy since 1890s and emergence of the nation as a world power. Prerequisite: HIST 122.

**HIST 314 Modern China 3 hours**

Chinese history since 1800. Prerequisite: Junior standing. *Course meets Multicultural graduation requirement.*

**HIST 316 Modern Japan 3 hours**

Japanese history since 1800. Prerequisite: Junior standing. *Course meets Multicultural graduation requirement.*

**HIST 318 The Vietnam War 3 hours**

A study of the war in Vietnam by examining the American involvement in the context of Vietnamese history and culture and the goals of countries outside Vietnam. Events of the war are placed in a multiplicity of contexts to show how ideological, political, diplomatic, social, and economic considerations affected the conduct of the war. The impact of the war on American society, politics, and cold war diplomacy are examined. Prerequisite: HIST 122. *Course meets Multicultural graduation requirement.*

**HIST 321 History of the Modern U.S. 3 hours**

Analysis of the reformation of the United States during the era of Franklin D. Roosevelt. The course explores the story of how Americans endured the Great Depression and eventually prevailed in their struggle against totalitarianism. In particular, it highlights the anxieties of the new era, the stock market crash of 1928, the New Deal policies of FDR and the military campaigns of World War II. Significant themes of gender, class, power and warfare are traced from the twilight of the roaring twenties to the dawn of the atomic age. Prerequisite: HIST 122.

**HIST 322 European Society and the Sexes 3 hours**

Explores the interrelationship among culture, politics, economics, family and gender in Europe from roughly 1700 to the present. While studying the sexes and gender relations specifically, students gain an understanding of men's and women's lives as individuals, as members of groups, and within the larger context of a Europe in which gender has differentiated historical experiences. Topics include gender theory, separation of spheres, the historical meanings of work, feminism, working class sexuality, middle-class family life, pornography, sexual imperialism, prostitution and selected intellectual contributions of key thinkers. Cross-listed as WMST 322. Prerequisite: HIST 102.

**HIST 332 The European Renaissance 3 hours**

During the age of the Renaissance, scholars, artists, ecclesiastics, princes and courtiers consciously turned from medieval tradition and cultivated a renewal of classical Greek and Roman cultures. This course explores the cultural, intellectual, religious, political and economic lives of the men and women of Renaissance Europe from its inception in Early-Modern Northern Europe. Prerequisite: HIST 101

**HIST 334 The European Enlightenment 3 hours**

This course traces the transformation of European culture and society between the last decades of the seventeenth century and the end of the eighteenth century. Texts include political and philosophical essays, theological works, and examples from the "literary underground" of the eighteenth century. Texts include political and philosophical essays, theological works, and examples

from the "literary underground" of the eighteenth century. While drawing significantly on select major writers such as Voltaire, Diderot, Condorcet and the Scottish moralists, the course also examines figures who are sometimes overlooked in introductory surveys, such as Daniel Defoe, Richard Price and Mary Wollstonecraft. The overall goal of the course is to provide both an extended contact with the works of one particular historical period, and to survey the different ways in which historians have approached the period. Prerequisite: HIST 102.

**HIST 335 Nineteenth Century Europe 3 hours**

This course focuses on the major transformations in European politics, economics, culture and society between the French Revolution and World War I. Topics include Napoleonic Europe, industrialization, the emergence of class as a concept for explaining fundamental social change, the revolutions of 1848, the unification of Germany and Italy, the expansion of European imperialism especially as seen in Africa, and the convergence of tensions which contributed to the outbreak of World War I. Prerequisite: HIST 102.

**HIST 336 Twentieth Century Europe 3 hours**

Exploration of patterns of difference and commonality across the countries of Europe. From World War I through the Russian Revolution, the rise of fascism and totalitarianism and through the Cold War, an often ferocious ideological battle between liberal democracy, communism and fascism dominated European life. As the Cold War came to an end and the ideal of a united European community emerged, the relations between countries and peoples changed dramatically. Moreover, in almost all of these aspects of European relations, the workings of nationality, race, and ethnicity played important roles. In addition to confronting the profound ethical dilemmas which accompanied one of the darkest centuries of Europe's history, students complete this class with a factual and conceptual understanding of the dynamic political, economic, social and cultural factors which affected Europe between 1914 and the twenty-first century. Prerequisite: HIST 102.

**HIST 340 Philosophy of Revolution 3 hours**

Examination of the nature of revolution—

intellectual, philosophical, economic, and political. Cross-listed as PHIL 340.

**HIST 342 American Civil War 3 hours**

Analysis of the American Civil War during the nineteenth century. The course assesses the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the politics of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces, and the plans for post-war reconstruction. Furthermore, significant themes of politics, gender, warfare and labor are considered. Prerequisite: HIST 121.

**HIST 348 World War II 3 hours**

Examination of the causes, events and consequences of the Second World War from a global perspective. This course examines the major diplomatic, political and military objectives, and campaigns of the nations involved, and examines the war from the perspective of the individual combatant and civilian non-combatant. The impact of the war on American society and culture and the political alignment of the past war is studied as well. Prerequisite: HIST 122.

**HIST 350 American Revolution 3 hours**

Analysis of the American Revolution during the eighteenth century. The course considers the causes and the consequences of the colonial rebellion against the British Empire in North America. In particular, it focuses upon the cultural, economic, military, and constitutional issues shaping the struggle for independence. Significant attention is given to the clash of values, interest, arms and ambitions transforming the thirteen colonies into the United States before 1787. Prerequisite: HIST 121.

**HIST 352 American Environmental History 3 hours**

Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions, and technologies have reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special atten-

tion to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as ENV5 352. Prerequisite: Junior standing.

**HIST 358 The Making of Modern Britain 3 hours**

Exploration of the most important social, economic and political developments in Britain since the beginning of the eighteenth century covers topics including the rise of industrial society, Victorian ideas and attitudes, British feminism, the rise and fall of the British Empire, the emergence of the Labour Party and British socialism, the impact of the two world wars and postwar political and social changes. Certain themes are stressed, such as the relationship between elite and popular politics, the development of the state, changing configurations of empire, and transformations in social and gender relations. Prerequisite: HIST 102

**HIST 359 Rise and Fall of the British Empire 3 hours**

This course traces the emergence of an England-centered empire, which from the 1600s to the near-present facilitated a vast and violent movement of goods, peoples, technologies, diseases, cultural artifacts, and cultural practices. Attention is paid to issues of negotiation, domination and resistance; the effects of gender across cultures; politicization, identity formation, and nationalism; the complications and uses of race; and the empire's effects on Britain. Prerequisite: HIST 102.

**HIST 362 History of the American West 3 hours**

Analysis of Western America from colonization to the present. This course traces the imperial, commercial, intellectual and social relationships constituting the trans-Mississippi region. In particular, it appraises the interactions of natives and strangers in a frontier borderland over the course of several generations. Furthermore, significant attention is given to territorial acquisition, population mobility, economic development and popular culture. Prerequisite: Junior standing.

**HIST 370 American Military History 3 hours**

Analysis of the military history of the United States from the colonial period to the present. This course considers the role and use

of armed forces in relation to the social, cultural, political, economic, and technological development of the United States. It will not only address such themes as wartime strategy, operational tactics, and combat technology, but also the impact of warfare on society and on the remembrances of ordinary men and women in uniform. Significant attention will be given to the evolution of civil-military relations, the advent of professionalism in the military, the non-military uses of the military, and the military's role as a tool for global power. Prerequisite: Junior standing.

**HIST 371 History of American Business 3 hours**

Analysis of American business from the colonial period to the present. The course traces the stories of significant entrepreneurs and the firms they built. It focuses on the managerial revolution that established a modern industrial order, wherein the corporation became the primary instrument for organizing the processes of production, distribution and consumption. Significant attention is given to systems of technology, transportation, communication and labor indicative of America's free enterprise system. Cross-listed as MGMT 371. Prerequisite: Junior standing.

**HIST 372 American Indian History 3 hours**

Analysis of American Indian history from prehistory to the present. The course considers the integrity and viability of indigenous societies in North America, the dynamic process of cultural persistence and change, and the clash of cultures that began with European conquest. In particular, it traces the formation and operation of U.S. government policy toward the "first peoples" over the course of several generations. Particular attention is given to the pre-contact traditions, survival strategies and tribal sovereignty exemplified by native communities in the U.S. Prerequisite: Junior standing. Course meets Multicultural graduation requirement.

**HIST 373 Women and Gender in American History 3 hours**

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores

the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as WMST 373. Prerequisite: Junior standing.

**HIST 381 History of Christianity: The Early Church 3 hours**

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, Gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. Cross-listed with RELI 381. Prerequisite: HIST 101.

**HIST 382 Christianity in the Modern World 3 hours**

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as RELI 382. Prerequisite: HIST 102.

**HIST 399 Internship 1-12 hours**

**HIST 433 Topics 1-3 hours**

**HIST 255, 256, 257, 355, 356, 357, 456, 457 Directed Study 1-3 hours**

**HIST 490 Historiography 3 hours**

A proseminar on the works of historians from antiquity to the present. It provides participants an opportunity to study significant historical fields of inquiry and to consider how historians have dealt with such concerns as the cause of events, the reliability of evidence, different theoretical perspectives and the citation of sources. All participants develop a proposal for a senior thesis on an historical topic. The proseminar is required of all history majors. Prerequisites: HIST 101, HIST 102, HIST 121 and HIST 122.

**HIST 494 Historical Research and Methods 3 hours**

**The culminating seminar for graduation as a History major.** Historical Research and Methods is a seminar dedicated to the research and writing of a senior thesis. All participants are expected to apply the techniques of scholarship as generally accepted by the historical profession. The seminar is the culminating experience for graduation as a history major. Completion with grade of "C" or higher is required. Prerequisite: HIST 490.

**HIST 499 Internship 1-12 hours**

## HUMAN SERVICES (HUMS)

### Criminal Justice Administration and Human Services Department

**HUMS 105 Introduction to Human Services 3 hours**

Introduction to the profession, practice and career options of human services.

**HUMS 250 Working with Individuals 3 hours**

Theories and methods for working with individuals.

**HUMS 300 Exploring Research 3 hours**

Finding, understanding, critical analysis and communication of empirically based research for practice application. Prerequisite: MATH 150 or MATH 170.

**HUMS 310 Military Case Work 3 hours**

Examination of the unique challenges and opportunities facing veterans, active duty military and their families. Topics include programs and services specific to these populations. Prerequisite: Sophomore standing.

**HUMS 325 Case Management 3 hours**

Introduction to case management theory, models of case management and skills necessary to function effectively as case managers. Content includes the use and case management implications of psychotropic medications. Students develop abilities to serve special populations in a case management role. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).

**HUMS 335 Working with Groups 3 hours**

Theoretical foundations, knowledge, values and skills of human service practice as they apply to working with groups. Prerequisite: HUMS 105 or PSYC 101.

**HUMS 340 Working with Families 3 hours**

Examination of family function and assessment using the major models, theories and perspectives of family and family therapy. Students learn how to apply those theories and perspectives to assess families in conjunction with other assessment tools such as ecomaps and genograms. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).

**HUMS 345 Working with Communities and Organizations 3 hours**

The values, knowledge and skills of human service practice in the context of communities and organizations. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).

**HUMS 350 Social Gerontology 3 hours**

Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigates the research on death and dying and the role of the elderly in our society. Additionally, generates an understanding of the theoretical perspectives on aging. Cross-listed as SOCI 350. Prerequisite: Junior standing.

**HUMS 365 American Social Policy 3 hours**

Nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social policy issues including family policy, health care policy, drug policy, tax policy and other topical issues. Cross-listed as SOCI 365. Prerequisite: Junior standing.

**HUMS 375 Disabilities 3 hours**

Examination of issues faced by persons with disabilities and the social injustice which they have historically experienced. Different theories or approaches used to understand the situation of persons with disabilities are examined. Particular issues and areas of need experienced by individuals having different types of disabilities (mobility, sensory, cognitive, etc.) are explored. It considers the consequences and dynamics of systemic barriers that threaten to compromise or

exclude the participation of persons with disabilities in social, economic, and political processes. Various perspectives on equality are explored from the point of view of their impact on this vulnerable population. Prerequisite: Sophomore standing.

**HUMS 380 Substance Abuse 3 hours**

Examination of substance use and abuse and the progressive nature of addiction. Factors leading to regular and problematic use are explored. An overview of the pharmacological effects of drugs within major drug categories, theories of addiction, intervention, treatment methods and prevention are examined. Prerequisite: Sophomore standing.

**HUMS 385 Mental Health 3 hours**

This course provides a look at mental health problems from the practice arena. Students learn theories of mental health, psychotropic medications and the role of case manager with persons who have mental illness. Prerequisite: PSYC 101.

**HUMS 390 Child Welfare 3 hours**

This course begins with an historical overview of child welfare services in American society, establishes a framework for both policy and practice, and examines current trends in the field of child welfare. Special emphasis is placed on evaluating the needs of high risk populations of children/youth and families. Prerequisite: Sophomore standing.

**HUMS 495 Senior Seminar 3 hours**

**Required as a culminating experience prior to graduation.** Capstone course integrating prior learning while exploring current research, contemporary issues and practice theories in human services. Grade of C or better is required. Writing intensive. Emphasis is on creating expertise within an area of interest pertinent to the career and academic goals of the student. Prerequisites: Human Services major, senior standing, and at least 24 hours in the major; may be taken concurrently with HUMS 499.

