



2016-2017

# COLLEGE CATALOG



**Three Rivers College**  
THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

## THREE RIVERS COLLEGE CATALOG 2016-2017

Every effort has been made to make this publication accurate. However all policies, procedures, tuition and fees, and curricula are subject to change. Please refer to trcc.edu for the most current information. This is not intended to be a contract explicit or implied, and the college reserves the right to make changes to the information contained herein.

Students are responsible for fully meeting the requirements for graduation listed in this catalog. Advisors assist in the planning of a program of study for each student, but the final responsibility for meeting the requirements for graduation rests with the student.

The college will withhold copies of educational records and/or to withdraw students who owe money to the college.

Information that the college is required to make available under the Student Right to Know and Campus Security Acts may be obtained from the Office of Student Services at 573-840-9669 or in writing at 2080 Three Rivers Blvd., Poplar Bluff, MO 63901. For those who are hearing impaired, the TTY phone number through the Admissions office is 573-840-9407.

"Three Rivers Community College" is the official name of the college and will be placed on all transcripts and diplomas. Historically accepted and abbreviated versions of the college name may be used for marketing purposes. Therefore, college materials may include "Three Rivers Community College," the "college," "Three Rivers," and "Three Rivers College."

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Three Rivers College prohibits discrimination on the basis of race, color, religion, disability, age, gender, or national origin in any phase of its admission to or employment in its education programs or activities.

For student concerns:

Ann Matthews  
Dean of Student Services  
2080 Three Rivers Blvd.  
Poplar Bluff, MO 63901  
573-840-9669

For employee concerns

Kristina McDaniel  
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573-840-9695

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



Thank you for choosing Three Rivers College where our focus is on your success.

At Three Rivers, you will discover a student-centered culture that includes faculty who know their students' names, staff who provide guidance on individual education plans, and tutors who provide extra instruction and academic support.

Whether you are just beginning your college career, coming back to finish a degree, training for a new job, seeking career advancement, or enhancing your skills, at Three Rivers you will find the opportunities you seek to learn and grow.

Three Rivers is prepared to meet the needs of all our students – from recent high school graduates to retirees; from valedictorians to those needing academic assistance; from students seeking transfer to a four-year program to those training for in-demand career/technical fields.

We help you succeed by providing open access to affordable, high quality education in an environment where you matter as a person. We provide individual attention so you won't get lost in the crowd. If you have work and family obligations, we offer classes at convenient locations and times and online courses that can be accessed any time. We have a range of services to support your success, including advising, tutoring, financial aid, library resources, career and transfer assistance, on-campus apartments, and bachelor's degree completion programs.

During your time at Three Rivers take seize the opportunity to enrich your college experience by getting involved with student organizations, participating in college activities, and attending athletic games and theater performances.

The success of Three Rivers shows in its graduates. Students from Three Rivers have transferred to colleges and universities across the country and experienced high levels of success. Graduates of our career/technical and nursing and allied health programs are finding good-paying jobs in in-demand careers.

Three Rivers alumni include physicians, dentists, nurses, and laboratory technicians. They are finding success in law enforcement, government, education, manufacturing, and agriculture. They lead corporations, run successful businesses, and coach sports teams. They are attorneys, fire fighters, network administrators, and scientists.

We invite you to become part of Three Rivers' continuing success story and join our community of students who are reaching their life goals through community college education. You will find that success does start at Three Rivers College.

Sincerely,

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

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

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# Table of Contents

<b>GENERAL INFORMATION</b> .....	<b>7</b>	Bright Flight Scholarship .....	15
Academic Calendar .....	7	<b>Scholarship</b> .....	<b>16</b>
Accreditation .....	7	Institutional Scholarships.....	16
The College .....	7	Private/Endowment Scholarships.....	16
History .....	7	Outside Aid Reporting Requirement .....	16
Mission Statement .....	7	Veterans Information and Services .....	16
Vision Statement .....	8	Vocational Rehabilitation .....	16
Core Values.....	8	Outsourced Agency Services.....	16
General Education Philosophy .....	8	Verification .....	17
Missouri Reverse Transfer.....	8	Award Letters .....	17
Locations .....	8	Satisfactory Acad Progress for Financial Aid Purposes ....	17
Assessment.....	8	Return of Title IV.....	18
Automobiles .....	9	FERPA.....	18
Children on Campus .....	9	Student Disclosure Information.....	18
Inclement Weather Procedure.....	9	Financial Aid Code of Conduct .....	18
Sexual Misconduct Statement.....	9	Consumer Information .....	18
Emergency Plan .....	9	<b>TUITION &amp; FEES</b> .....	<b>19</b>
Academic Integrity .....	9	Tuition & Fees per Semester .....	19
Student Rights/Responsibilities.....	9	Institutional Student Fees.....	19
Drug and Alcohol Free Statement .....	9	Rivers Ridge Apartments .....	19
Infectious and Contagious Diseases .....	10	Tuition Payment Information .....	19
Academic Resources Commons (ARC).....	10	Refunds.....	20
University Center.....	10	Course Materials.....	21
<b>ADMISSIONS INFORMATION</b> .....	<b>11</b>	Withdrawal from College.....	21
<b>Admission</b> .....	<b>11</b>	Dropping a Course .....	21
Three Rivers Admission Policy.....	11	Financial Responsibility.....	21
Procedures for Admission to the College .....	11	Transcripts .....	21
Denial of Access to Three Rivers .....	11	<b>ACADEMICS</b> .....	<b>23</b>
Admission to Specific Programs .....	11	<b>Academic Regulations</b> .....	<b>23</b>
Admission to Courses .....	11	College Transfer/Career Tech Education Programs.....	23
Dual Enrollment.....	11	Academic Load.....	23
Dual Credit.....	11	Change of Program .....	23
Course Placement Testing.....	11	Class Attendance .....	23
Student Classification .....	12	Computer Use .....	23
Curricular Students.....	12	Credit Hour .....	24
Non-Curricular Students.....	12	Definitions of Course Type.....	24
Full-Time Student .....	12	Last Day to Register for Classes .....	24
Part-Time Student .....	12	Dropping a Course .....	24
Unclassified Students .....	12	Withdrawal From College .....	24
Transfer Students .....	13	Military Active Duty .....	24
International Students.....	13	Auditing a Course.....	24
Registration for Classes .....	13	Correspondence Credit.....	24
Civil Rights/Equality.....	13	Credit by Examination and Advanced Placement.....	24
<b>Residence of Students</b> .....	<b>13</b>	College Level Exam Program (CLEP).....	25
<b>Student Financial Aid</b> .....	<b>14</b>	Advanced Placement (AP) Credit.....	25
Federal Pell Grants .....	15	Photo and Videotape Policy.....	25
Federal Supplemental Educational Opportunity Grants .....	15	Privacy Rights of Students .....	25
Federal Work-Study Program.....	15	Technical Skills Assessment (TSA) Exam .....	25
Student Loans.....	15	<b>Academic Standing</b> .....	<b>26</b>
<b>State Aid</b> .....	<b>15</b>	Academic Standing .....	26
A+ Scholarship Program .....	15	Academic Warning.....	26
Access Missouri Financial Assistance .....	15	Academic Suspension .....	26
		Academic Suspension Override Request Process.....	26

Incomplete Grades .....	26
Grading System .....	27
Computing Grade Point Average.....	27
Change of Grade.....	27
Returning Students.....	27
Repeating Courses.....	27
Reporting Grades.....	27
Semester Length.....	27
Academic Honors .....	27
Academic Fresh Start.....	28

Student Center.....	32
Student Plans.....	32
Testing .....	33
Testing Services .....	33
Unattended Children .....	33