**HUMS 499 Internship 3-6 hours**

Students complete 135 hours of supervised field experience for 3 hours of credit (270 hours for 6 hours of credit), targeted to behaviorally implementing the objectives of the Human Services program in a human service agency. Permission must be obtained

one semester prior to the internship. Prerequisites: Senior standing, HUMS 495 as a prerequisite or corequisite, all core HUMS requirements. Evaluation: Satisfactory or Unsatisfactory.

## JAPANESE (JAPA)

### Humanities Department

#### **JAPA 101 Beginning Japanese I 2 hours**

Introduction to basic words, phrases, and sentences useful for travelers. *Course meets three hours of Foreign Language graduation requirement.*

#### **JAPA 102 Beginning Japanese II 2 hours**

Continuation of JAPA 101. *Course meets three hours of Foreign Language graduation requirement.*

## JOURNALISM (JOUR)

### Humanities Department

#### **JOUR 101, 201, 301, 401 Newspaper Production 3 hours**

News writing, design layout, copy editing, and photography. The College newspaper, The Columbian, is produced by students in journalism courses.

#### **JOUR 102, 202, 302, 402 Newspaper Production 3 hours**

News writing, design layout, copy editing, and photography. The College newspaper is produced by students in journalism courses.

## MANAGEMENT (MGMT)

### Business Administration Department

*\*Denotes a course that may carry any business administration code.*

#### **MGMT 150 Introduction to Business 3 hours**

Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized.

#### **MGMT 152 Business Mathematics 3 hours**

Development of an understanding of and skill in using arithmetic calculations in business-oriented problems.

#### **MGMT 200 Calculus for Business and Finance 3 hours**

Introduction to analytic geometry, limits, derivatives, definite integrals and their applications. Cross-listed as MATH 200. Prerequisite: Grade of C or higher in MATH 150 or MATH 180; or a score of 23 or higher on math portion of the ACT or equivalent SAT score.

#### **(\* 233 Topics 1-3 hours**

Specialized inquiry into topics not covered in the curriculum.

#### **MGMT 254 Business Communication 3 hours**

Development of written, oral and interpersonal skills for effective communication in the business world. Emphasis on clear, effective business correspondence, improved interpersonal skills and public speaking. Students learn appropriate real-world skills and strategies to increase their abilities to use this knowledge. Prerequisite: ENGL 112.

#### **MGMT 265 Business Law I 3 hours**

Fundamental principles of law relating to business activity and court systems. Extensive use of cases. Prerequisite: Sophomore standing.

#### **MGMT 311 Public Administration and Policy 3 hours**

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. Cross-listed as POSC 311. Prerequisite: POSC 111.

#### **MGMT 330 Principles of Management 3 hours**

Survey of principles of management. Familiarity with the history and evolution of the field and with modern principles and their application. Prerequisites: MGMT 150, junior standing.

#### **MGMT 338 International Business 3 hours**

Exploration of the challenges involved in multinational and international business. Prerequisites: Junior standing, MGMT 330. *Course meets Multicultural graduation requirement.*

#### **MGMT 339 Cross-Cultural Management 3 hours**

Emphasis on interpersonal skills needed to manage across national borders and show how cultural factors influence behavior in the workplace and the negotiation process. Prerequisite: MGMT 330. *Course meets Multicultural graduation requirement.*

**MGMT 341 Small Business Management 3 hours**

The elements to establish and operate a small business are examined in light of internal and external environmental requirements. Prerequisite: MGMT 330.

**MGMT 360 Organizational Theory 3 hours**

Examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. Prerequisite: MGMT 330.

**MGMT 361 Human Resource Management 3 hours**

Design, implementation, and administration of human resource management programs. Practices used in developing effective professional habits useful in dealing with executive responsibilities are also examined. Prerequisite: MGMT 330.

**MGMT 362 Organizational Behavior 3 hours**

Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. Prerequisite: MGMT 330 or PSYC 101.

**MGMT 363 Productions and Operations Management 3 hours**

Emphasis on techniques and skill for manufacturing. Prerequisite: MGMT 330.

**MGMT 364 Workforce Planning and Employment 3 hours**

This course explores how organizations plan for changes in their workforce, create recruitment strategies and develop selection systems to identify the best talent for their businesses. Topics include measurement of staffing effectiveness, job/competency analysis, testing strategies, and interviewing methods. Prerequisite: MGMT 361. Available via AHE Programs only.

**MGMT 365 Compensation and Benefit Systems 3 hours**

The focus of this course is "Total Compensation." Direct and Indirect compensation systems are evaluated to determine how organizations design the appropriate systems for their businesses. Topics include base pay systems, individual and group bonuses, executive compensation, issues with providing health care, long-term investment options, pension systems and government mandated benefits.

Prerequisite: MGMT 361. Available via AHE Programs only.

**MGMT 367 Business Law II 3 hours**

Continuation of Business Law I. Prerequisite: MGMT 265.

**MGMT 368 Business Ethics 3 hours**

Analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General Education Ethics requirement for Business Administration and Computer Information Systems majors. Prerequisite: MGMT 330.

**MGMT 371 History of American Business 3 hours**

Analysis of American business from the colonial period to the present. The course traces the activities of significant entrepreneurs and the firms they built. It will focus on the managerial revolution that established a modern industrial order, wherein the corporation became the primary instrument for organizing the processes of production, distribution and consumption. Significant attention will be given to systems of technology, transportation, communication and labor, indicative of America's free enterprise system. Cross-listed as HIST 371. Prerequisite: Junior standing.

**MGMT 375 Labor Relations 3 hours**

Study of management approaches to collective labor agreements. Extensive study of negotiation, grievances and agreement administration. Prerequisite: MGMT 361.

**MGMT 393 Business Information Systems 3 hours**

Emphasis on management and technical concepts fundamental to business applications and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. Prerequisites: ACCT 281, CISS 170, MGMT 330 (may be taken concurrently), and junior standing.

**MGMT 422 Small Business Development 3 hours**

Continuation of MGMT 341, focusing on the operation and development of an established business concern. Prerequisite: MGMT 341.

**MGMT 430 Management Science 3 hours**

Management Science is a discipline that inte-

grates mathematical modeling and quantitative analysis into the managerial decision-making process. A variety of models and approaches are introduced including: linear programming and optimization models (e.g., maximize profit or minimize cost problems, resource-allocation problems), network and transportation models (e.g., shortest route problems, critical path problems), forecasting models, PERT/CPM models, (e.g., a model to determine the optimal schedule for a project), simulation models and the use of Crystal Ball, and simple/multiple regression models. Students learn to model problems mathematically and to use spreadsheet packages to solve management science problems. The goal of the course is to provide students with a background in mathematical modeling to augment their problem-solving skills. Prerequisites: MATH 150 or MATH 170, MATH 250, FINC 350.

**(\*) 433 Topics 1-3 hours**  
Special inquiry into topics not covered in the curriculum.

**MGMT 461 Human Resource Development 3 hours**  
Study of Human Resource Development in three key areas of employee and organizational development: training and development, change management and performance management. This course explores the methods of identifying training needs, designing and implementing successful training programs and evaluating organizational training systems. Also, this course covers the process of planning and implementing interventions to create interpersonal, group, inter-group or organization-wide change. Individual employee, functional and organizational performance systems are addressed. Prerequisite: MGMT 361. Available via AHE Programs only.

**MGMT 479 Strategic Management 3 hours**  
**Culminating experience capstone course for majors in business administration.** Requires case/report writing and the ability to integrate material from previous courses to analyze and resolve complex business strategic planning problems. Completion with a grade of C or higher required. Prerequisites: Senior status, completion of a minimum 33 hours of core requirements and at least six hours of upper-level courses within the identified major.

**(\*) 499 Internship 1-6 hours**  
Application, analysis, and evaluation of managerial functions and practices from the perspective of a management trainee. Supervised, on-site work experience required. Prerequisites: senior standing, cumulative GPA of 3.0 or higher.

## MARKETING (MKTG)

### Business Administration Department

**MKTG 310 Principles of Marketing 3 hours**  
Survey of principles for choosing target markets, assessing their needs, developing products and services and delivering them at a value to the customer and a profit to the company. Prerequisite: Junior standing.

**MKTG 327 Retail Management and Strategies 3 hours**  
Development of policies, methods, and managerial strategies to accommodate the rapidly changing retail environment. Prerequisites: MGMT 150, junior standing.

**MKTG 331 Consumer Behavior 3 hours**  
Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement and control marketing activities. Prerequisite: MKTG 310.

**MKTG 332 Public Relations 3 hours**  
Policies, strategies and procedures available to an enterprise in establishing and controlling its communications with its many publics. Prerequisites: MGMT 254 or ENGL 204, and MKTG 310.

**MKTG 335 Advertising and Sales Promotion 3 hours**  
Study of marketing activities that stimulate consumer purchasing and dealer effectiveness. Emphasis on elements and process of developing effective advertising programs using integrated marketing communications. Prerequisite: MKTG 310.

**MKTG 352 Personal Selling and Sales Management 3 hours**  
Emphasis on techniques and skills of personal selling. Sales presentations required. Prerequisite: MKTG 310.

**MKTG 360 E-Marketing 3 hours**

This course explores how the Internet can be used effectively to enhance the marketing activities of corporate enterprises, non-profits and government agencies. Prerequisites: CISS 170 and MKTG 310.

**MKTG 399 Internship 1-3 hours****MKTG 410 Global Marketing 3 hours**

Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. Prerequisite: MKTG 310. *Course meets Multicultural graduation requirements.*

**MKTG 440 Reading in Public Relations 3 hours**

Case studies and special readings are utilized to illustrate and apply public relations theories and practices in diverse organizational setting; emphasis is on the proper design and utilization of public relations tools that illustrate strategic public relations competencies. Prerequisites: MKTG 310, MKTG 332.

**MKTG 441 Marketing Research 3 hours**

A managerial approach to this highly technical and quantitative field. Prerequisites: MKTG 310, MATH 250.

**MKTG 478 Marketing Management 3 hours**

Examination of the role of the marketing manager in analyzing, planning, implementing and controlling the marketing programs of an enterprise. Case work is used. Prerequisite: MKTG 310.

**MKTG 480 Sports and Event Marketing 3 hours**

Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. Prerequisite: MKTG 310.

**MKTG 499 Internship 1-6 hours**

Students can earn a maximum of six semester hours of internship credit.

**MATHEMATICS (MATH)****Computer and Mathematical Sciences Department****MATH 102 Mathematics for the Elementary School Teacher 3 hours**

This course is designed to help preservice elementary school teachers develop a conceptual

framework for mathematics, especially for those aspects normally experienced in elementary school. Through their work in the course the students study the main themes of mathematics throughout the curriculum, considering both mathematical and pedagogical content issues in teaching mathematics. Topics include sets, logic, informal geometry, numeration systems, properties of real numbers and an introduction to probability and statistics. Prerequisite: Grade of C or higher in MATH 104 or a score of 21 or above on the math portion of the ACT or 500 or above SAT score, or a passing score on the Columbia College math placement exam.

**MATH 104 Beginning Algebra 3 hours**

Introduction to the fundamental concepts of algebra. Review of arithmetic skills, solving linear equations and inequalities, application problems, graphing lines, and introduction to polynomials and factoring. Students must repeat the course if a U, F or D grade is awarded.

**MATH 106 Intermediate Algebra 3 hours**

Second course in a three-course sequence in algebra. Review of factoring and graphing lines. An introduction to solving systems of linear equations, rational expressions, roots and radicals, and quadratic equations. Students must repeat the course if a U, F or D grade is awarded. Prerequisite: A passing score on the Columbia College math placement exam or MATH 104 with a grade of C or higher.

**MATH 150 College Algebra 3 hours**

Study of algebraic concepts including linear and quadratic equations, inequalities and systems; polynomials, rational, exponential and logarithmic functions in the natural and social sciences with emphasis on their numerical, graphical, and algebraic properties and their applications. Introduction to summation notation, sequences, and series. Prerequisites: Grade of C or higher in MATH 106 or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 500 or above SAT score, or a passing score on the Columbia College math placement exam. **G.E.**

**MATH 170 Finite Mathematics 3 hours**

This course presents a variety of applications of algebra to real-world problems and includes an introduction to set theory, probability and statistics. Topics include linear functions, sys-

tems of linear equations and inequalities, matrices, linear programming, basic counting and probability, and the mathematics of finance. Prerequisite: Grade of C or higher in MATH 104, or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 500 or above SAT score, or a passing grade on the Columbia College math placement exam. **G.E.**

**MATH 180 Precalculus 3 hours**

Precalculus is a preparatory course for calculus and covers the following topics: algebraic, exponential, logarithmic, trigonometric, and inverse trigonometric functions, trigonometric equations and trigonometric identities. Prerequisite: Grade of C or higher in MATH 150, or a score of 23 or above on the math portion of the ACT or 540 or above SAT score. **G.E.**

**MATH 200 Calculus for Business and Finance 3 hours**

Introduction to analytic geometry; limits, derivatives, definite integrals and their applications. Cross-listed as MGMT 200. Prerequisite: Grade of C or higher in MATH 150 or MATH 180; or a score of 23 or higher on math portion of the ACT or 540 or above SAT score.