**STUDENT SERVICES.....29**

ACHIEVE.....	29
Activities .....	29
Advising .....	29
Athletics.....	29
Campus Organizations.....	29
College Store .....	30
Conduct .....	30
Delinquent Accounts .....	30
Disability Services .....	30
Dress.....	30
Drug Abuse/Prevention.....	30
Emergency Health Services .....	30
Emergency Phone Messages .....	30
Emergency Procedures.....	31
Fitness Center.....	31
Food and Drink .....	31
Housing.....	31
Immunizations.....	31
Inclement Weather .....	31
Insurance .....	31
Late for Class .....	31
Lost and Found .....	31
Meal Plan Card .....	31
Name or Address Changes .....	31
New Student Orientation .....	32
Outcomes Assessment .....	32
Parking Regulations .....	32
Posting/Distributing Materials on Campus .....	32
Smoke-Free Campus.....	32

**DEGREES, CERTIFICATES, AND GRADUATION REQUIREMENTS 34**

Degrees and Certificates.....	34
Graduation Upon Program Completion.....	34
Associate of Arts Degree.....	34
Associate of Arts in Teaching Degree .....	34
Associate of Science Degree .....	35
Certificate of Academic Distinction .....	35
Certificate in General Academic Studies.....	35
Associate of Applied Science Degree.....	35
One-Year Certificate .....	35
Short-Term Certificate .....	35
Academic Programs of the College .....	36
General Education (Gen Ed) Program at Three Rivers.....	37
Associate of Applied Science Degree Gen Ed Program....	38

**Associate of Arts, Associate of Science, and Associate of Arts in Teaching Degree Transfer Programs .....39**

**Associate of Applied Science Degrees .....85**

**One-Year Certificate Programs .....119**

**Short-Term Certificate Programs .....119**

**Course Descriptions .....137**

**Course Information .....137**

Course Credits.....	137
Course Hours .....	137
Course Prerequisites.....	137
Course Numbering System .....	137
Course Offerings .....	137
Course Prefixes .....	138

**College Personnel ..... 170**

# GENERAL INFORMATION

## Academic Calendar

Please check the college website [www.trcc.edu](http://www.trcc.edu) for the most current academic calendar.

## Accreditation

Three Rivers College is accredited by the Higher Learning Commission, a Commission of the North Central Association located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 800-621-7440.

This recognition and accreditation assures students that work satisfactorily completed at Three Rivers will be recognized at full value by other colleges, universities and professional schools. In addition, the Nursing program is accredited by the Accreditation Commission on Education in Nursing (ACEN) and the Poplar Bluff program and the Sikeston LPN to RN Bridge program have conditional approval by the Missouri State Board of Nursing, the Medical Laboratory Technology program by the National Accrediting Agency for Clinical Laboratory Sciences, and Emergency Medical Services-Paramedic program by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professional. Three Rivers College is a Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services accredited EMS training entity. The MHPC OTA Program has been granted accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE), the accrediting body of the American Occupational Therapy Association (AOTA). All pre-professional teacher education courses are approved by the Missouri State Board of Education, and the business programs are accredited by the Association of Collegiate Business Schools and Programs.

## The College

Three Rivers College is a public, two-year institution established to provide equal educational opportunities to the residents of the Three Rivers Junior College District and neighboring areas in southeast Missouri. The district includes the school districts of Poplar Bluff R-I, Neelyville R-IV and Twin Rivers R-X in Butler County; Van Buren R-I and East Carter County R-II in Carter County; Doniphan R-I, Naylor R-II, Ripley County R-III, and Ripley County R-IV in Ripley County; and Clearwater R-I and Greenville R-II in Wayne County. The Three Rivers Junior College District is one of 12 public junior college districts established under the Missouri Junior College Act of 1961, and as such, is entitled to levy a local tax and to receive state funds.

## History

Three Rivers Community College was founded April 5, 1966, when citizens of the southeast Missouri counties of Butler, Carter, Ripley and Wayne, voted into existence the Three Rivers Junior College District. Since that time, the college has grown in enrollment, program offerings, and its ability to serve students throughout its 15 county service area, which, in addition to the four counties of the taxing district, also includes Bollinger, Cape Girardeau, Dunklin, Howell, Mississippi, New Madrid, Oregon, Pemiscot, Reynolds, Scott, and Stoddard.

The college opened in storefront facilities in downtown Poplar Bluff, Missouri, with 138 students in the summer of 1967. Today Three Rivers enrolls more than 4,000 students at locations throughout southeast Missouri including an 80-acre campus in Poplar Bluff; full-service locations in Cape Girardeau, Dexter, Kennett, Malden, Piedmont, Sikeston, and Willow Springs; as well as dozens of other locations, including Doniphan, Caruthersville, Portageville, New Madrid, and Van Buren. Programs include college transfer, career-technical, transitional, and continuing education.

## Mission Statement

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

Commitments that inform the mission:

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

- Community services that support and encourage the economic, civic and cultural vitality of the region.

## Vision Statement

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

## Core Values

### Commitment to Learning

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

### Hardworking

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

### Honesty and Integrity

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

### Quality

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

### Respect

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

## General Education Philosophy

Three Rivers College's general education philosophy reflects the belief in a core of learning experiences common to first and second-year college students. The general education curriculum provides an established body of knowledge that allows students to become productive, contributing, informed members of society. The college's mission recognizes its obligation to provide learning experiences that are specialized in order to meet the needs of the community. The career and technical programs are complemented by the established body of knowledge in the core curriculum necessary in the workplace, the community and in life.

## Missouri Reverse Transfer

Three Rivers College participates in Missouri Reverse Transfer program. Missouri Reverse Transfer is a process which allows college students who have a minimum of 15 credit hours at Three Rivers to transfer credit from a Missouri four-year college or university in order to earn an associate degree.

Contact the Office of the Registrar for more information at 573-840-9665.

## Locations

For the convenience of our students, Three Rivers College offers courses on campus, online, and at off-campus

locations; flexible scheduling opportunities; and a variety of delivery formats.

Three Rivers offers classes at:

- Poplar Bluff Campus: An 80-acre campus with excellent facilities, convenient parking security.
- Sikeston Location: A three-story building on 70 acres to serve the higher education need of the Interstate 55 corridor.
- In-district locations in Doniphan, Piedmont and Van Buren.
- Full-service locations that offer on-site advising and registration, computer labs, College Store services and library services. Located in Sikeston, Kennett, Malden, Dexter, Cape Girardeau (CGPHE), and Willow Springs (South Central Education Consortium).
- High schools, career centers and other sites throughout southeast Missouri.

## Assessment

Consistent with the Three Rivers College mission and purpose the college has implemented on-going assessment activities that provide the feedback needed to plan, improve quality, and allocate necessary resources to the various programs and services the college offers. This process is utilized to evaluate institutional effectiveness and determine how well the college is supporting its mission. The systematic and continuous process of assessment monitors learning and services over time to determine if the institution's goals are met and the areas that need improvement are identified. The process involves the use of a variety of measurement tools that have been selected or created based on the college's mission and specific learning outcomes. The purpose of the assessment process is to provide the feedback and data needed to do the following:

- Improve student learning and teaching effectiveness,
- Improve and revise curriculum,
- Improve the quality of programs and the process of program planning,
- Allocate necessary resources needed for effective planning and budgeting,
- Effectively assist students in making course and career selections, and
- Demonstrate accountability to internal and external constituencies.

The assessment process at the college is designed to support the mission through the process of measuring and evaluating institution, division, program, department, and course effectiveness. Assessment at these various levels allows the college to capitalize on strengths, identify areas where opportunities for enhancement exist, and implement changes



and improvements in order to maximize student academic achievement, personal development, and the quality of the academic programs and services offered by the college.

Three Rivers College accepts as its institutional responsibility the necessity to demonstrate that students are learning and are meeting the goals and expectations set forth at the course, program or department, division, and institutional level. The data generated through campus-wide assessment processes then becomes the basis for collaborative decision making at many levels within the institution. Providing evidence to all stakeholders that students are successfully achieving the academic goals that have been established is an important component of the assessment process.

## Automobiles

The use of cars on campus is considered a privilege extended by the college. Students who abuse the privilege may have it revoked. A current decal attesting to the registration of the car must be obtained from the Office of Student Financial Services and must be properly affixed and visible on the windshield of each car operated on campus. All automobiles should carry adequate liability and property damage insurance. Detailed instructions on the use of automobiles are provided when the decal is purchased. Unauthorized vehicles on the campus are subject to being impounded by the local police.