**MATH 201 Calculus and Analytic Geometry I 5 hours**

The first part of the three-part calculus series. Topics include: review of algebra and trigonometry; functions and limits; derivatives and their applications; the integrals and their applications. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in MATH 180 or a score of 26 or higher on the math portion of the ACT or 590 or above SAT score. **G.E.**

**MATH 222 Calculus and Analytic Geometry II 5 hours**

The second part of the three-part calculus series. Transcendental functions, techniques of integration, improper integrals, infinite series and power series, parametrized curves and polar coordinates. Prerequisite: MATH 201 with grade of C or higher.

**MATH 225 Discrete Mathematics I 3 hours**

This course provides a foundation in formal mathematics and theorem-proving. Topics include functions, relations, sets, simple proof

techniques, Boolean Algebra, propositional logic, elementary number theory, the fundamentals of counting, recursion, and an introduction to languages (finite state machines). Prerequisite: Grade of C or higher in MATH 201; or score of 26 or above on the ACT math portion or 590 or above SAT score.

**MATH 250 Statistics I 3 hours**

Introduction to description and inferential statistics. Topics include collection of data, numerical and graphical description methods, linear correlation and regression, probability concepts and distributions, confidence intervals and hypothesis testing for means and proportions. Prerequisite: MATH 150 or MATH 170 or MATH 180; or a score of 23 or above on the math portion of the ACT or 540 or above on the math portion on the SAT.

**MATH 251 Statistics II 3 hours**

This course is a continuation of Statistics I. Topics include hypothesis testing, regression, correlation, statistical decision theory, analysis of variance and nonparametric methods. Prerequisite: MATH 250.

**MATH 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**MATH 300 Multivariate Calculus 3 hours**

Two and three dimensional vectors, partial derivatives, multiple integrals, line and surface integrals. Prerequisite: MATH 222 or MATH 245.

**MATH 303 Linear Algebra 3 hours**

Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry and other selected topics. Prerequisite: Grade of C or higher in MATH 201.

**MATH 304 Introduction to Abstract Algebra 3 hours**

Introduction to algebraic systems, their motivation, definitions and basic properties. Primary emphasis is on group theory (permutation and cyclic groups, subgroups, homomorphism, quotient groups) and is followed by a brief survey of rings, integral domains and fields. Prerequisites: Grade of C or higher in both MATH 222 and MATH 225.

**MATH 305 Number Theory 3 hours**

The goal of this course is to provide a modern treatment of number theory. The student learns more about integers and their properties, important number-theoretical ideas and their applications. The course emphasizes

reading and writing proofs. Prerequisites: Grade of C or higher in both MATH 222 and MATH 225.

**MATH 325 Discrete Mathematics II 3 hours**

This course continues the discussion begun in Discrete Mathematics I (MATH 225) and serves to develop students' understanding of the discrete mathematical concepts that underlie computer science. Topics in this second course include recurrence relations, graphs, paths and circuits, trees and optimization and matching theory. Prerequisite: Grade of C or higher in MATH 225.

**MATH 330 History of Mathematics 3 hours**

The goals of this course are to develop knowledge of the contributions made by mathematicians and the influence these contributions have made to the development of human thought and culture over time. The course provides a chronological tracing of mathematics from the ancient Chinese into modern times, with an emphasis on problems and the individuals who formulated and solved them. Prerequisites: Grade of C or higher in MATH 222. *Course meets Multicultural graduation requirement.*

**MATH 331 Foundations of Geometry 3 hours**

This course provides students with the opportunity to broaden and deepen their understanding of Euclidean Geometry usually encountered in a high school geometry course. The course extends the geometric experience to non-Euclidean topics and serves to unify the study of geometry as the result of a system of axioms. Prerequisite: Grade of C or higher in MATH 222.

**MATH 338 Mathematical Statistics and Probability 3 hours**

A calculus-based introduction to statistical methods dealing with basic probability, distribution theory, confidence intervals, hypothesis tests and sampling. Prerequisite: MATH 222 or MATH 235.

**MATH 340 Introduction to Probability Theory 3 hours**

Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. Prerequisite: Grade of C or higher in MATH 222.

**MATH 362 Introduction to Automata Theory, Languages and Computation 3 hours**

The study of formal languages, grammars, abstract computer models, and computability.

Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Prerequisites: MATH 225 and CISS 240. Cross-listed with CISS 362.

**MATH 370 Differential Equations 3 hours**

Ordinary differential equations and systems with application to the sciences and engineering. Prerequisite: Grade of C or higher in MATH 222.

**MATH 371 Introduction to Complex Variables 3 hours**

Introduction to the basic tools of the theory of complex variables, such as complex differentiation and the Cauchy-Riemann equations, analytic functions, complex series, complex contour integration, residues, poles and conformal mapping. Prerequisite: Grade of C or higher in MATH 222.

**MATH 380 Advanced Calculus I 3 hours**

Rigorous development of some central ideas in analysis including limits, continuity and differentiability. Prerequisite: Grade of C or higher in MATH 222 or MATH 245.

**MATH 381 Advanced Calculus II 3 hours**

A second course in mathematical analysis on the real line. Topics include: the Riemann integral, infinite series, and sequences and series of functions. Prerequisite: MATH 380.

**MATH 390 Introduction to Topology 3 hours**

Introduction to the topological concepts that underlie analysis. Included are metric spaces, topological spaces, separation, compactness, convergence, completeness and connectedness. Prerequisite: Grade of C or higher in MATH 222. MATH 380 recommended.

**MATH 433 Topics 1-3 hours**

**MATH 451 Intro to Cryptography and Computer Security 3 hours**

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Prerequisites: MATH 225; CISS 245 or CISS 243. Cross-listed with CISS 451.

**MATH 493 Senior Seminar in Mathematics for Teachers 3 hours**

**A seminar course required as a culminating experience for mathematics majors who are seeking certification to teach at the elementary, middle or secondary levels.** Students analyze problems from elementary, middle and high school mathematics from an advanced perspective and explicitly make connections between the concepts taught in elementary, middle and secondary and their more abstract analogues encountered in undergraduate mathematical courses. A grade of C or higher is required. Prerequisites: Senior standing, admission to the Teacher Certification Program, EDUC 358 or EDUC 359 or EDUC 360.

**MATH 494 Senior Seminar in Mathematics 3 hours**

**A seminar course required as a culminating experience for mathematics majors.** Students prepare and present a portfolio following departmental guidelines to document achievement of the learning goals for the mathematics major. Additionally, students present a lecture on a topic not covered in core courses in consultation with the instructor and take the Major Field Test for Mathematics. Grade of C or higher required. Prerequisite: Senior standing.

**MILITARY SCIENCE (MSCI)**

**Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used by the university.**

**MSCI 1100 Foundations of Officership 1 hour**

Introduces students to issues and competencies that are central to a commissioned officer's responsibilities. Establish framework for understanding officership, leadership, and Army values followed and "life skills" such as physical fitness and time management.

**MSCI 1110 Introductory Military Science Laboratory I 1 hour**

Field application of skills taught in MSCI 1100 to include leadership, land navigation, tactical skills and basic soldier skills.

**MSCI 1120 Basic Leadership 1 hour**

Establishes foundation of basic leadership fundamentals such as problem solving, communication, briefings and effective writing, goal setting, techniques for improving listening and speaking skills and an introduction to counseling.

**MSCI 1130 Introductory Military Science Laboratory II 1 hour**

Field application of skills taught in MSCI 1120 to include leadership, land navigation, tactical skills and basic soldier skills.

**MSCI 2160 Topics in Military Science 1-2 hours**

Organized study of selected military science topics. Subjects and credit vary semester to semester. Repeatable once with departmental consent. Prerequisites: departmental consent.

**MSCI 2200 Individual Leadership Studies 2 hours**

Study of military leadership, practical application of critical reasoning and individual judgement with emphasis on developing leaders. Application of physical fitness plan, land navigation and confidence skills. Introduction to military orders. Written and oral presentations required.

**MSCI 2210 Intermediate Military Science Laboratory I 1 hour**

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as squad-level offensive and defensive operations. First aid topics and drill and ceremony are also taught.

**MSCI 2220 Leadership and Teamwork 2 hours**

Introduction to values and ethics with emphasis on developing leaders. Students learn officer duties including counseling and mentoring techniques. Practical application of confidence skills and marksmanship. Further study of military orders. Written and oral presentations required.

**MSCI 2230 Intermediate Military Science Laboratory II 1 hour**

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as platoon level offensive and defensive operations. First aid topics and drill and ceremony are also taught.

**MSCI 3160 The Military and Wars in American Society 3 hours**

Study of how wars and service in the military by citizen volunteers or conscripts affected the subsequent course of United States history.

**MSCI 3230 Leadership and Problem Solving 3 hours**

Students conduct self-assessment of leadership style, develop personal fitness regimen, and learn to plan and conduct individual/

small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities.

**MSCI 3240 Leadership and Ethics 3 hours**

Examines the role communications, values and ethics play in effective leadership. Topics include ethical decision-making, considerations of others, spirituality in the military, and survey Army leadership doctrine. Emphasis on improving oral and written communication ability.

**MSCI 3250 Leadership and Management 3 hours**

Develops student proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective staff collaboration, and developmental counseling techniques.

**MSCI 3260 Officership 3 hours**

Study includes case study analysis of military law and practical exercises on establishing an ethical command climate, service as an officer; capstone exercise. Leadership lab: Students must complete a semester-long Senior Leadership Project that requires them to plan, organize, collaborate, analyze, and demonstrate their leadership skills. Prerequisite: MSCI 3250.

## MUSIC (MUSI)

### Humanities Department

**MUSI 102 Music Fundamentals 3 hours**

An introduction to the elements of music, including study of the musical staff, key signatures, scales, time signatures, notation, meter and rhythm, major and minor chords, song writing techniques, application of music theory at the keyboard, and rhythmic, melodic and harmonic ear training. Prerequisite: Ability to read music.

**MUSI 122 Music Appreciation 3 hours**

A musical appreciation course focusing on European and American works since 1500.

**G.E.**

**MUSI 160, 360 Jane Froman Singers 3 hours**

Select group requiring travel and performance; by audition.

**MUSI 233 Topics 1-3 hours**

**MUSI 322 Masterpieces of Music 3 hours**

In-depth study of the lives and musical styles of great composers. No knowledge of music is required and students are not expected to perform in front of the class.

**MUSI 323 Music of the United States 3 hours**

Overview of the various types of music that have evolved through folk, popular, and classical traditions in America from the Pilgrims to the present.

**MUSI 433 Topics 1-3 hours**

**Applied Music**

Instrumental study must be taken in sequence with the same instrument.

**MUSI 171, 172, 273, 274 Piano 1 hour**

**MUSI 181, 182, 283, 284 Voice 1 hour**

**MUSI 183 Broadway Music Voice Class 1 hour**

Class instruction in voice using appropriate music from the American Broadway Musical Theater repertoire. Prerequisite: Ability to match pitch.

**MUSI 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

## NAVAL SCIENCE (NSCI)

Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used by the University.

**NSCI 1100 Introduction to Naval Science 2 hours**

Introduction to Midshipmen to the organization of the Naval Service, the varied career opportunities available, the long held customs and traditions of the service, and the duties of a Junior Officer.

**NSCI 1200 Seapower and Maritime Affairs 3 hours**

Seminars examine the application of seapower as an instrument of foreign policy by the major nations of the world. Emphasis placed on role of the Navy.

**NSCI 2110 Naval Ships Systems I 3 hours**

Ship construction, stability and damage control, basic thermodynamics, the steam cycle and engineering plant, including introduction to gas turbine, diesel and nuclear powered systems.

**NSCI 2130 Evolution of Warfare 3 hours**

Evolution of strategy, tactics, weapons and leadership through the Vietnam period. Development of military policy, the impact of warfare on the political, social and economic structure of nations.

**NSCI 2210 Naval Ships Systems II 3 hours**

Naval weapons systems, their employment and control, including the basic fire control problem, with emphasis on new systems.

**NSCI 3120 Marine Navigation 3 hours**

Theoretical and practical application of the principles of marine navigation. Includes fundamentals of dead reckoning, piloting, tides and current, celestial navigation and electronic navigation.

**NSCI 3130 Amphibious Warfare 3 hours**

History and development of amphibious warfare, principles of amphibious warfare techniques; their application in selected examples from modern.

**NSCI 3140 Leadership and Management 3 hours**

This course provides a basic understanding of the interrelationship between authority, responsibility and accountability within a task oriented organization. Students learn to apply leadership and management skills to prioritize competing demands and to attain mission objectives. Students learn the importance of planning and follow-up. They develop a basic understanding of communication and counseling as it pertains to personnel management. Students gain basic understanding of effective leadership traits and how they should be applied to ensure accomplishment of a unit's objectives. Prerequisites: NSCI 3220 or 3130; sophomore standing. Graded on A/F basis only.

**NSCI 3220 Naval Operations 3 hours**

Principles and concepts of naval operations; rules of the road, command and control in naval operations, communications, anti-submarine warfare, international maritime law, and practical solution of relative motion problems. Prerequisite: NSCI 3120.

**NSCI 4940 Leadership and Ethics 2 hours**

Capstone course of the NROTC academic syllabus. It is designed to provide all midshipmen with the ethical foundation and basic leadership tools needed to be effective junior officers. Prerequisite: junior standing in NROTC.