## Children on Campus

It is the goal of the college to provide a safe and effective learning environment for all students and a safe and effective workplace for all faculty and staff. Any action which interferes with this goal will not be permitted. At no time may a child who is not a currently enrolled Three Rivers College student be left unattended on campus, including in a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult at all times while on campus. Parents, legal guardians or responsible adults of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

## Inclement Weather Procedure

In the event the college must close or classes be cancelled due to inclement weather, a notice will be placed on the college website and all local radio and TV stations will be notified. Additionally, the college implemented a system which notifies via text message. All students who do not opt out of the system will receive notification via text. Students are reminded to use their own judgment, as adults, concerning the safety of traveling to classes.

## Sexual Misconduct Statement

Three Rivers College is committed to providing a learning and working environment that promotes personal integrity,

civility, and mutual respect in an environment free of discrimination on the basis of sex. The college considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of college policy, is unacceptable, and will not be tolerated. Sexual harassment, whether verbal, physical, visual or digital is a form of prohibited sex discrimination. The current policy may be found on the college website. The specific definitions of sexual harassment and sexual violence, options for reporting instances of sexual misconduct, and available resources may be found in the Student Handbook and on the website.

## Emergency Plan

The college has posted emergency plans throughout its facilities and also on the Three Rivers' website, [www.trcc.edu/forms/police/emergencyactionplan.pdf](http://www.trcc.edu/forms/police/emergencyactionplan.pdf). Further information concerning emergency plans and procedures is included in the Student Services section of this publication.

## Academic Integrity

The college experience is founded on the concepts of honesty and integrity. Dishonesty, cheating, stealing, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offenses. Within the respective curricular divisions of Three Rivers, faculty members handle cases of dishonesty in their classes by levying certain penalties. However, in flagrant cases, the penalty may be dismissal from the college after proper due process proceedings.

## Student Rights/Responsibilities

Each Three Rivers College student's conduct should be in such a manner as to uphold the good name of the college and fellow students by full recognition of responsibilities under the law and the moral and social standards of the community, state and nation. Students are responsible for knowledge of college rules and regulations as set forth on the college website [www.trcc.edu/forms/policiesregs/sr2610.pdf](http://www.trcc.edu/forms/policiesregs/sr2610.pdf).

## Drug and Alcohol Free Statement

Three Rivers prohibits the unlawful possession, use, distribution and sale of alcohol and illicit drugs by students and employees on college-owned or -controlled property and at events sponsored by the college. In observance of state law, no person under the age of twenty-one (21) may purchase or attempt to purchase, or have in his or her possession, any alcoholic or intoxicating beverage on the college premises or at college sponsored events. Three Rivers complies with all laws related to underage drinking, and any violation of the state's underage drinking laws will be referred to the appropriate authorities. Further, the Standards of Conduct for both students and employees, regardless of age, prohibit the possession of alcohol and illicit drugs and/or

being present on college-owned or -controlled property while under the influence of such.

## Infectious and Contagious Diseases

Students of the college who may become infected with any type of contagious disease, such as AIDS, H1N1, SARS, Hepatitis, among others, will not be excluded from enrollment or employment, or restricted in their access to college services or facilities unless otherwise medically indicated or required by law.

The college complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, and makes every effort to ensure that persons with disabilities admitted to the college as students are afforded all of the rights and privileges provided to them by this act. Persons who know or suspect that they are infected are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of others.

Additionally, those who know they are infected are urged to share that information with the appropriate administrator so the college can respond appropriately to their needs. Such information will be disclosed to responsible college officials only on a strictly limited need-to-know basis unless the individual consents in writing to other releases of the information. The college will respond on an individual, case-by-case basis to shared information. The college's response will take into consideration the expressed desires and opinions of the person who is infected, the recommendations of the individual's physician, and the college's commitment to the protection, to the extent possible, of both the public health and the individual's rights. The response will include recommendations for reasonable accommodations and/or restrictions.

## Academic Resource Commons (ARC)

### Library Services

Rutland Library is the information hub at Three Rivers College. The library provides access to a physical collection of more than 9,600 books, journals, graphic novels and DVDs, computer stations for individual or group work, and a range of electronic devices including e-book readers, video cameras, digital voice recorders and laptops. Millions of other items can be borrowed through the library's MOBIUS membership or interlibrary loan. Additionally, the library provides access to millions of journal articles 24/7 through databases.

Tours of the library and individual assistance with research are provided to students and faculty upon request. There are online tutorials available as well at [www.trcc.edu/arc](http://www.trcc.edu/arc)

Myrtle Rutland Library allows Three Rivers College students, faculty, staff, and community members to borrow material. All borrowers must present a valid Three Rivers College or Missouri State issued picture ID card in order to check out materials.

It is the policy of Three Rivers to adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.). The College does not approve of any use or duplication of copyrighted materials not provided for by the copyright law, fair use guidelines, license agreement or permission of copyright holder.

For more information call 573-840-9654, text 573-298-6105, or visit [www.trcc.edu/arc](http://www.trcc.edu/arc) .

### Computer Resource Center

Computers for student use are available in the Academic Resource Commons. Staff members are on duty to provide assistance at all times. Printers for student use on campus are available only at the Computer Center; there is a charge of 10 cents per page. Computers are also available at the Tutoring & Learning Center.

### Tutoring & Learning Center

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

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

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

## University Center

The University Center is a partnership between Three Rivers College and the universities that provide bachelor's degree completion programs at the college. The completion programs offered by Central Methodist University, Hannibal-LaGrange University, and Southeast Missouri State University allow area residents to complete a bachelor's degree close to home.

Students can take freshman and sophomore level courses at Three Rivers, complete an associate degree then they can complete a bachelor's degree in one of several degree programs through the university partners. For a complete list of Bachelor Completion programs visit <http://www.trcc.edu/academics/bachelors.php>

The University Center is located on the second floor of the Westover Administrative/Classroom Building.

# ADMISSIONS INFORMATION

## Admission

### Three Rivers Admission Policy

Three Rivers College subscribes to an open admissions concept in order to provide full educational opportunities and establishes the following regulations for admissions which encourage the enrollment of all persons able to benefit from the education programs of the college.

The college may restrict or deny admission to any applicant whose record of behavior indicates that his or her admission would disrupt the orderly process of the college's programs, would interfere with the rights and privileges of other students, creates a threat or potential danger to the college community, is statutorily barred from the college, or if such denial of access is considered to be in the best interest of the college.

### Procedures for Admission to the College

1. All students must submit a completed application [www.trcc.edu/admissions/applicationsform.php](http://www.trcc.edu/admissions/applicationsform.php)
2. Proof of successful completion of High School or GED is required for Admissions to Three Rivers College unless otherwise specified.
3. Request ACT scores to be sent to Three Rivers or make an appointment to take the ACCUPLACER test.
4. Schedule ROCS online at [www.trcc.edu/admissions/rocs.php](http://www.trcc.edu/admissions/rocs.php) or contact the location nearest you.

*Pursuant to Missouri State Statute 174.130, Three Rivers will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.*

### Denial of Access to Three Rivers

The President or designee may deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the college, or would, by the student's presence or conduct, create a threat or a potential danger to the college community, or if such denial of access is considered to be in the best interest of the College. Denial of access decisions may be appealed, contact the Dean of Student Services at 573-840-9669 for more information concerning appeals.

### Admission to Specific Programs

Because of the necessity to limit the number of students who enroll in Nursing and Medical Laboratory Technology, students applying to these programs will be accepted according to the approved selection process as outlined in each program's section. For further information, contact the Department Chair of Nursing and Allied Health. Applications for Nursing and Allied Health Programs are found on the college website: [www.trcc.edu/admissions/application.php](http://www.trcc.edu/admissions/application.php).

### Admission to Courses

Students may enroll in courses only when prerequisites for the courses are met and providing space is available in the courses. Note: Prerequisites are noted in the Course Description section and on *myTRCC*.

### Dual Enrollment

The Dual Enrollment plan allows high school juniors and seniors to take one or more courses at Three Rivers during the fall and spring semesters. They may also enroll for three to six credits hours in each of the four-week summer sessions before entering their senior year. The student will be responsible for college tuition and fees.

### Dual Credit

The Dual Credit program permits high school students to enroll in daytime college courses on either the high school or the college campus. The student will receive credit from the high school toward graduation and college credit for the course. The student will be responsible for college tuition and fees.

The form for Dual Credit is completed at the high school with the recommended course work to be taken with Three Rivers. Questions about Dual Credit or Dual Enrollment should be directed to the high school counselor and/or the Coordinator of Academic & Career Outreach Services at 573-840-9619.

### Course Placement Testing

Three Rivers requires that all credential-seeking students provide ACT scores or take the ACCUPLACER test prior to advisement and registration. Test scores must be within the last two years prior to enrollment. The college administers the ACCUPLACER test on designated dates throughout the year. For more information about placement testing, contact the Enrollment Services Office.

## ACT and ACCUPLACER Placement Chart

Scores from the ACT or ACCUPLACER test are used to place students in the English or math courses in which they will be successful. The following chart identifies the ACT and ACCUPLACER subtest scores used for placement in these courses.

Course	ACT	ACCUPLACER
MATH 01–Transitional Math <sup>(1)*</sup>	0 to 17	0 to 75 (EA) 0 to 34 (CLM)
CIVL 106–Technical Math I	9 to 17	45 to 75 (EA) 21 to 34 (CLM)
MATH 153–Intermediate Algebra	18 to 21	76 to 110 (EA) 35 to 45 (CLM)
MATH 162–Math for the Elem Teacher MATH 163–College Algebra	22 or above	111 to 120 (EA) 46 to 58 (CLM)
MATH 164–Trigonometry	26 or above	59 to 90 (CLM)
MATH 171–Analytic Geometry & Calculus	28 or above	91 to 120 (CLM)
ENGL 02–Transitional College Writing <sup>(1)*</sup>	17 or below (ENGL)	4 or below (WP)
READ 01–Transitional College Reading II <sup>(1)*</sup> READ 02–Transitional College Reading II <sup>(1)*</sup>	14 or below (READ) 15 to 17 (READ)	60 or below (RS) 61 to 84 (RS)
ENGL 111–College Writing <sup>(2)</sup>	18 or above (ENGL) <i>and</i> 18 or above (READ)	7 or above (WP) <i>and</i> 85 or above (RS)

<sup>1</sup> Beginning courses are not counted for transfer or degree credit. However, beginning courses are counted for the total number of hours in the semester.

<sup>2</sup> Students must score into ENGL 111 with their Reading *and* Writing scores before they are allowed to register for ENGL 111.

\* ACAD 101 is required for all students who place into a Transitional course (ENGL 02, READ 01, READ 02, MATH 01).

ACT placement scores are based on subscores in the applicable subject area, not the composite score.

ACCUPLACER Testing Codes:

(A) = Arithmetic, (CLM) = College Level Math, (WP) = WritePlacer (essay), (EA) = Elementary Algebra, (T) = Trigonometry, (RS) = Reading Skills Test

## Honors Program

An invitation to join the Honors Program is given to students who show academic aptitude with:

- an ACT score of 26 or higher in Math, Writing or Reading.
- an ACCUPLACER WritePlacer score of 7 or higher or Reading score of 93 or higher.
- An ACCUPLACER College Level Math score of 110 or higher.

## Student Classification

Students are classified according to the number of semester hours they have earned.

- Freshman: Students who have earned fewer than 30 semester hours credit.
- Sophomore: Students who have earned 30 or more semester hours of credit but who have not received a degree.

## Curricular Students

Curricular students are degree or certificate seeking students who have been admitted to the college and are enrolled in college-level or transitional studies courses

## Non-Curricular Students

Non-curricular students are those who have been admitted to the College, but are not seeking a degree or certificate. Non-curricular students are not eligible federal financial aid. Non-curricular students are classified according to the following student goals or conditions:

- Upgrading employment skills for present job.
- Developing skills for new job.
- Career exploration - The College will provide counseling to help students make decisions concerning career goals. Students are expected to declare other educational goals prior to completing 30 credit hours of course work.
- Personal satisfaction and general knowledge.
- Visiting - Visiting students are those who, while enrolled at the College, maintain primary enrollment with other post-secondary institutions.
- Non-degree transfer – Non-degree transfer students are those who are enrolled at the College with the intent to transfer to other post-secondary institutions prior to completing community college graduation requirements.
- High school - High school students who are dual enrolled and home schooled students under the age of 18.
- General or curricular requirement pending (with college approval only) -This classification includes students who have not met all general or specific admission requirements as stated in the college catalog. Students should be enrolled in this category for one semester only.

## Full-Time Student

A full-time student is one who is carrying 12 or more credits of course work.

## Part-Time Student

A part-time student is one who is carrying fewer than 12 credits of course work.

## Unclassified Students

Students with advanced degrees may register for Three Rivers' classes and will be unclassified students. Three Rivers

graduates enrolling in transfer courses will be unclassified students.

## Transfer Students

An official transcript from each college attended is expected to be on file in Three Rivers' Registrar's Office. If a student plans to register for a course that requires a pre-requisite, they must show evidence of successfully completing the pre-requisite before enrolling in the course. Prerequisite and transfer credit is not guaranteed until all official transcripts are available for review. Students who wish to receive financial aid must submit official transcripts from all accredited institutions attended to demonstrate Satisfactory Academic Progress.

## International Students

In addition to meeting all admission requirements listed in this catalog, the following items are required for all non-immigrant international students seeking I-20 admission (An international student checklist may be obtained in the Enrollment Services Office):

1. Be eligible for an F-1 visa.
2. Submit Affidavit of Support.
3. Submit acceptable results of the TOEFL (Test of English as a Foreign Language) to establish the fact of proficiency in the English language\*.
4. Submit Admissions Application.
5. Proof of insurance.

International students who wish to transfer to Three Rivers from other institutions of higher education must be students in good standing with a grade point average of at least 2.0 at the time of transfer. All international students will be charged out-of-state tuition.

\*A test score of at least 500 on the paper-based test or 173 on the computer-based test is considered acceptable. Further information regarding international students can be obtained from the Enrollment Services Office.

*Pursuant to Missouri State Statute 174.130, Three Rivers will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.*

## Registration for Classes

The course schedule is available via *myTRCC* located on Three Rivers' Web site at [www.trcc.edu](http://www.trcc.edu). All visitors, including students and nonstudents, may view the schedule of classes with no login or password. Information on testing and registration for new students is available from the Welcome Center.

## New Students

New Three Rivers' students must register in person on campus, or at one of the college external locations. New Three Rivers' students gain access to *myTRCC* approximately two weeks after registration.

First time users should follow the steps below to login:

- All student functions, except Search for Classes, require a username and password. Your username is the first initial of your first name and your entire last name followed by the last 4 digits of your Three Rivers student ID. It must be entered in all lower case letters with no spaces.
- Your initial password is the last 6 digits of your Social Security number. After you enter your username and password click the login button.
- You will be instructed to choose a new password. Your new password must have 6 to 9 characters and included both letters and numbers.
- Once you are logged onto *myTRCC*, you may select options from the student menu.
- Remember to logout when you are finished.

## Current and Returning Students

Federal financial regulations will affect the way student aid will pay. All courses must directly apply to the student's degree plan in order for financial aid to pay. Any courses taken outside of the degree plan will be the student's financial responsibility. To avoid complications with financial aid, all students MUST meet with their faculty advisor to select the correct courses that apply to their degree plan. The faculty advisors will assist students in planning courses to be taken in current and future semesters. All planned courses must be approved by the faculty advisor before student is allowed to register each semester.