**NURSING (NURS)****Science Department****NURS 209 Introduction to Nursing 6 hours**

This introductory course to nursing is designed to expose the student to the health care environment and to develop basic care skills. It is required for those students who have little or no health care experience before applying to the nursing program. Important concepts and essential basic skills in clinical patient care for the beginning nursing student are discussed and practiced. Other topics include study skills, test-taking strategies, information technology, medical terminology, math assessment and communication skills. \$50 lab fee. Those students with equivalent nursing experience can test out of this course if desired. A \$50 testing fee will be charged. Prerequisites: BIOL 110, BIOL 110L, CHEM 109 with a grade of C or higher. Offered Fall (1st 8 weeks), Spring (1st 8 weeks) and Summer.

**NURS 210 Fundamentals of Nursing 6 hours**

This course is designed to introduce students to the fundamental concepts of nursing across the lifespan and the role of the registered nurse. The nursing process is utilized to identify and provide the building blocks of nursing care in a variety of health care settings. Emphasis is placed on developing skills needed to assess, implement and monitor selected nursing interventions and technologies. Concepts presented include beginning professionalism, therapeutic communication, documentation, life-span considerations, basic introduction to skills for supporting patient care, physical assessment, infection control, patient education, safety and nursing interventions. These concepts are presented and practiced in the skills lab and in the clinical area. \$100 lab fee. Prerequisites: Admission to the nursing program; NURS 209 if applicable. Offered Fall (2nd 8 weeks) and Spring (2nd 8 weeks).

**NURS 211 Mental Health Nursing 3 hours**

This course is designed to provide the foundation for entry level competence in mental health nursing across the lifespan. Interpersonal, behavioral, psychosocial and communication concepts provide the basis for effective and therapeutic mental health nursing. Critical thinking skills and evidence based practice concepts are applied and analyzed. Emphasis is placed on selected pathophysiol-

ogy and related care using the nursing process. Therapeutic communication skills within the nurse-patient-family relationship are highlighted in the care of patients with psychosocial, substance dependence and other mental health deviations. Other topics integrated throughout the course are legal-ethical issues, patient education, pharmacological and sociocultural principles. Alternative therapies and treatments are investigated and discussed, as well as the roles and responsibilities of the professional nurse, including collaboration with other disciplines and organizations are resources and support mechanisms. \$35 lab fee. Prerequisites: Admission to nursing program; NURS 210. Corequisite: NURS 212. Offered Spring (1st 8 weeks) and summer.

**NURS 212 Pharmacology For Nursing 3 hours**

This course is designed to provide the nursing student with a sound basis for the clinical application of pharmacology. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics and pharmacokinetics, and patient-related variables affecting pharmacotherapy are presented. Emphasis is placed on learning drug classifications by categories affecting various body systems and disease states. Legal aspects of drug administration, including nursing safeguards, are included. \$35 lab fee. Prerequisites: Admission to the nursing program; NURS 210. Corequisite: NURS 211. Offered Spring (1st 8 weeks) and Summer.

**NURS 213 Foundations of Professional Nursing 6 hours**

This course is designed to provide the foundation for the role of the registered professional nurse. Nursing as a profession, nursing standards and legal-ethical issues in nursing are explored. Communication principles, nutrition and patient teaching continue to be discussed. Principles of medication administration, math as applied to medication administration, intravenous therapy and physical assessment skills are covered. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing situations. General principles of caring for patients across the lifespan with common medical surgical health deviations are the clinical focus. Accompanying skills lab and clinical experiences are designed to increase the knowledge, judgement, skills level and professional behaviors in the nursing student. \$75 lab fee. Prerequisites: Admission to the nursing program; NURS 210, NURS

211, NURS 212. Offered Fall (1st 8 weeks) and Spring (2nd 8 weeks).

**NURS 214 Medical/Surgical Nursing I 6 hours**

This course is designed to integrate knowledge and skills from previous nursing courses to develop a progressing knowledge base in medical surgical nursing across the lifespan. Fluid and electrolytes and acid/base concepts are introduced. Common medical surgical health deviations are reviewed with an emphasis on pathophysiology, health promotion and nursing interventions. Principles of communication, patient teaching, pharmacology nutrition, and culture/ethic/socially diverse concepts are integrated with these topics to develop critical thinking skills in patient care. Introduction to leadership and management theories are presented. \$35 lab fee. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213. Offered Fall (2nd 8 weeks) and Summer.

**NURS 215 Medical/Surgical Nursing II 6 hours**

This course is designed to introduce students to specialty areas and technology associated with the care of critically ill medical surgical patients. Emphasis is placed on developing skills needed to plan, manage, and provide patient care to critically ill patients using the nursing process. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Communication, legal-ethic concepts patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. \$35 lab fee. Prerequisites: Admission to the nursing program; NURS 210; NURS 211; NURS 212; NURS 213; NURS 214. Offered Fall (1st 8 weeks) and Spring (1st 8 weeks).

**NURS 216 Women's and Infant's Health 6 hours**

This course is designed to provide the foundation for entry-level competence in maternal/child nursing utilizing the nursing women's and infant's health. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Emphasis is placed on developing nursing care for a woman with an uncomplicated or complicated pregnancy, the normal and high risk infant and women's reproductive and post-reproductive health and health deviations. Various developmental theories are presented to assist the student in analyzing growth and development

from birth through middle age adults. Communication, legal-ethical concepts, patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. \$35 lab fee. Prerequisites: Admission to the nursing program; NURS 210; NURS 211; NURS 212; NURS 213; NURS 214; NURS 215. Offered Fall (2nd 8 weeks) and Spring (2nd 8 weeks).

## PHILOSOPHY (PHIL)

### Humanities Department

#### **PHIL 201 Introduction to Western Philosophy 3 hours**

Exploration of problems and methods of philosophical inquiry including such topics as belief systems, values and meaning; theories of nature, God and humankind; the nature of knowledge and its acquisition. **G.E.**

#### **PHIL 202 Introduction to Eastern Philosophies and Religions 3 hours**

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed as RELI 202. *Course meets Multicultural graduation requirement.* **G.E.**

#### **PHIL 210 Logic 3 hours**

Introduction to the principles and methods of formal symbolic logic. Emphases on derivations for sentence and predicate logic. **G.E.**

#### **PHIL 233 Topics 1-3 hours**

#### **PHIL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

#### **PHIL 303 History and Philosophy of Modern Science 3 hours**

Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as HIST 303. Prerequisite: HIST 102.

#### **PHIL 321 Ancient Philosophy 3 hours**

Intensive study of treatises by major philosophers in the ancient world.

#### **PHIL 322 Modern Philosophy 3 hours**

Intensive study of treatises by major philosophers.

#### **PHIL 330 Ethics 3 hours**

Examination of various moral philosophers' attempts to prescribe ethical norms applica-

ble to all mankind. Prerequisite: Junior standing.

#### **PHIL 332 Environmental Ethics 3 hours**

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as ENVS 332.

#### **PHIL 340 Philosophy of Revolution 3 hours**

Examination of the nature of revolution – intellectual, philosophical, economic and political. Cross-listed as HIST 340.

#### **PHIL 350 Philosophy of Religion 3 hours**

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. Cross-listed as RELI 350. Prerequisite: PHIL 201 or RELI 101.

#### **PHIL 358 Existentialism 3 hours**

An investigation of the philosophy of existentialism through works of philosophy and fiction. The class will consider the different views of the self in existentialist thought, the relationship of the self to the world and to others, and the nature of human freedom and responsibility. Prerequisite: Junior standing.

#### **PHIL 390 The Buddha and Buddhism 3 hours**

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahayana, the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed as RELI 390. Prerequisite: Junior standing.

#### **PHIL 401 Significant Philosophers 3 hours**

Careful study of one significant philosopher who has had a major impact on the history of philosophy. Students concentrate on understanding the philosopher as well as placing him or her in an historical context. Emphasis is on systematic thinkers. May be repeated with instructor's permission. Prerequisite: PHIL 321 or PHIL 322.

#### **PHIL 402 Classical Political Philosophy 3 hours**

Study of major writers in political philosophy

form Plato to Machiavelli. Cross-listed as POSC 402. Prerequisite: Junior standing.

**PHIL 403 Modern Political Philosophy 3 hours**

Study of major writers in political philosophy from Hobbes to the present. Cross-listed as POSC 403. Prerequisite: Junior standing.

**PHIL 430 Philosophy of Law 3 hours**

Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e., what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as POSC 430. Prerequisite: Junior standing.

**PHIL 460 Biomedical Ethics 3 hours**

Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. Prerequisite: Junior standing.

**PHIL 490 Thematic Seminar in Philosophy and Religious Studies 3 hours**

**Culminating course for Philosophy and Religious Studies majors.** Each seminar is based upon a specific philosophic or religious issue which is studied in depth. Students write and present a research paper. Cross-listed as RELI 490. Prerequisite: Junior standing.

## PHYSICS (PHYS)

### Science Department

**PHYS 108 Physical Science Survey 3 hours**

Examination of the physical world and its underlying scientific principles. Cross-listed as CHEM 108. Prerequisite: MATH 106 or higher. **G.E.**

**PHYS 108L Physical Science Survey Laboratory 2 hours**

Laboratory experience to complement PHYS 108. Cross-listed as CHEM 108L. Prerequisite: PHYS 108 or concurrent enrollment. PHYS 108 must be completed before PHYS 108L can be used for **G.E.** credit. **G.E.**

**PHYS 111 College Physics I 3 hours**

First of a two-part algebra-based college physics sequence. Topics include: linear, circular and rotational motion; statics, elasticity, vibrations, waves and sound. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: MATH 150 or MATH 170 or MATH 180. **G.E.**

**PHYS 111L Physics I Laboratory 2 hours**

Laboratory experiences to complement PHYS 111. \$30 lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisites: MATH 150 or MATH 170 or MATH 180; PHYS 111 (may be taken concurrently). **G.E.** when taken with PHYS 111.

**PHYS 112 College Physics II 3 hours**

Second of a two-part algebra-based college physics sequence. Topics include: fluids, electricity, thermodynamics, magnetism, optics, modern physics and astrophysics (optional). Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111.

**PHYS 112L Physics II Laboratory 2 hours**

Laboratory experiences to complement PHYS 112. \$30 lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111.

**PHYS 211 Calculus-Based Physics I 5 hours**

First part of a two-part calculus-based college physics sequence. The course will cover the following major areas of physics: linear, circular and rotational motion; statics; elasticity; vibrations; waves and sound. \$30 lab fee. Prerequisite: MATH 201.

**PHYS 212 Calculus-Based Physics II 5 hours**

This is the second of a two-part calculus-based college physics sequence. The course will cover the following: electricity, magnetism, optics, modern physics and astrophysics (optional). This course includes laboratory experiences based on the above topics. \$30 lab fee. Prerequisite: PHYS 211.

**PHYS 233 Topics 1-3 hours**

**PHYS 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**PHYS 401 Introduction to Physical Chemistry/Chemical Physics 3 hours**

Introduction to physical principles underlying chemical science. Topics include: kinetic theory of gases, quantum mechanics and thermodynamics. Cross-listed as CHEM

401. Prerequisites: CHEM 112, MATH 201, PHYS 111 or 211, PHYS 112 or PHYS 212 (may be taken as a co-requisite).

**PHYS 433 Topics** 1-3 hours

## POLITICAL SCIENCE (POSC)

### History and Political Science Department

**POSC 111 American National Government** 3 hours

Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and the economic system. **G.E.**

**POSC 215 State and Local Government** 3 hours

To survey American governments on the sub-national level to increase awareness of the impact those governments have over citizens' lives.

**POSC 233, 333, 433 Topics** 1-3 hours

**POSC 233 Topics: Mock Trial** 1 hour

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as CJAD 233. Prerequisite: Must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.**

**POSC 280 American Political and Social Thought** 3 hours

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as AMST 280. Prerequisite: ENGL 112.

**POSC 292 International Relations** 3 hours

Theory and practice of how nations relate to each other. *Course meets Multicultural graduation requirement.*

**POSC 311 Public Administration and Policy** 3 hours

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. Cross-listed as MGMT 311. Prerequisite: POSC 111.

**POSC 312 Environmental Politics** 3 hours  
Study of environmental issues and policies

from both a national and global perspective. Cross-listed as ENVS 312. Prerequisite: POSC 111.

**POSC 115 American Public Policy** 3 hours

The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models of decision making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy and more. Prerequisites: ENVS 112; POSC 111.

**POSC 317 Politics of Russia and Eurasia** 3 hours

Study of the government and politics of Russia and other countries of the former Soviet Union. The course will examine the historical legacy of communism and analyze the process of political and economic transition since the collapse of the Soviet Union. *Course meets Multicultural graduation requirement.*

**POSC 321 Politics of Developing Nations** 3 hours

Analysis of the governmental structures and roles played by developing nations in contemporary world affairs. *Course meets Multicultural graduation requirement.*

**POSC 326 International Law and Organizations** 3 hours

Study of the evolution of international law and organizations and their role in global politics in areas such as human rights, environmental protection, collective security and global trade. Prerequisite: POSC 292.

**POSC 330 Media and Politics** 3 hours

Examination of the impact of the media on political discourse and public opinion in America, as well as examine the ways in which the media is shaped and affected by political forces. Prerequisite: POSC 111.

**POSC 331 European Politics** 3 hours

Analysis of the government and politics of the major European powers, including Britain, France and Germany, as well as the European Union. *Course meets Multicultural graduation requirement.*

**POSC 332 The American Presidency** 3 hours

Presidential powers and their use and impact on American political life. Prerequisite: POSC 111.

**POSC 340 Judicial Process 3 hours**

Study of the state and federal court systems and the impact which those systems have on American politics and society.

**POSC 350 Legislative Process 3 hours**

Study of Congress, its structure, procedures, role, and impact in American government. Prerequisite: POSC 111.

**POSC 353 Asian Politics 3 hours**

Analysis of the government and politics of selected Asian countries and their economic and social systems. *Course meets Multicultural graduation requirement.*

**POSC 360 U.S. Foreign Policy 3 hours**

Examination of the historical context of U.S. foreign policy, the institutions and processes of foreign policy-making and contemporary foreign policy issues and challenges. Prerequisite: POSC 292.

**POSC 361 American Political Parties 3 hours**

Practical and theoretical study of the American party system. Prerequisite: POSC 111 or HIST 121 or HIST 122.

**POSC 390 Political Science Research Methods 3 hours**

An introduction to the research processes used by political science. The scope of political science research and the methods used to address political questions are studied. Prerequisite: three previous courses in political science or government.

**POSC 399 Internship 1-12 hours**

Involves working as an intern in a governmental office. Students must work 45 clock hours during the semester for one hour of academic credit. Evaluation is Satisfactory/Unsatisfactory. Permission to enroll must be obtained one semester prior to internship. Prerequisite: POSC 111.

**POSC 402 Classical Political Philosophy 3 hours**

Study of major writers in political philosophy from Plato to Machiavelli. Cross-listed as PHIL 402. Prerequisite: Junior standing.

**POSC 403 Modern Political Philosophy 3 hours**

Study of major writers in political philosophy from Hobbes to the present. Cross-listed as PHIL 403. Prerequisite: Junior standing.

**POSC 430 Philosophy of Law 3 hours**

Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e., what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as PHIL 430. Prerequisite: Junior standing.

**POSC 440 Constitutional Law 3 hours**

Study of the Constitution's evolution through Supreme Court decisions. Prerequisite: POSC 111.

**POSC 490 Independent Study in Political Science 3 hours**

**Culminating experience for graduation with a B.A. in Political Science.** Requires original research project and final paper. Grade of C or higher required. Prerequisite: POSC 390.

**POSC 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****PSYCHOLOGY (PSYC)****History and Social Sciences Department****PSYC 101 General Psychology 3 hours**

Introduction to the field of psychology and the major sub-areas including the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. **Students majoring in Psychology must earn a grade of C or higher. G.E.**

**PSYC 230 Educational Psychology 3 hours**

Application of psychological principles in educational environments. Emphasis on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. Cross-listed as EDUC 230. Prerequisite: PSYC 101.

**PSYC 233 Topics 1-3 hours****PSYC 260 Introduction to Applied Psychology 3 hours**

An introduction to Applied Psychology, including uses of psychology in personal adjustment across the lifespan, in education, interpersonal relationships, marriage, family and parenting,

work, physical and psychological health, and in identifying and treating psychopathology. A service learning component may be used as a means of providing students with practical experience with applied psychology. Students are exposed to major theoretical perspectives in applied psychology and methods and findings based in scientific psychology.

**PSYC 270 Psychology of Emotion 3 hours**

Study of major theories of emotion and their emergence from cognitive, behavioral, physiological, social and evolutionary perspectives in the discipline of psychology. The course examines the relationship between theory and practice in applications designed for use by teachers, counselors and other practitioners in the helping professions. Prerequisite: PSYC 101 or PSYC 260.

**PSYC 304 Personality Theory 3 hours**

Examination of the major personality theories, including those proposed by Freud and his followers, learning theorists, trait theorists, social-learning theorists and humanists. Current research into personality, using modern methods, also reviewed. \$20 lab fee (Day Program only). Prerequisites: 6 hrs. of PSYC courses and junior standing.

**PSYC 309 Animal Behavior 3 hours**

Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. Cross-listed as BIOL 309. Prerequisites: six hours of Psychology coursework or six hours of biology course work.

**PSYC 320 Psychological Testing and Measurement 3 hours**

Study of informal and standardized test development, administration and evaluation including the history of testing, concepts of reliability, validity, utility and psychometrics of intelligence, personality, clinical, counseling, neurological assessment and career testing using the normative and criterion-referenced approaches. Prerequisites: BIOL/PSYC/SOCI 324 and nine hours of PSYC coursework.

**PSYC 324 Statistics for the Behavioral and Natural Sciences 3 hours**

The study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Cross-listed as

BIOL/SOCI 324. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Prerequisite: MATH 150 or higher.

**PSYC 325 Research Design 3 hours**

Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation, and theory building. Both qualitative and quantitative approaches are addressed with the latter employing both parametric and nonparametric statistics. Cross listed as SOCI 325.

**Students majoring in Psychology must earn a grade of C or higher.** Prerequisites: Grade of C or higher in PSYC/SOCI 324; junior standing.

**PSYC 326 Experimental Psychology 3 hours**

Provides students with hands-on research experience and knowledge of experimental procedures through participation in representative experiments. Prerequisite: 6 hours of psychology courses.

**PSYC 330 Lifespan Developmental Psychology 3 hours**

The study of physiological, environmental, and interactive variables influencing human development from conception to death. Prerequisite: PSYC 101.

**PSYC 336 Industrial/Organizational Psychology 3 hours**

Examination of humans and work. Investigates both theoretical models and application of principles in relation to personnel, psychology, organizational psychology, and the work environment. Prerequisite: PSYC 101.

**PSYC 360 Social Psychology 3 hours**

Theories, methods and research on the nature and causes of individual behavior in social situations. Cross-listed as SOCI 360. Prerequisite: Six hours of PSYC and/or SOCI courses.

**PSYC 371 Neuroscience 3 hours**

Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as BIOL 371. Prerequisites: Six hours of PSYC courses or six hours of BIOL courses.

**PSYC 372 Sensation and Perception 3 hours**

Introduction to the study of human senses

and higher order perceptual processes. Cross-listed as BIOL 372. Prerequisites: Six hours of BIOL or six hours of PSYC courses, and junior standing.

**PSYC 381 History and Systems of Psychology 3 hours**

Overview of historical antecedents and major theoretical and historical systems within psychology. **Students majoring in Psychology must earn a grade of C or higher.** Prerequisites: PSYC 101 and sophomore standing.

**PSYC 385 Human Sexuality 3 hours**

Exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Prerequisite: PSYC 101 or SOCI 111. Cross-listed with SOCI 385.

**PSYC 391 Child Psychology 3 hours**

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as EDUC 391. Prerequisite: PSYC 101.

**PSYC 392 Adolescent Psychology 3 hours**

The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as EDUC 392. Prerequisite: PSYC 101.

**PSYC 395 Adult Psychology 3 hours**

Physiological, behavioral and cognitive changes that occur in adulthood and old age, discussed from a psychological/developmental perspective. Prerequisite: PSYC 101.

**PSYC 410 Learning Theories 3 hours**

In-depth study of major theories of learning, including classical, operant, social, experiential and constructivist theories and their relationship to applied and theoretical psychology. Prerequisites: Six hours of PSYC coursework and junior standing.

**PSYC 420 Cognitive Psychology 3 hours**

A study of human mental processes. The course covers concepts such as neurocognition, pattern recognition and attention, the function (and malfunction) of memory in its

various forms, language, decision making, and problem solving. Prerequisites: Junior standing and six hours of PSYC courses.

**PSYC 430 Ethics for Behavioral and Social Studies 3 hours**

Explores philosophies of ethics as they apply to the development and use of professional codes used by behavioral science researchers and practitioners. Prerequisites: PHIL 330 and six hours of Psychology courses.

**PSYC 433 Topics 1-3 hours**

**PSYC 450 Abnormal Psychology 3 hours**

Major categories of behavior disorders are considered in terms of theory, etiology, symptoms and treatment. Fundamental questions related to diagnosis, definitions of disorders and reaction of society are discussed. Prerequisites: Six hours of psychology courses; junior standing.

**PSYC 455, 456, 457 Directed Study 3 hours**

**PSYC 460 Introduction to Clinical and Counseling Psychology 3 hours**

Contemporary theory and practices in clinical and counseling psychology. Psychotherapy interventions are studied from the psychoanalytic, cognitive, family, behavioral and existential perspectives. Research, legal and ethical issues are examined as they relate to the counselor as a person and as a professional. Prerequisites: Six hours of psychology courses and junior standing.

**PSYC 472 Psychopharmacology 3 hours**

Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as BIOL 472. Prerequisite: Junior standing.

**PSYC 480 Group Process 3 hours**

Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal and ethical issues associated with paraprofessional and professional practice. Prerequisites: PSYC 101 and PSYC 460.

**PSYC 495 Integrative Psychology 3 hours**

**Required as a culminating experience prior to graduation.** Capstone course integrating prior learning, exploring current research and contemporary issues in psychology. Writing intensive. Students enrolled in this senior seminar are required to take the Major Field Test for Psychology. Grade of C or higher is required for this course and all prerequisite courses. Prerequisites: Senior standing, Psychology major; PSYC 101, BIOL/SOCI/PSYC 324, BIOL/SOCI/PSYC 325, PSYC 381 and any additional 18 hours of psychology courses..

**PSYC 499 Internship 1-3 hours**

An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one semester prior to enrollment. Maximum of three hours allowed per semester and maximum of six hours allowed over the course of the degree. Prerequisites: Cumulative GPA 3.0 or higher, senior standing. One hour credit awarded for each 45 clock hours.

**RELIGIOUS STUDIES (RELI)****Humanities Department****RELI 101 Religion and Human Experience 3 hours**

Provides an objective setting to encourage students to examine religion and various religious traditions in the world, with opportunities to understand religion in the context of their own experiences. *Course meets Multicultural graduation requirement. G.E.*

**RELI 124 The Bible as Literature 3 hours**

A literary and historical approach to major biblical selections and their influence on western literature, culture and philosophy. Cross-listed as ENGL 124.

**RELI 201 Religious Classic Texts 3 hours**

Introduction to the classic primary sources of world religions. From ancient Mesopotamia to modern classics of religious experience, the student reads, analyzes and compares the written accounts of human contemplation of the divine across time and culture. *Course meets Multicultural graduation requirement.*

**RELI 202 Introduction to Eastern Philosophies and Religions 3 hours**

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed as PHIL 202. *G.E. Course meets Multicultural graduation requirement.*

**RELI 350 The Philosophy of Religion 3 hours**

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. Cross-listed as PHIL 350. Prerequisite: PHIL 201 or RELI 101.

**RELI 381 History of Christianity: The Early Church 3 hours**

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. Cross-listed as HIST 381. Prerequisite: HIST 101.

**RELI 382 Christianity in the Modern World 3 hours**

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as HIST 382. Prerequisite: HIST 102.

**RELI 390 The Buddha and Buddhism 3 hours**

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahayana – the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed as PHIL 390. Prerequisite: Junior standing.

**RELI 400 Religion and Science 3 hours**

A study of the contemporary encounter of science and religion in the light of their historical background, aims, methods, points of conflict and possible dialogue. Subjects include: logos and mythos, the case of Galileo, Newton,

Darwinism, Einstein's religion, creation and Big Bang, Creationism and Design, Anthropic Principle, contingency and necessity, God, secular humanism. Prerequisite: Junior standing.

## SOCIOLOGY (SOCI)

### Psychology and Sociology Department

#### **SOCI 111 General Sociology 3 hours**

Introductory study of small and large scale human social interaction and social organizations. **G.E.** *Course meets Multicultural graduation requirement.*

#### **SOCI 112 General Anthropology 3 hours**

Introduction to the study of human physical and cultural evolution. **G.E.** *Course meets Multicultural graduation requirement.*

#### **SOCI 214 Family 3 hours**

Survey of structures, functions, processes, alternative life styles and problems in the contemporary family.

#### **SOCI 216 American Social Problems 3 hours**

Nature and impact of contemporary social problems.

#### **SOCI 218 Social Deviance 3 hours**

Nature, theories and models of deviant behavior. Categories and causes of deviance including violence, sexual deviance, mental illness, substance abuse, street crime and white collar crime. Societal responses to deviance. The uses of stigma to label deviants.

#### **SOCI 270 Minority Cultures and Relations 3 hours**

Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. **G.E.** *Course meets Multicultural graduation requirement.*

#### **SOCI 310 Women and Society 3 hours**

Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as WMST 310.

#### **SOCI 312 Organizations and Institutions 3 hours**

Patterns of social organization in modern societies; organizational structures and pro-

cesses; interrelation of social institutions; problems of an organizational society and its consequences for individual life experiences. Prerequisite: Junior standing.

#### **SOCI 321 Criminology 3 hours**

Theories concerning the nature, cause, control, treatment, and prevention of crime. Topics include current trends in U.S. crime rates; media coverage of crimes; patterns of victimization; characteristics of property crimes, violent crimes, corporate crimes, political crimes and victimless crimes. Critical examination of current law enforcement and correctional policies and practices is included. Prerequisite: Junior standing.

#### **SOCI 324 Statistics for the Behavioral and Natural Sciences 3 hours**

The study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included is analyses of relationship and variance, as well as effect sizes associated with each. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Cross-listed as BIOL/PSYC 324. Prerequisite: MATH 150 or higher.