## Civil Rights/Equality

All persons who meet the general admission requirements will be treated in identical fashion regardless of race, color, sex, religion, age, handicap, national origin, or legal political affiliation or membership. This right also applies to participation on an equal basis in respect to all the curricular or non-curricular activities of the college.

## Residence of Students

Since persons residing within the public school districts of Clearwater R-1, Doniphan R-1, East Carter R-II, Greenville R-II, Naylor R-II, Neelyville R-IV, Poplar Bluff R-I, Ripley County R-III, Ripley County R-IV, Twin Rivers R-X, and Van Buren R-I are also residents of the Three Rivers Junior College District, they pay local property taxes to help support the college. As a result, they and their children receive in-district tuition status

and are charged lower tuition than those persons residing outside of the district.

In determining the residence of an individual, there should be sufficient proof of domicile within the college district for a period of 12 months. There must be sufficient proof of intent to make the college district a permanent home for an indefinite period with continuous residence in the college district during periods not enrolled as a student.

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

The following documents can be used as supporting evidence:

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

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

- Fall semester – September 1<sup>st</sup>
- Spring semester – February 1<sup>st</sup>
- Summer Semester – June 1<sup>st</sup>

## Student Financial Aid

Three Rivers College participates in many types of federal and state student financial aid programs. Financial assistance may be available through grants, scholarships, college work-study, outsourced agencies and loans for qualified students. All questions regarding Financial Aid should be directed to the Financial Aid Office at 573-840-9606 or [financialaid@trcc.edu](mailto:financialaid@trcc.edu). The Financial Aid Office is located in the Westover Administration Building, 1<sup>st</sup> Floor, Room 108.

Students who wish to be considered for federal aid, A+ and Missouri Access must submit a Free Application for Federal Student Aid (FAFSA) each award year.

### Complete the FAFSA Online:

1. Apply for FSA ID <https://fsaid.ed.gov/>.
2. Complete the Free Application for Federal Student Aid (FAFSA) [www.fafsa.gov](http://www.fafsa.gov). Remember no fee is charged to apply.
3. Make sure to select the correct FAFSA year. Summer semester at Three Rivers College is treated as a trailer semester to the academic year. Students who attended in fall and spring full time will not have Pell eligibility for summer. Students starting in summer will need to submit a FAFSA for the current year as well as the next year.
4. Be sure to add Three Rivers College school code **004713**.
5. Link taxes using the FAFSA's IRS Data Retrieval Tool (dependent students will also need to link parent's tax information). Directions for linking taxes are available on IRS Website <http://www.irsdataretrievaltool.com/irs-data-retrieval-tool-step-by-step-instructions>.
6. Please contact the Financial Aid Office or external locations for assistance with completion of the FAFSA.

### Financial Aid Programs

- **Grants**-awarded to students on the basis of financial need and generally do not have to be repaid as long as the student remains in school and completes the semester satisfactorily.
- **Federal Work-Study** awarded to students on the basis of financial need and does not have to be repaid.
- **Direct Subsidized, Unsubsidized Loans and Parent Plus Loans** -must be repaid with interest.
- **State Aid**-awarded based on financial need or merit and generally does not have to be repaid.
- **Scholarships**-awarded to the students on the basis of financial need, merit or on selective process and generally do not have to be repaid as long as the student remains in school and completes the semester satisfactorily.
- **Veteran's Benefits** -eligibility is determined by the U.S. Department of Veteran's Administration and generally does not have to be repaid.
- **Vocational Rehabilitation**-eligibility is determined by Vocational Rehabilitation and generally does not have to be repaid.
- **Outsourced Agencies**-eligibility is determined by agency and generally does not have to be repaid.

## Federal Pell Grants

Completion of the FAFSA is necessary to determine eligibility. Federal Pell Grants are for undergraduates with demonstrated need who have not earned a bachelor's or professional degree. The Department of Education determines the student's eligibility for a Pell Grant by reviewing their FAFSA information, which produces an Expected Family Contribution (EFC), as indicated on the Student Aid Report (SAR).

The amount of Pell Grant the student receives is based on the current year's EFC, whether the student is attending full-time or part-time, and whether the student attends school for a full academic year or less. Please note that students may not receive Pell Grant funds from more than one school at the same time. Effective July 2, 2013, Lifetime Pell Limit is restricted to 600 percent (for example 12 semesters of full time attendance). This lifetime limit includes Pell received at all colleges attended. More information on Pell Grants may be located on the Federal Student Aid Website <https://studentaid.ed.gov/sa/types/grants-scholarships/pell>

## Federal Supplemental Educational Opportunity Grants (FSEOG)

SEOG grants are for undergraduates with the greatest financial need (students with the lowest Expected Family Contribution). Due to limited funding, not every eligible student will receive SEOG. The annual award typically ranges from \$200-\$600 at Three Rivers. Completion of the FAFSA is necessary to determine eligibility. More information on SEOG grants may be located on the Federal Student Aid Website <https://studentaid.ed.gov/sa/types/grants-scholarships/fseog>

## Federal Work-Study Program (FWS)

The Federal Work-Study (FWS) Program provides minimum wage campus employment for qualified students. Due to limited funding, not every eligible student can participate in the work-study program. College work-study award amounts will vary based on department need and student eligibility. Federal Work-Study payroll is processed bi-monthly. In order to be eligible for work study employment, a student must have financial need, be enrolled in the current semester, and be in good academic standing. Completion of the FAFSA is necessary to determine eligibility.

For a list of current open positions visit the Federal Work Study <http://www.trcc.edu/financialaid/workstudy.php>. Applications and available positions are available at the Financial Aid Office. Additional information regarding the Federal Work-Study program may be located on the Federal Student aid Website <https://studentaid.ed.gov/sa/types/work-study>

## Student Loans

Three Rivers College is approved to participate in the Federal Direct Student Loan program which includes Subsidized Student Loans, Unsubsidized Student Loans and Parent Plus Loans. **Student loans must be repaid.** Completion of the FAFSA is necessary to determine eligibility.

To apply for Student Loans, contact the financial aid office to request the Student Loan Data Sheet. Instructions on how to apply for a student loan may be reviewed on the Three Rivers College Website <http://www.trcc.edu/financialaid/loan.php>

Additional information on Student Loans may be located on the Federal Student Aid Website <https://studentaid.ed.gov/sa/types/loans>. **Remember student loans must be repaid and information regarding repayment may be located on Federal Student Aid Website <https://studentaid.ed.gov/sa/repay-loans>**

## State Aid

### A+ Scholarship Program

Students who successfully complete Missouri's A+ Schools Program in high school become eligible to use the A+ Scholarship Program. The A+ program covers the cost of tuition and common fees for eligible classes; however, the **award is reduced** by the amount of available, non-loan, federal financial assistance, such as the federal Pell Grant and FSEOG. A+ amount may result in zero if the Pell Grant is sufficient to cover tuition and common fees. Completion of the FAFSA is required.

Additional information on the A+ Scholarship program may be located on the Missouri Department of Higher Education website <http://dhe.mo.gov/ppc/grants/aplus scholarship.php> or the Three Rivers College Website <http://www.trcc.edu/financialaid/aplus.php>.

### Access Missouri Financial Assistance

Access Missouri Financial Assistance is a need based program for Missouri residents who meet the application deadline. Eligibility is determined by the student's expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA). Award amounts are determined by the state. If students are eligible for the A+ Scholarship Program, the Access Missouri Award will be reduced by the amount of the reimbursement. Additional information and criteria may be located on the Missouri Department of Higher Education website <http://dhe.mo.gov/ppc/grants/accessmo.php>.

### Bright Flight Scholarship

Missouri Bright Flight Scholarship is a merit based program that encourages top-ranked seniors to attend approved Missouri post-secondary schools. Current information and criteria may be located on the Missouri Department of Higher

Education website

<http://dhe.mo.gov/ppc/grants/brightflight.php>.

A complete listing of state programs is available on the Missouri Department of Higher Education website  
<http://dhe.mo.gov/ppc/grants/>.