#### **SOCI 325 Research Design 3 hours**

The study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation and theory building. Both qualitative and quantitative approaches are addressed with the latter employing both parametric and nonparametric statistics. Cross-listed as PSYC 325. Students majoring in psychology must earn a grade of C or higher. Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324; junior standing.

#### **SOCI 326 Qualitative Research Methods 3 hours**

Understanding qualitative research and developing qualitative research skills examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized.

#### **SOCI 331 Juvenile Delinquency 3 hours**

Nature and extent, competing models and theories, prevention, control, treatment and research in juvenile delinquency. Prerequisite: Junior standing.

**SOCI 333, 433 Topics 1-3 hours****SOCI 336 Global Perspectives on Women and Development 3 hours**

Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies, including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as WMST 336. Prerequisite: Junior standing. *Course meets Multicultural graduation requirement.*

**SOCI 341 Sociology of Religion 3 hours**

Theories regarding the sources and roles of religion in society. Sociological principles and concepts applied to religions and religious movements. Examination of current trends in religious movements. Religious perspectives on and experiences of women, homosexuals and ethnic minorities. Topics include: paganism and secular humanism. Prerequisite: Junior standing.

**SOCI 350 Social Gerontology 3 hours**

Social, psychological, and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigate the research on death and dying and the role of the elderly in our society. Additionally, generate an understanding of the theoretical perspectives on aging. Cross-listed as HUMS 350. Prerequisite: Junior standing.

**SOCI 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****SOCI 360 Social Psychology 3 hours**

Theories, methods, and research on the nature and causes of individual behavior in social situations. Cross-listed as PSYC 360. Prerequisite: Six hours of PSYC and/or SOCI courses.

**SOCI 365 American Social Policy 3 hours**

Nature and development of American social welfare policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social welfare policy issues with an

emphasis on policy that promotes optimal health and social well-being. Cross-listed as HUMS 365. Prerequisite: Junior standing.

**SOCI 375 Social Movements 3 hours**

Examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of the twentieth century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. Cross-listed as AMST 375. Prerequisite: Junior standing.

**SOCI 380 Sociology of Culture and Mass Media 3 hours**

Sociological theories of mass media, social imports of mass media and popular culture or collective consciousness; structure vs. agency; new media; the internet. Prerequisite: Junior standing.

**SOCI 385 Human Sexuality 3 hours**

Exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Prerequisite: PSYC 101 or SOCI 111. Cross-listed with PSYC 385.

**SOCI 401 The American Community 3 hours**

Theories of community change in nature, history, structure and function of American communities. Current trends and issues facing U.S. communities. Impact of demographic changes on communities. Roles of corporations, governments, voluntary organizations and individuals in shaping communities. Intentional communities, cybercommunities. Prerequisite: Junior standing.

**SOCI 421 Class, Status, and Power 3 hours**

Societal stratification systems and social inequalities, including the arenas of inequality, primarily class, race/ethnicity, gender, and sexuality, as well as the role of power in constructing and maintaining such inequality; at the creation of wealth and poverty, both in the United States and globally, consequences of racial and gender inequality, and the stratification system surrounding sexualities. Prerequisite: Junior standing.

**SOCI 430 The Sociology of Sport 3 hours**

Survey of social theories and projected role of the patterns of sports and heroism in society.

**SOCI 460 Classical Social Theory 3 hours**

History and origins of major schools of thought in sociology from the Enlightenment through World War II. Emphasis on the underlying principles and major works of Comte, Marx, Spencer, Weber, Durkheim, Simmel, Mannheim, DuBois, Mead, Veblen, Lukacs, Adorno, Horkheimer, Parsons. Prerequisite: Junior standing.

**SOCI 470 Contemporary Social Theory 3 hours**

Survey of contemporary social theory, beginning in post-World War II era through the current era of post-structuralism, feminist sociology, critical race theory and queer theory. Includes the study of C. Wright Mills, Jurgen Habermas, Pierre Bourdieu, Immanuel Wallerstein, Anthony Giddens, Michel Foucault, Theda Skocpol, Dorothy Smith, Adrienne Rich and Patricia Hill Collins. Prerequisite: Junior standing.

**SOCI 495 Integrative Seminar 3 hours**

**Culminating experience for the major.** A capstone course to apply prior learning to probing major areas of research in sociology. Prerequisites: Senior standing, Sociology Major, SOCI 111, 324, and 325.

**SOCI 499 Internship 1-3 hours**

Involves the application of the student's sociological knowledge and skills in an actual work environment under supervision. Sociology instructor's and field supervisor's permission must be obtained one semester prior to internship. Prerequisites: Sociology major, senior standing, 3.0 or higher GPA in Sociology courses. .

**SPANISH (SPAN)****Humanities Department****SPAN 101 Elementary Spanish I 3 hours**

Fundamentals of Spanish pronunciation, the building of basic vocabulary and patterns, oral work, studies in structure, and reading selections. Not open to native speakers or students who have had three or more years of high school Spanish. *Course meets three hours of Foreign Language graduation requirement.*

**SPAN 102 Elementary Spanish II 3 hours**

A continuation of Spanish I, with increased attention to grammar and writing. Not open to native speakers or students who have had four years of high school Spanish. Prerequisite: SPAN 101 with a grade of C or higher or three years of high school Spanish. *Course meets three hours of Foreign Language graduation requirement.*

**SPAN 103 Elementary Spanish III 3 hours**

The development of the ability to use the language by oral-aural drills and readings, and beginning emphasis on writing compositions. Native speakers enrolling in Spanish courses begin with SPAN 103. Prerequisite: SPAN 102 with a grade of C or higher.

**SPAN 104 Elementary Spanish IV 3 hours**

Continued development of the ability to use the language at the intermediate level, with more advanced grammar, and readings with a focus on a continued emphasis on writing in Spanish. Prerequisite: SPAN 103 with a grade of C or higher.

**SPAN 110 Spanish for Medical Personnel 3 hours**

Introduction to Spanish grammar with emphasis on basic communication; vocabulary for hospital use; knowledge of cultural characteristics of Spanish-speaking groups within the U.S.

**SPAN 111 Spanish for Law Enforcement Personnel 3 hours**

Introduction to Spanish grammar for basic communication; emphasis on law enforcement terminology, legal instructions. Introduction to cultural characteristics and heritage of Spanish-speaking groups within the U.S.

**SPAN 112 Spanish for Social-Service Workers 3 hours**

Introduction to Spanish grammar with emphasis on basic communication; vocabulary emphasizes social problems, government aid to the disadvantaged, medical health, diet and problems of consumers. Occasional aid to the disadvantaged, medical health, diet and problems of consumers.

**SPAN 203 Intermediate Spanish I 3 hours**

Conversational Spanish using cultural-based materials and readings emphasizing the four skills: speaking, listening, reading, and writing, as well as a review of elementary and

intermediate Spanish-level grammatical points. Prerequisite: SPAN 104 with a grade of C or higher.

**SPAN 204 Spanish Composition/ Conversation and Culture** **3 hours**

Oral and written composition; review of more difficult grammatical constructions and idioms. Oral practice in everyday Spanish, discussion, idiomatic usage, listening, comprehension, speaking, as well as the introduction of elementary-level Spanish-American and Peninsular literature. Prerequisite: SPAN 104 with a grade of C or higher.

**SPAN 233 Topics** **1-3 hours**

**SPAN 255, 256, 355, 356, 455, 456 Directed Study** **1-3 hours**

Individual students meet with the instructor to carry out a prearranged program of specialized study.

**SPAN 305 Advanced Spanish Conversation and Composition** **3 hours**

Intensive study of comprehension, pronunciation, and grammar, with brief written compositions and oral dialogues. Prerequisite: SPAN 102.

**SPAN 306 Commercial Spanish** **3 hours**

Composition of Spanish business correspondence; translating technical writing and commercial documents; documentary credits; international business transactions. Prerequisite: SPAN 305.

**SPAN 433 Topics** **1-3 hours**

**SPAN 499 Internship** **1-12 hours**

Qualified students have the opportunity to work during the summer months in an international trade setting.

## STUDY ABROAD

**COLL 177 Study Tour Experiences** **1 hour**  
Short term study abroad experience.

**\_\_ 277 / 377 / 477** **1-3 hours**

Short term study abroad experiences. Subject matter will vary within the department's field

of study. Course may be repeated. Prerequisite: Determined by instructor.

## TUTORING

**\_\_ 225** **.5-3 hours**

Student tutor in specific subject areas. A student earns one elective semester hour for 45 clock hours of tutoring time. The student arranges a tutoring schedule with the supervisor and enrolls in this course after completing the required hours for credit. Prerequisite: To be determined by the faculty or staff supervisor of each student enrolling for discipline-specific tutoring.

## WOMEN'S STUDIES (WMST)

### History and Social Sciences Department

**WMST 310 Women and Society** **3 hours**

Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as SOCI 310.

**WMST 322 European Society and the Sexes** **3 hours**

Explores the interrelationship among culture, politics, economics, family and gender in Europe from roughly 1700 to the present. While studying the sexes and gender relations specifically, students gain an understanding of men's and women's lives as individuals, as members of groups, and within the larger context of a Europe in which gender has differentiated historical experiences. Topics include gender theory, separate of spheres, the historical meanings of work, feminism, working class sexuality, middle-class family life, pornography, sexual imperialism, prostitution, and selected intellectual contributions of key thinkers. Cross-listed as HIST 322. Prerequisite: HIST 102.

**WMST 336 Global Perspectives on Women and Development** **3 hours**

Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible con-

nections between Western women and women in non-Western societies including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as SOCI 336. Prerequisite: Junior standing. *Course meets Multicultural graduation requirement.*

**WMST 343 Gender Communication 3 hours**

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as COMM 343. Prerequisite: Sophomore Standing.

**WMST 373 Women and Gender in American History 3 hours**

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as HIST 373. Prerequisite: Junior standing.

**WMST 485 Feminist Theory and Methodology 3 hours**

This course analyzes the intellectual debate feminism has inspired in academia. Analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist contributions. Stand point theory, researcher reflexivity, and questions of objectivity and subjectivity are among the topics covered.

# EVENING CAMPUS ADMINISTRATION AND FACULTY

## ADMINISTRATION – EVENING CAMPUS

### **Patti Skinner, Director**

M.A., Kansas State College of Pittsburg  
B.A., Central Methodist College

### **John Kenerley, Assistant Director**

M.A., Illinois State University  
B.A., Guilford College

### **Allison Chuick, Academic Advisor**

M.S., Saint Cloud State University  
B.A., Saint Olaf College

### **Michael Garver, Senior Academic Advisor I**

B.A., Columbia College

### **Kim Major, Senior Academic Advisor I**

M.Ed., Stephens College  
B.A., University of Missouri-Columbia

### **Stephanie Snyder, Administrative Assistant**

A.A., Central Christian College of the Bible

## FACULTY

### ACCOUNTING

#### **Pat Eich**

MBA, University of South Dakota

#### **C. Perry Goss**

M.A., Indiana State University

#### **Kibreab Tesfai**

MBA, Lincoln University

### AMERICAN SIGN LANGUAGE

#### **Kathleen Alexander**

Qualified Certification in American Sign Language,  
American Sign Language Teacher's Association

### ART

#### **Benton Kidd**

M.A., Louisiana State University  
Ph.D., University of Missouri-Columbia

### BIOLOGY

#### **Sandy Briesacher**

D.V.M., University of Missouri-Columbia

#### **Brad Brockmeier**

M.S., Central Missouri State

#### **Ileana Constantinescu**

D.V.M, M.S., Cluj-Napoca, Romania

#### **Bill Justus**

D.P.M., Wm. M. Scholl College of Podiatric Medicine

#### **Gopal Krishna**

M.S., Arkansas State University

#### **Beth Waters-Earhart**

M.S., Western Illinois University

#### **Kymbr Wright**

M.S., University of Southern Mississippi

### CHEMISTRY

#### **Jerrell Brenner**

Ph.D., University of Michigan

#### **Sarah Mounter**

Ph.D., University of Kansas

### COMPUTER INFORMATION SYSTEMS

#### **Akram Al-Rawi**

Ph.D., University of Bath

#### **Lynn Ash**

M.Ed., University of Missouri-Columbia

#### **Vicki Brooks**

M.A., Bowling Green State University

#### **Griffith Hamlin**

Ph.D., University of North Carolina

#### **David Heise**

M.S., University of Missouri-Columbia

#### **Mikhail Kovalenko**

M.S., Moscow State Agro-Engineering University

**Michael Nichols**  
M.S., Roosevelt University

**Gary Pendergrass**  
MBA., University of Missouri-Columbia

## COMMUNICATION

**David Rosman**  
M.A., University of Northern Colorado

**Nancy Spaeder**  
M.A., Southwest Missouri State University  
Ph.D., University of Missouri-Columbia

**William Wells**  
M.A., Southwest Missouri State University  
MHA, Ph.D., University of Missouri-Columbia

## CRIMINAL JUSTICE

**Mark Abbott**  
J.D., University of Missouri-Columbia

**Javonna Greene**  
M.S., University of Missouri-Columbia

**Mike Himmel**  
A.S., Columbia College

**Bruce McKinnon**  
M.S., Columbia College

**David Miller**  
MBA, St. Louis University

**Susan Smith**  
J.D., Fordam University

## Economics

**Terry Nelson**  
M.S., M.Div., University of Arkansas

## EDUCATION

**Kim Aitkens**  
M.Ed., Lindenwood University

**Misha Franks**  
M.Ed., Truman State University

**Sherri Pelzel**  
M.A.T., Columbia College

**Peter Shaughnessy**  
M.A., University of Missouri-Columbia

## ENGLISH

**Jack Barnhouse**  
M.A., University of Missouri-Columbia

**Felicia Beckmann**  
M.A., University of Missouri-Columbia

**Bob Boon**  
M.A., Ph.D., University of Missouri-Columbia

**Susan Dunham**  
M.A., Northeast Missouri State University

**C. Renee Field**  
M.A., Lamar University

**John Kenerley**  
M.A., Illinois State University

**Carol Stevenson**  
M.Ed., University of Missouri-Columbia

## FINANCE

**Clifford Gronauer**  
MBA, Keller Graduate School of Management

**Melvin Corlija**  
M.S., University of Missouri-Columbia  
MBA, William Woods University

## HISTORY

**William Carney**  
M.A., Northeast Missouri State  
MPA, University of Missouri-Columbia

**David Collins**  
M.A., Northwest Missouri State University

**Anne Hessler**  
M.A., University of Missouri-Columbia

**Brett Rogers**  
M.A., University of Missouri-Columbia

## HUMAN SERVICES

**David Helling**  
M.S.W., University of Missouri-Columbia

**Johnna Leak**  
M.A., University of Missouri-Columbia

## MANAGEMENT

**J. Brad Buchanan**  
M.B.A., University of Missouri-Columbia

**Vickie Davis**  
J.D., University of Missouri-Columbia

**David Miller**  
MBA, St. Louis University

**Michael Nichols**  
M.S., Roosevelt University

**Gareld Pendergrass**  
MBA, University of Missouri-Columbia

**Raymond Ruetsch**  
M.S., University of Arkansas

**R. Scott Taylor**  
M.P.S., University of Missouri-Columbia

**William Wells**  
Ph.D., University of Missouri-Columbia

## MARKETING

**J. Brad Buchanan**  
M.B.A., University of Missouri-Columbia

**Anthony Keene**  
MBA., Fontbonne University

**David Miller**  
M.A., St. Louis University

**R. Scott Taylor**  
M.P.S., University of Missouri-Columbia

## MATHEMATICS

**Akram Al-Rawi**  
Ph. D., University of Bath

**Ben Boone**  
M.S., University of Missouri-Columbia

**Patrick Feehan**  
Ph.D., University of Missouri-Columbia

**Susan Franck**  
M.A., University of Missouri-Columbia

**Maher Jaafari**  
Ph.D., University of Missouri-Columbia

**Tim Larkin**  
M.S., Lincoln University

**Robert Rowe**  
M.S., University of Missouri-Columbia

## PHILOSOPHY

**Lisa Isaacson**  
Ph.D., University of Missouri-Columbia

## PHYSICS

**Jerrell Brenner**  
Ph.D., University of Michigan

**Cheryl Moe**  
M.S., University of Illinois

## POLITICAL SCIENCE

**Steve Elberg**  
J.D., San Joaquin College of Law

**Michael C. Morrison**  
M.P.A., University of Missouri-Columbia

## PSYCHOLOGY

**Dave Alexander**  
Ed.S., University of Northern Colorado

**S. Janie Alexander**  
M.A., Regions University

**Dennis Miller**  
M.S., Ph.D., Texas A&M University

**Michael Moore**  
M.A., Ph.D., Texas Tech University

**Peter Shaughnessy**  
M.A., University of Missouri-Columbia

**Zach Osborn**  
Ph.D., University of Alabama-Birmingham

## **RELIGION**

**Rich Pruitt**

M.A., University of Missouri-Columbia

**Lisa Isaacson**

Ph.D., University of Missouri-Columbia

## **SOCIOLOGY**

**James Earhart**

M.A., Ph.D., University of Missouri-Columbia

**Michael C. Morrison**

M.P.A., University of Missouri-Columbia

## **SPANISH**

**Frank Shulse**

M.A., University of Missouri-Columbia

# ADMINISTRATION

## Senior Administration

**Gerald T. Brouder**, President

*A.A., Mayfair College; B.S., University of Illinois; M.S., Northern Illinois University; Ph.D., University of Texas-Austin*

**Terry B. Smith**, Executive Vice President and Dean for

Academic Affairs, Professor of Political Science

*B.A., Central Methodist College; M.A., Ph.D., Michigan State University*

**Mike Randerson**, Vice President for Adult Higher Education

*B.A., Southern Illinois University-Carbondale; M.A., The George Washington University*

**Faye Burchard**, Dean for Campus Life

*B.S.E., Arkansas State University; M.A., East Carolina University*

**Bruce E. Boyer**, C.P.A., Controller/Chief Financial Officer

*B.S., Bowling Green State University*

**Robert P. Burchard**, Director of Athletics and Physical

Recreation; Head Men's Basketball Coach

*B.A., Catawba College; M.A., East Carolina University*

**Tery Donelson**, Assistant Vice President for Enrollment Management

*B.S., California State Polytechnic University; M.S., Air Force Institute of Technology*

**Bob Hutton**, Executive Director of Administrative Services

*B.S., Culver-Stockton College, M.Ed., Memphis State University; APPA Institute for Facilities Management*

**Mike Kateman**, Executive Director of Development, Alumni and Public Relations

*B.S., M.A., University of Missouri-Columbia*

**Kevin Palmer**, Chief Information Officer

*A.A.S., St. Louis Community College; B.S., Maryville University; M.B.A., Fontbonne University*

**Lana Poole**, Executive Director of Marketing

*B.S., Missouri State University; M.P.A., University of Missouri-Columbia*

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## Day Classes

### 2010 – 2011 Academic Calendar

#### Fall Semester (10/01) August 23 – December 16, 2010

Mon	Mar 1	.....	Priority Date for students to submit 2010-2011 FAFSA
Thurs	Apr 1	.....	<b>Deadline</b> for students to submit 2010-2011 FAFSA for Access Missouri Grant
Tues	Jun 1	.....	Priority date for returning students to accept financial aid award
Thurs	Jul 1	.....	Priority date for new students to accept financial aid award <b>Deadline</b> for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements
Thurs	Jul 15	.....	<b>Deadline</b> for cancelling housing contract (if approved for off-campus living)
Mon	Jul 26	.....	Registration for Non-Degree Seeking students
Sun	Aug 1	.....	<b>Deadline</b> for finalizing financial arrangements and making first payment (if applicable) to hold Fall classes (course schedules will be canceled if payment is not made) <b>Deadline</b> to submit housing contract
Mon	Aug 2	.....	<b>Deadline</b> for new student applications who are reviewed by the Admissions Review Committee
Mon	Aug 9	.....	<b>Deadline</b> for new students (including Non-Degree-Seeking) to apply for admission and returning students to apply for readmission (deadline does not apply to Program Transfers)
Mon	Aug 16	.....	Deadline for new students (including Non-Degree Seeking) to be accepted for admission and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Tues	Aug 17	.....	Orientation for new faculty, 8:00 am
Wed	Aug 18	.....	Fall Faculty Conference, 8:30 am Early move-in for new residential students (with permission), 6:00 pm
Thurs	Aug 19	.....	New students arrive (freshmen and transfer), 8:00-10:00 am; orientation for new students and parents; residence halls open, 8:00 am; New Student Pinning following lunch Late Columbia Connection: New students register for classes
Sat	Aug 21	.....	Welcome week activities begin
Sun	Aug 22	.....	Last day to register before classes begin
<b>Mon</b>	<b>Aug 23</b>	.....	<b>Day classes begin, 8:00 am</b>
Fri	Aug 27	.....	Last day to register for classes; last day to add classes (both 16 weeks and 1st 8 weeks)
Mon	Aug 30	.....	Last day to drop a course (both 16 weeks and 1st 8 weeks) without financial liability and academic record (not applicable to total withdrawal)
Mon	Sep 6	.....	Labor Day Holiday: Classes do not meet; offices and library closed (library closed Sep 4-6)
Fri	Sep 17	.....	Constitution Day
Fri	Oct 1	.....	Priority date for students to submit FAFSA for Spring/Summer 2011 Last day to withdraw from Day classes that meet during 1st eight weeks with grade of W
Fri	Oct 15	.....	Athletics Hall of Fame Dinner Midterm; Day classes end that meet during the 1st 8 weeks

Sat	Oct 16 .....	Homecoming/Family Day
Mon	Oct 18 .....	Day classes begin that meet during 2nd eight weeks
Tues	Oct 19 .....	Midterm grades for all 100- and 200-level courses entered online by 12:00 pm
Fri	Oct 22 .....	Fall Break: Day classes do not meet, offices and library open Last day to add day classes that meet during 2nd eight weeks
Mon	Oct 25 .....	Last day to drop classes that meet during 2nd eight weeks
Sat	Oct 30 .....	Preview Day: high school students visit campus
Mon	Nov 1 .....	Priority date for new students to accept financial aid award for Spring/Summer 2011
<b>Nov</b>	<b>8-12 .....</b>	<b>Advising Week: students meet with advisor to determine Spring 2011 course schedule</b>
Thurs	Nov 11 .....	Veterans Recognition Day
Fri	Nov 12 .....	Last day to withdraw from a day class with grade of W
Mon	Nov 15 .....	Registration for Spring 2011 begins for currently enrolled students
Fri	Nov 19 .....	Fall Columbia Connection: new students and parents visit campus Residence halls close at 6:00 pm (except by special arrangement)
Nov	22-26 .....	Thanksgiving Break; day and graduate classes do not meet; evening classes meet Nov 22-23; offices and library open Nov 22-24, 8:00 am-5:00 pm; offices and library closed Nov 25-27; library open Nov 28, 2:00-10:00 pm
Sun	Nov 28 .....	Residence halls open at 12:00 noon
Mon	Nov 29 .....	Classes resume; last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
Wed	Dec 1 .....	<b>Deadline</b> for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements
Fri	Dec 3 .....	Holiday Lighting Ceremony/Reception
Fri	Dec 10 .....	Last day of day classes; last day to complete a total withdrawal from all classes enrolled in
Dec	13-16 .....	Final examinations
Tues	Dec 13 .....	<b>Deadline</b> for new student applications who are reviewed by the Admissions Review Committee
Wed	Dec 15 .....	<b>Deadline</b> for finalizing financial arrangements and making final payment (if applicable) to hold Spring classes. (Courses will be canceled if payment is not made.) <b>Deadline</b> for new students to submit housing contracts <b>Deadline</b> for cancelling housing contract (if approved for off-campus housing)
Fri	Dec 16 .....	Residence halls close at 12:00 noon (except by special arrangement)
Dec 16 - Jan 9	.....	Winter Class Break; offices and library open 8:00 am-5:00 pm, Monday-Friday
<b>Sat</b>	<b>Dec 18 .....</b>	<b>COMMENCEMENT, 12:00 pm (all programs)</b> <b>Nurses' Pinning Ceremony, 10:00 am</b>
Mon	Dec 20 .....	Final grades entered by 12:00 noon Registration for Spring 2011 begins for Non-Degree Seeking students
Dec	23-26 .....	Offices and library closed
Mon	Dec 27 .....	<b>Deadline</b> for new students (including Non-Degree-Seeking) to apply for admission and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Dec 30 - Jan 2	.....	Offices and library closed

**Spring Semester (10/02) January 10 – May 5, 2011**

Fri	Oct 1 .....	Priority date for students to submit FAFSA for Spring/Summer 2011
Mon	Nov 1 .....	Priority date for new students to accept financial aid award for Spring/Summer 2011
Wed	Dec 1 .....	<b>Deadline</b> for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements
Mon	Dec 13 .....	<b>Deadline</b> for new student applications who are reviewed by the Admissions Review Committee
Wed	Dec 15 .....	<b>Deadline</b> for finalizing financial arrangements and making final payment (if applicable) to hold Spring classes. (Courses will be canceled if payment is not made.) <b>Deadline</b> for new students to submit housing contracts
Mon	Dec 20 .....	Registration for Spring 2011 begins for Non-Degree Seeking student
Mon	Dec 27 .....	<b>Deadline</b> for new students (including Non-Degree-Seeking) to apply for admission and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Mon	Jan 3 .....	<b>Deadline</b> for new students (including Non-Degree-Seeking) to be accepted for admission and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Thurs	Jan 6 .....	Late Columbia Connection: New students register for classes
Fri	Jan 7 .....	Residence halls open, 8:00 am Activities for new students begin: Orientation and new student pinning
Sun	Jan 9 .....	Last day to register before Day classes begin
<b>Mon</b>	<b>Jan 10 .....</b>	<b>Day classes begin, 8:00 am</b>
Fri	Jan 14 .....	Last day to register for classes; last day to add classes (both 16 weeks and 1st 8 weeks)
Mon	Jan 17 .....	Martin Luther King, Jr. Birthday observance; classes do not meet; offices and library closed
Tues	Jan 18 .....	Last day to drop a day course (both 16 weeks and 1st 8 weeks) without financial liability and academic record (not applicable to total withdrawal)
Thurs	Jan 20 .....	Charter Day Celebration, 11:00 am
Fri	Jan 29 .....	Early Scholarship Day
Sat	Feb 5 .....	Preview Day: high school students visit campus
Fri	Feb 18 .....	Last day to withdraw from day classes that meet during 1st eight weeks with grade of W
Sat	Feb 19 .....	Scholarship Day
Tues	Mar 1 .....	Priority date for students to submit 2011-2012 FAFSA
Fri	Mar 4 .....	Midterm; Day classes that meet during 1st eight weeks end
Mon	Mar 7 .....	Day classes begin that meet during 2nd eight weeks
Tues	Mar 8 .....	Midterm grades for all 100- and 200-level courses entered online by 12:00 noon
Fri	Mar 11 .....	Last day to add day classes that meet during 2nd eight weeks
Sat	Mar 12 .....	Preview Day: high school students visit campus
Mon	Mar 14 .....	Last day to drop day classes that meet during 2nd eight weeks without academic record
Fri	Mar 25 .....	Residence halls close at 6:00 pm (except by special arrangement)
Mar 28-Apr 1	.....	Spring Break; day and graduate classes do not meet; evening classes are in session
Fri	Apr 1 .....	<b>Deadline</b> for students to submit 2011-2012 FAFSA for Access Missouri Grant Last day to withdraw from classes with a grade of W
Sun	Apr 3 .....	Residence halls reopen at 12:00 noon
Mon	Apr 4 .....	Day and graduate classes resume