## Scholarships

Through the generosity of the college community, many scholarships are available to assist deserving students. Scholarships are funding that generally do not require repayment and may be awarded based on merit, exceptional performance, financial need or specific criteria.

To be considered for a Three Rivers College Scholarship, new students simply apply for admission. For returning students, information regarding specific scholarship interest may be updated using the Three Rivers Scholarship Update form  
<http://www.trcc.edu/forms/financialaid/scholarshipapplication.pdf>.

### Institutional Scholarships

Institutional scholarships are offered based on academic, service and performance. Specific eligibility criteria and enrollment stipulations may apply based on the scholarship award. For more information on scholarships contact financial aid or the Three Rivers College Website  
<http://www.trcc.edu/forms/financialaid/institutionalscholarships.pdf>.

For students who are A+ eligible and receive institutional scholarships, the scholarship may be converted to cover remaining fees and required books.

### Private/Endowment Scholarships

Scholarships may be awarded to students based on the criteria established by the donor. Specific criteria and enrollment stipulations may apply based on the scholarship award. Further information regarding scholarships may be obtained by contacting financial aid or the Three Rivers College website  
<http://www.trcc.edu/financialaid/scholarships.php>.

## Outside Aid Reporting Requirement

Students who receive funding while attending college including but not limited to scholarships or grants must report the source and amount of such outside assistance. Federal regulations require the college to adjust a student's aid award so as not to exceed the student's need. Students who knowingly withhold such information are subject to termination of their financial aid award and could be subject to repayment of any excess award.

## Veterans Information and Services

The Financial Aid Office is responsible to certify all veteran's benefits and provides services to students who are eligible to

receive education assistance as administered through the U.S. Department of Veteran's Affairs. Veterans, dependents and spouses of veterans or members of National Guard should contact the Financial Aid Office to initiate their GI Bill benefits. Monthly benefit rates are set by Congress and the DVA and vary according to the student's benefits categories and enrollment.

Students receiving VA Educational Benefits are required to meet the same standard of progress as all students. In addition, Veteran's and their dependents are required to:

- Declare an approved educational program of study.
- Submit all high school transcripts, previous college transcripts, and military transcripts to the Registrar's Office.
- Veterans and members of the National Guard should present a copy of their DD-214 (member 4 copies) or NOBE.
- Notify financial aid of any changes to enrollment or program of study.

In keeping with the College's dedication to our veterans, the Three Rivers College Board of Trustees approved a tuition policy which allows veterans, their spouses or children to be charged in-district tuition without regard to their residency.

For additional information on education programs and to apply for Veterans' Benefits visit the U.S. Department of Veterans Affairs Website  
<http://www.benefits.va.gov/gibill/index.asp> or the Three Rivers College website  
<http://www.trcc.edu/financialaid/veterans.php>.

## Vocational Rehabilitation

In cooperation with the Division of Vocational Rehabilitation of the State Department of Education, Three Rivers provides educational experiences that assist individuals who have disabilities in living and working in a contemporary society. Counseling and academic support services are provided to vocational rehabilitation students during their enrollment at Three Rivers through the Financial Aid Office and ACHIEVE  
<https://www.trcc.edu/studentssuccess/achieve.php>. Specific information concerning eligibility and application procedures may be obtained from Vocational Rehabilitation Website  
<https://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation>.

## Outsourced Agency Services

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

### **The Workforce Innovation Opportunity Act (WIOA)**

Workforce Innovation and Opportunity Act (WIOA) came into effect July 22, 2014, replacing WIA (Workforce Investment Act of 1998). It is designed to help job seekers access



employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy programs. WIA replaced the Job Training Partnership Act (JTPA), enacted October 13, 1982.

There are three types of WIOA students:

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

## Verification

Approximately 30% of students who complete the FAFSA are selected to complete an audit process called verification. Students are randomly selected for this process which is designed to ensure that the FAFSA is completed correctly and is free of errors. If students are selected, financial aid will notify the student via student college email account with links to the Verification Forms on our website (paper copies also available at the Financial Aid Office or any external location). Complete and return the Verification form or other requested information and make sure taxes have been linked on the FAFSA using the IRS Data Retrieval Tool (DRT). For additional questions about the verification process contact the Financial Aid Office for assistance or visit the Three Rivers College Website  
<http://www.trcc.edu/financialaid/fafsaverification.php>

## Award Letters

Award letters are available to view electronically through the student's myTRCC account under the financial aid section. Unless the student notifies the college in writing to decline financial aid awards, financial aid will consider the student as having accepted the financial aid awards. Paper copies are available upon request.

## Satisfactory Academic Progress (SAP) for Financial Aid Purposes

Students must make satisfactory progress in order to continue to receive federal funding. Failure to complete the semester in good standing could result in loss of financial aid funding.

To maintain academic eligibility for financial aid:

- Complete an eligible program in no more than 150% of the number of hours to finish the program.
- Successfully complete 67% of attempted credit hours each semester.
- Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted:

Total Hours	GPA Required:
0 - 15	1.50
16 - 30	1.70
31 - 44	1.90
45+	2.00

The Three Rivers College Satisfactory Academic Progress Information is available on the website  
<http://www.trcc.edu/financialaid/progress.php>

### Repeating Coursework

Students may receive federal funding for ONE repetition of a previously passed course. For example, if a student passes a course once and then is repaid for retaking the course, the student cannot be paid to take the course a third time. Students may be paid repeatedly for a failed or withdrawn course.

### Dropping Classes

Dropping classes can affect the student's financial aid eligibility for specific programs, prevent student's from meeting the satisfactory academic progress requirements as well as student's being responsible to owe a portion or all of the student's financial aid funding. Before dropping courses, it is strongly recommended to contact the Financial Aid Office.

### Financial Aid Warning

The first time students do not meet satisfactory academic progress, they are placed in a warning status. During the Warning status, a student may continue to receive federal financial aid. If students fail to complete satisfactory progress during the warning semester or any subsequent semesters, federal aid will be suspended. Students will be notified of the warning status via their college student email account.

### Suspension

Financial Aid Suspension is a status assigned to a student who fails to make satisfactory academic progress for any subsequent semesters following the warning status. Students who are on suspension **are not eligible** for federal funding. The student will be notified of the suspension status via college student email account. A student may submit a Suspension Override Request for review to determine if financial aid may be reinstated.

### Financial Aid Probation

Status assigned to student when the Suspension Override Request has been approved. Students on probation may continue to receive aid; however, if they fail to meet satisfactory progress in subsequent terms, federal aid will be suspended. A student may submit another Suspension Override Request for review to determine if federal financial aid eligibility may be reinstated; however, generally will be considered for extenuating circumstances only.

## Return of Title IV (Owing Money Back)

The Return of Title IV calculation must be performed according to the Department of Education's regulations. Return of Title IV calculation is performed when a student completely withdraws, drops, or otherwise fails to complete the period of enrollment.

Three Rivers students are expected to earn federal financial aid by attending classes through at least 60 percent of enrollment. Students who fail to meet this guideline will be required to repay all or a portion of their financial aid. This policy, established by the Department of Education through the Higher Education Act of 1965, affects students who have received assistance through the following federal financial aid programs at Three Rivers College:

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

Remember class attendance is important to succeed. Federal aid is earned by attending classes and making satisfactory grades. The Return of Title IV Information may be obtained on the Three Rivers Website

<http://www.trcc.edu/forms/financialaid/returnoftitleivfundspolicy.pdf>

## FERPA

This program is designed to set standards for developing, implementing and maintaining reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of student and/or parent information.

Purposes:

- to ensure the security and confidentiality of customer information.
- to protect against anticipated threats to the security and/or integrity of customer information.

- to guard against unauthorized access to, or use of, customer information that could result in harm or inconvenience to any customer.
- to comply with the Gramm-Leach-Bliley Act and the related rules put forth by the Federal Trade Commission.