Fri	Apr 8	.....	Honors and Awards Convocation, 7:00 pm
Sat	Apr 9	.....	Columbia Connection: New students and parents visit campus
<b>Apr</b>	<b>11-15</b>	.....	<b>Advising Week: Students meet with advisor to determine Fall 2011 course schedule</b>
Fri	Apr 15	.....	Last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
Apr	15-17	.....	Alumni Reunion Weekend
Mon	Apr 17	.....	Registration for Fall 2011 begins for currently enrolled students
Tues	Apr 26	.....	Campus Life Recognition Banquet
Fri	Apr 29	.....	Last day of classes; last day to complete a total withdrawal from all classes enrolled in
May	2-5	.....	Final examinations
Fri	May 6	.....	Residence halls close at 12:00 noon (except by special arrangement)
<b>Sat</b>	<b>May 7</b>	.....	<b>Ivy Chain, 9:30 am</b> <b>COMMENCEMENT, 12:00 pm</b> <b>Nurses' Pinning Ceremony, 2:00 pm</b>
Mon	May 9	.....	Final grades entered by 12:00 noon
Thurs	May 26	.....	Military Recognition Day

### **June Session (10/35) May 31 – July 24, 2011**

Mon	Apr 25	.....	Registration begins for returning seniors and new students
Wed	Apr 27	.....	Registration begins for returning juniors
Thurs	Apr 28	.....	Registration begins for returning sophomores
Fri	Apr 29	.....	Registration begins for returning freshmen
Mon	May 2	.....	Registration begins for Non-Degree Seeking students
Wed	May 18	.....	Orientation for new evening students
Thurs	May 27	.....	Military Recognition Day
Mon	May 30	.....	Memorial Day Holiday; offices and library closed Classes begin
May 30 – Jun 3	.....		Late registration (\$35 fee) Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00-5:00 pm; Sunday, 2:00-10:00 pm
Fri	Jun 3	.....	Make-up for MW classes Last day to add classes Friday classes begin
Mon	Jun 6	.....	Last day to drop a course without academic record and financial liability
Fri	Jun 10	.....	Columbia Connection: New students and parents visit campus
Mon	Jul 4	.....	Independence Day Holiday (no classes, offices and library closed)
Wed	Jul 6	.....	Columbia Connection: New students and parents visit campus
Fri	Jul 8	.....	Last day to withdraw from classes with grade of W Make-up for MW classes
Wed	Jul 20	.....	MW classes end
Thurs	Jul 21	.....	TTh classes end
Fri	Jul 22	.....	Friday classes end
Mon	Jul 25	.....	Grades entered by 12:00 noon
Tues	Jul 26	.....	Columbia Connection: New students and parents visit campus

# Graduate Classes

## 2010-2011 Academic Calendar

### August Session (10/M31) August 23 – October 14, 2010

Mon	Jul 5 .....	Registration begins for returning and new graduate students
Mon	Aug 23.....	Graduate classes begin
Aug	23-27 .....	Late registration (\$35 fee)
Fri	Aug 27.....	Last day to add classes
Mon	Aug 30.....	Last day to drop a course without academic record and financial liability
Mon	Sep 6.....	Labor Day Holiday; classes do not meet, offices and library closed (library closed Sep 4-6)
Fri	Oct 1 .....	Last day to withdraw from classes with grade of W
Thurs	Oct 14 .....	Classes end
Mon	Oct 18 .....	Grades entered by 12:00 noon

### October Session (10/M32) October 18 – December 16, 2010

Mon	Sep 13.....	Registration begins for returning and new graduate students
Mon	Oct 18 .....	Graduate classes begin
Oct	18-22.....	Late registration (\$35 fee)
Fri	Oct 22 .....	Last day to add classes
Mon	Oct 25 .....	Last day to drop a course without academic record and financial liability
Thurs	Nov 11.....	Veterans Recognition Day
Nov	22-26.....	Thanksgiving Break; graduate and day classes do not meet; evening classes meet Nov 22-23; offices and library open Nov 22-24, 8:00 am-5:00 pm, offices and library closed Nov 25-27; library open Nov 28, 2:00-10:00 pm
Mon	Nov 29.....	Classes resume Last day to withdraw from classes with grade of W
Fri	Dec 3.....	Holiday Lighting Ceremony/Reception
Thurs	Dec 16.....	Classes end
<b>Sat</b>	<b>Dec 18 .....</b>	<b>COMMENCEMENT, 12:00 pm (all programs)</b>
Mon	Dec 20.....	Grades entered by 12:00 noon
Dec	23-26.....	Offices and library closed
Dec	30-Jan 2 .....	Offices and library closed

### January Session (10/M33) January 10 – March 3, 2011

Mon	Nov 22.....	Registration begins for returning and new graduate students
Mon	Jan 10 .....	Graduate classes begin
Jan	10-14.....	Late registration (\$35 fee)
Fri	Jan 14 .....	Last day to add classes
Mon	Jan 17 .....	Martin Luther King, Jr. Birthday observance; classes do not meet; offices and library closed
Tues	Jan 18 .....	Last day to drop a course without academic record and financial liability
Fri	Feb 18.....	Last day to withdraw from classes with grade of W
Thurs	Mar 3.....	Classes end

Mon Mar 7 ..... Grades entered by 12:00 noon

**March Session (10/M34) March 7 – May 5, 2011**

Mon Feb 14 ..... Registration begins for returning and new graduate students

Mon Mar 7 ..... Graduate classes begin

Mar 7-11 ..... Late registration (\$35 fee)

Fri Mar 11 ..... Last day to add classes.

Mon Mar 14 ..... Last day to drop a course without academic record and financial liability

Mar 28 – Apr 1 ..... Spring Break; graduate and day classes do not meet; evening classes are in session

Fri Apr 15 ..... Last day to withdraw from classes with grade of W

Apr 15-17 ..... Alumni Reunion Weekend

Thurs May 5 ..... Classes end

**Sat May 7 ..... COMMENCEMENT, 12:00 pm**

Mon May 9 ..... Grades entered by 12:00 noon

**June Session (10/M35) May 31 – July 21, 2011**

Mon Apr 25 ..... Registration begins for returning and new graduate students

Thurs May 27 ..... Military Recognition Day

Mon May 30 ..... Memorial Day Holiday; offices and library closed

Tues May 31 ..... Graduate classes begin

May 31 – Jun 3 ..... Late registration (\$35 fee)

Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00-5:00 pm; Sunday, 2:00-10:00 pm

Fri Jun 3 ..... Last day to add classes

Mon Jun 6 ..... Last day to drop a course without academic record and financial liability

Mon Jul 4 ..... Independence Day Holiday; classes do not meet; offices and library closed

Fri Jul 8 ..... Last day to withdraw from classes with grade of W

Thurs Jul 21 ..... Classes end

Mon Jul 25 ..... Grades entered by 12:00 noon

# Online Education Classes

## 2010-2011 Academic Calendar

### **August Session (10/51) August 9 – October 2, 2010**

Mon	Jul 5 .....	Registration begins for graduate students, seniors, military members and new students
Wed	Jul 7 .....	Registration begins for returning juniors
Thurs	Jul 8 .....	Registration begins for returning sophomores
Fri	Jul 9 .....	Registration begins for returning freshmen
Fri	Aug 6.....	Last day to register/add graduate classes
Mon	Aug 9.....	Classes begin
Fri	Aug 13.....	Last day to register/add undergraduate classes
Mon	Aug 16.....	Last day to drop classes without academic record and financial liability
Mon	Sep 6.....	Labor Day Holiday: Offices Closed
Mon	Sep 13.....	Registration for October Session begins for graduate students, seniors, military members and new students
Wed	Sep 15.....	Registration for October Session begins for returning juniors
Thurs	Sep 16.....	Registration for October Session begins for returning sophomores
Fri	Sep 17.....	Last day to withdraw from classes with grade of W (ends close of business) Registration for October Session begins for returning freshmen
Sat	Oct 2 .....	Classes end

### **October Session (10/52) October 18 – December 11, 2010**

Mon	Sep 13.....	Registration begins for graduate students, seniors, military members and new students
Wed	Sep 15.....	Registration begins for returning juniors
Thurs	Sep 16.....	Registration begins for returning sophomores
Fri	Sep 17.....	Registration begins for returning freshmen
Fri	Oct 15 .....	Last day to register/add graduate classes
Mon	Oct 18 .....	Classes begin
Fri	Oct 22 .....	Last day to add undergraduate classes
Mon	Oct 25 .....	Last day to drop classes without academic record and financial liability
Mon	Nov 22.....	Registration for January Session begins for graduate students, seniors, military members and new students
Wed	Nov 24.....	Registration for January Session begins for returning juniors
Nov	25-26.....	Thanksgiving Break: Offices Closed
Thurs	Nov 25.....	Registration for January Session begins for returning sophomores
Fri	Nov 26.....	Registration for January Session begins for returning freshmen
Mon	Nov 29.....	Last day to withdraw from classes with grade of W
Sat	Dec 11.....	Classes end

**January Session (10/53) January 10 – March 5, 2011**

Mon	Nov 22.....	Registration begins for graduate students, seniors, military members and new students
Wed	Nov 24.....	Registration begins for returning juniors
Thurs	Nov 25.....	Registration begins for returning sophomores
Fri	Nov 26.....	Registration begins for returning freshmen
Fri	Jan 7 .....	Last day to register/add graduate classes
Mon	Jan 10 .....	Classes begin
Fri	Jan 14 .....	Last day to register/add undergraduate classes
Mon	Jan 17 .....	Martin Luther King, Jr. Birthday observance; offices closed
Tues	Jan 18 .....	Last day to drop classes without academic record and financial liability
Mon	Feb 14.....	Registration for March Session begins for graduate students, seniors, military members and new students
Wed	Feb 16.....	Registration for March Session begins for returning juniors
Thurs	Feb 17 .....	Registration for March Session begins for returning sophomores
Fri	Feb 18.....	Last day to withdraw from classes with grade of W
		Registration for March Session begins for returning freshmen
Sat	Mar 5.....	Classes end

**March Session (10/54) March 21 – May 15, 2011**

Mon	Feb 14.....	Registration begins for graduate students, seniors, military members and new students
Wed	Feb 16.....	Registration begins for returning juniors
Thurs	Feb 17 .....	Registration begins for returning sophomores
Fri	Feb 18.....	Registration begins for returning freshmen
Fri	Mar 18.....	Last day to register/add graduate classes
Mon	Mar 21 .....	Classes begin
Fri	Mar 25.....	Last day to register/add undergraduate classes
Mon	Mar 28.....	Last day to drop classes without academic record and financial liability
Mon	Apr 25 .....	Registration for June Session begins for graduate students, seniors, military members, and new students
Wed	Apr 27 .....	Registration for June Session begins for returning juniors
Thurs	Apr 28 .....	Registration for June Session begins for returning sophomores
Fri	Apr 29 .....	Last day to withdraw from classes with grade of W
		Registration for June Session begins for returning freshmen
Sat	May 14 .....	Classes end

**June Session (10/55) May 30 – July 23, 2011**

Mon	Apr 25 .....	Registration begins for graduate students, seniors, military members and new students
Wed	Apr 27 .....	Registration begins for returning juniors
Thurs	Apr 28 .....	Registration begins for returning sophomores
Fri	Apr 29 .....	Registration begins for returning freshmen
Fri	May 27 .....	Last day to register/add graduate classes
Mon	May 30 .....	Memorial Day Holiday: Offices Closed
		Classes begin
Fri	Jun 3 .....	Last day to register/add undergraduate classes
Mon	Jun 6 .....	Last day to drop classes without academic record and financial liability
Mon	Jul 4 .....	Independence Day Holiday: Offices Closed

Registration for August Session begins for graduate students, seniors, military members and new students

- Wed Jul 6 ..... Registration for August Session begins for returning juniors
- Thurs Jul 7 ..... Registration for August Session begins for returning sophomores
- Fri Jul 8 ..... Registration for August Session begins for returning freshmen  
Last day to withdraw from classes with grade of W
- Sat Jul 23 ..... Classes end