## Student Disclosure Information

The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application (i.e., FAFSA) on a timely basis. The applicant has the right to seek and receive full information and counsel from the Director of Financial Aid in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Registrar's Office:

- withdrawal from college.
- transfer to another college.
- name change.
- address change or parent's address change.

If student loans have been received, Exit Counseling must be arranged with the Financial Aid Office when graduating or withdrawing from Three Rivers College, or dropping below the half-time enrollment status. Failure by the aid recipient to complete Exit Counseling will result in a hold placed on the student's record.

## Financial Aid Code of Conduct

The Higher Education Opportunity Act requires institutions of higher education participating in the administration of educational loan programs to develop and publish a Code of Conduct. Any Three Rivers College officer, employee, or agent who has responsibilities with respect to student educational loans is required to comply with this Code of Conduct as outlined in this link.

<http://trcc.edu/forms/financialaid/codeofconduct.pdf>

## Consumer Information

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires Three Rivers College to disclose information to potential and currently enrolled students and prospective and current employees. This site provides a single access point for required disclosures regarding (but not limited to) general statistics about the institution, financial assistance (including loans), athletic participation, annual security and fire safety report, student rights and responsibilities, gainful employment, financial aid code of conduct, and the Family Educational Rights and Privacy Act at Three Rivers College. This site is located on the Three Rivers College website <http://www.trcc.edu/forms/consumerdisclosures.pdf>. Paper copies may be available upon request.

# TUITION & FEES

## Tuition & Fees per Semester

Three Rivers Junior College District Residents:  
Tuition, **\$85** per credit hour.

Missouri Students, Not Residents of the District:  
Tuition, **\$140** per credit hour.

Out-of-State Students:  
Tuition, **\$178** per credit hour.

Common Fees:  
**\$33** per credit hour.

Institutional Fees:  
Calculator Rental Fee: \$30  
Textbook Rental Fee: \$45 (per book)  
Transcript Fee: \$6

Course Fees  
Applied Music Fee (per credit hour): \$115  
Distance Learning Fee (Web & ITV) (per credit hour): \$20  
My Lab Plus Fee  
    Accounting: \$96  
    Business: \$127  
    English: \$72  
    IST: \$119  
    Math: \$128  
Physical Education Courses  
    Bowling: \$20  
    Golf: \$10  
    Swimming: \$40  
Teacher Education  
    Background Check: \$18  
    Missouri Educator Profile (MEP): \$22  
Wet Lab Fee: \$40

Program-specific fees for Emergency Medical Services (EMT), Nursing, Medical Laboratory Technology and Fire Science are charged only to students enrolled in those programs. Information about these additional fees is available from: the Department of Nursing and Allied Health, 573-840-9680; the Admissions Office, 573-840-9605; and the Financial Aid Office, 573-840-9607.

NOTE: Senior citizens (age 60 and older) may enroll in credit courses on a space-available basis with a tuition waiver.

Tuition and fees subject to change.

## Institutional Student Fees

Institutional student fees are those fees necessary to cover the operational cost of providing specific services for the student. Those fees consist of, but are not limited to: institutional process fee; insurance fee (student liability); state registration fee; textbook rental fee; calculator rental fee; and transcript fees.

## Rivers Ridge Apartments

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

- Fall semester—\$1,720
- Spring semester—\$1,720
- Summer term—\$948

Semester leases are divided into installments. Financial Aid that flows through the college can be applied to the balance of your lease.

## Tuition Payment Information

### Payment Arrangement Options

You may pay your tuition by doing one of the following options:

1. Pay in full by cash, check or credit/debit card.  
Full payment can be made with a credit/debit card through *myTRCC*. Log in; select the View Account and Make Payments link under Financial Information menu.

Full payment may also be made in person at the Cashier windows at any college location.

When making payment by mail, please use a check or money order made payable to Three Rivers College. To ensure proper credit, the student's name and Three Rivers ID number should be included on all checks and money orders. If you do not know the student's Three Rivers ID number, please call the Office of Student Accounts 573-840-9662. Checks returned by the bank are charged a returned check fee. Both the check and the fee must be paid within 10 days, or the student's registration may be canceled. Cash should NOT be sent by mail.

2. Enroll in the e-Cashier payment plan.

NOTE: Failure to either pay in full or enroll with e-Cashier by the appropriate final fee payment deadline will result in cancellation of the student's class schedule.

## Payment Information

By registering for classes, each student accepts responsibility for payment of all tuition and fees due the college. Students will receive a copy of their billing information when registering. The billing information for each student may change if the student drops or adds classes. It is the student's responsibility to make sure they are up to date on their current billing information. Correct billing information can be retrieved at any time on the student's myTRCC account.

Every student must make tuition payment arrangements by the final fee payment deadline to complete class registration.

Students are not considered registered for any semester or class session until all tuition, fees, and other college debts are paid or payment arrangements have been made.

Any outstanding balance remaining unpaid by the student will be reported to appropriate collection agencies as well as the Missouri Department of Revenue.

Any student who has an outstanding balance due to the college will not be able to register for classes, obtain a transcript, or graduate.

### Who Needs to Enroll in e-Cashier?

If you are not paying all of your tuition and fees in full by the start of classes, then you must enroll with e-Cashier each semester to complete your registration.

If your tuition and fees are being paid by any of the following means, the payment plan offered should defer your payments until a later date in the semester:

- Pell Grant or student loan
- A+ Program
- Scholarship
- Your employer
- A federal or state agency

If you have any questions, please contact the Three Rivers Cashier by email or phone at 573-840-9662.

### e-Cashier Payment Plan

If you need assistance, please call 573-840-9662.

### More Information About e-Cashier Payment Plans

Paying for the rising costs of a college education is a concern for nearly every student and family. Having a solid plan for covering the cost of college is an important step toward graduation. Three Rivers is pleased to enlist the services of Nelnet e-Cashier payment plans to make the process easier for you. This is not a loan program. You have no debt, there are no interest or finance charges assessed and there is no credit check for e-Cashier payment plans.

Below, you'll find some helpful information about how the e-Cashier payment plan works:

- **Enrollment Fee:** There is a \$25 non-refundable Nelnet enrollment fee per semester to set up your interest-free monthly payment plan. This fee is automatically deducted from your designated account.
- **Automatic Bank Payment:** ACH payments are payments you have authorized to be processed directly with your bank. These payments are simply bank-to-bank transfers of funds that you have pre-approved. Monthly tuition payments are automatically deducted on the 5th of each month from either your checking or savings account and will continue until the balance is paid in full.
- **Credit Card Option:** Paying with your credit card gives you the option of taking advantage of various bonus programs offered by your credit card company. Monthly tuition payments are automatically charged on the 5th of each month to the credit card you designate and will continue until the balance is paid in full. VISA, MasterCard or Discover Card are accepted. Please note: Check, Debit, and ATM Cards may be returned unpaid due to daily limits and restrictions imposed by your bank.
- **Down Payments:** Down payments are due and payable immediately upon completing the e-Cashier Payment Plan Agreement. If the down payment fails for any reason, the e-Cashier agreement is terminated and notification is sent to the person responsible for payment. If your agreement is terminated, you must re-enroll with e-Cashier to avoid penalty charges.
- **Unsuccessful Payment:** If your payment on the 5th is not successful, it will be reattempted on the 20th of the month. Your e-Cashier payments will continue to be processed until the balance owed is paid in full.

### Payment Deadlines

In an effort to better serve our students Three Rivers College has instituted payment deadlines. Payment deadlines allow student's access to the classes that they need by ensuring class availability. As stated in the payment information section of this catalog students are not considered registered for a class until payment has been received or payment arrangements through the e-cashier Payment Plan have been made.

The payment deadlines for each semester vary by the date that registration opens and when a student registers. Please check <http://trcc.edu/studentaccounts/policies.php> for the latest payment deadlines.

## Refunds

Three Rivers has partnered with HigherOne, a financial services company focused solely on higher education, to offer faster delivery of refunds to students. All student refunds are processed through HigherOne once the college releases funds

to the student's account. Student refunds of credit balances are processed by Three Rivers each Friday. Students have three options for receiving their refunds from HigherOne.

The first option students may choose for their refund is and ACH transfer directly from HigherOne to the bank account of their choosing. Students need to activate their care and choose ACH transfer as their refund preference. There is a three to five business day delay when choosing this option for the refund to clear the respective banks

The second option is to activate the RaiderOne MasterCard debit card and set up a bank account with HigherOne. The RaiderOne debit card does not have overdraft privileges. A student cannot spend more than what has been loaded onto the card. students may choose for their refund is an ACH transfer

The third option is to elect to receive a check from HigherOne. If you do not select a refund preference HigherOne will default to send a check in 20 days. Please visit <http://trcc.edu/studentaccounts/raideronecard.php> for more information about the RaiderOne card program.

## Course Materials

All courses have either a required rental book, required buy book, optional buy book, required rental calculator, combination of buy and rental, or do not require a book. Students should check with their instructor or The College Store website to determine what course materials are required. Courses that require a rental book have a required textbook rental fee. Courses that have a required rental calculator have a required rental calculator fee. These fees are charged at the time of registration when you register for a course that has rental materials; unless you drop your class before the refund deadline for tuition. Students are responsible for picking-up all of the required rental course materials from The College Store. To rent or buy a book a student must bring to The College Store their printed class schedule and Raider OneCard or other picture ID. A rental book is due back the last day of finals of the semester it was rented. Any rental book not returned by the last day of finals converts to a new buy book, plus \$25.00 fine per book, and is charged to the students account. Refer to The College Store website for the current rental and purchase guidelines: <http://collegestore.trcc.edu>.

## Withdrawal from College/Dropping a Course

To officially drop or withdraw the student is expected to know and follow all procedures of the college.

### Withdrawal from College

- A student who withdraws (cancels all classes) prior to the opening day of any semester will receive a 100% credit of tuition and fees.
- A student who withdraws beginning the first day of the semester will receive 100% credit of tuition and fees paid through the last day of the 100% add/drop period.
- Specific dates are provided in the full academic calendar by semester.
- No credits or refunds will be made after the published deadline.
- A student may cancel classes prior to the beginning of a semester or term by visiting or calling the Welcome Center, *myTRCC*, or an official external location.
- A student may withdraw from college after the semester begins by visiting the Welcome Center, *myTRCC*, or external location.
- Students are expected to return all rental textbooks at the time of the withdrawal.
- The student is responsible for paying all remaining unpaid charges including tuition, fees, College Store charges, and housing balances.

### Dropping a Course

- A student who drops a class prior to the opening day of any semester will receive a 100% credit of tuition and fees.
- A student who drops a class beginning the first day of the semester will receive 100% credit of tuition and fees through the last day of the 100% add/drop period.
- Specific dates and deadlines for dropping courses are provided in the full academic calendar for the semester.
- No credits or refunds will be made after the published deadline.
- A student may officially drop a course via the *myTRCC* Online Student System or by visiting the Welcome Center or an official external location.
- Students are expected to return all rental textbooks at the time of dropping a course(s).
- Last day to drop is approximately 75% from the first day of classes.

## Financial Responsibility

Transcripts, grades and other official documents will not be made available to students with financial indebtedness of any kind to the college.

## Transcripts

Student academic records are considered private and are protected by FERPA and other institutional, state and federal privacy regulation. The Registrar's office embraces your

privacy and takes every precaution to protect personal and academic information; therefore, only the student may request academic and other educational records. Three Rivers does not accept telephone requests. All financial obligations and admission requirements must be met before a transcript is released. Current or past students with an active *myTRCC* account may request a transcript through *myTRCC*. All students may order a transcript online via the

National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com)

The fee for each transcript is \$6. Fees are due at the time of the request via credit or debit card. Transcript requests for immediate, same day processing have a fee of \$15 per copy and must be requested through National Student Clearinghouse.

# ACADEMICS

## Academic Regulations

### College Transfer/Career and Technical Education Programs

The college transfer programs at Three Rivers are designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program. To prepare for upper division (junior class) standing at a four-year institution, the student normally must complete a program at Three Rivers that is comparable in length and course content to the first two years at the four-year college or university. However, students should be aware that actual requirements for baccalaureate degrees vary from institution to institution. Therefore, students who plan to transfer should become acquainted with the requirements of the major department at the four-year college or university to which transfer is contemplated and should work closely with faculty advisors and counselors in planning an appropriate program.

The Career and Technical Education programs offered by the college are designed to meet the increasing demand for technicians, semiprofessional workers and skilled craftsmen for employment in industry, business, the professions and government. The programs are planned primarily to provide workers for the region served by the college. Students are prepared for immediate entry into the job market upon completion of their selected programs.

### Academic Load

The normal academic load for a student in a fall or spring semester is 15 or 16 semester credit hours, exclusive of physical education and musical groups. Students with considerable responsibilities in addition to their college work are strongly advised to carry a reduced course load. Students who wish to take 21 credit hours or more during a fall or spring semester must possess a 3.0 GPA and petition the Dean of Instruction.

### Change of Program

Students desiring to change programs should complete a Change of Program of Study form. The change of program form can be obtained from their faculty advisor, online, or at the Welcome Center. No change of program is official without a completed form.

### Class Attendance

Students are expected to attend all class sessions for which they are scheduled. The Instructor, with the approval of the

Department Chair, determines the effect of absences on grades. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences. In cases of prolonged unavoidable absence, students should notify the Dean of Student Services who will notify Department Chairs immediately.

Attendance in classes are recorded daily. Students failing to regularly attend class are subject to Instruction Policy IP6310 – Classroom Attendance

<http://www.trcc.edu/forms/policiesregs/IP6310.pdf> and Instruction Regulation IR6310 - Classroom Attendance  
<http://www.trcc.edu/forms/policiesregs/IR6310.pdf>

### Computer Use

Students, faculty and staff at Three Rivers College have access to microcomputers, application software and the Internet for the purposes of instructional development, research, class assignments and routine office matters. This access is provisional based upon each individual user reading, signing and complying with Three Rivers' Network/Internet Acceptable Use document. This document addresses issues regarding the use of computer and other technology in meeting the college's mission, goals and objectives. Any violation of the terms and/or conditions of the Network/Internet Acceptable Use document will result in disciplinary action based upon the severity of the act or action in violation of any United States or Missouri law, and in addition, any college policy regarding computer usage. It is the user's responsibility to assure that the Network/Internet Acceptable Use document is signed prior to using computers at the college. Additional information may be obtained by contacting the Director of Computer and Technology Services at 573-840-9708.

All Three Rivers students are assigned a college email address and personal on-line student account. Each student is required to follow the Network/Internet Acceptable Use document which is found on the college website. Use of any Three Rivers technical or computer services presumes acceptance of the guidelines in the Network/Internet Acceptable Use document.

Limited access to the Internet and e-mail is provided by Three Rivers through the use of computers connected to a Local Area Network. Internet access is coordinated through a complex association of government agencies and regional/state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The use of computers and the network must be in support of education and research and consistent with the educational objectives of Three

Rivers. Please remember that computer use at Three Rivers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The installation on computers or transmission on the network of any material in violation of any U.S. or Missouri regulation or law is prohibited.

## Credit Hour

A credit hour/semester hour is earned by attending a non-laboratory class for at least 50 minutes a week per semester. A class that meets three (3) periods a week is considered a three-semester-hour course unless changes are specified. In laboratory courses, one semester hour of credit is granted for two or three hours laboratory per week.

## Definition of Course Type

**Traditional/Web-Enhanced:** Course with no or minimal online technology used and content is delivered in a traditional setting. The traditional course can have a web component for accessing syllabi, notes, PowerPoints, videos, etc. No systematic replacement for face-to-face time occurs.

**Blended:** A blended or hybrid course is a model of course design that combines traditional, face-to-face class time with online components for accessing or uploading course work. Courses identified as “blended” may have up to 79% of the traditional face-to-face component.

**Online:** A course where 80% or more of the content is delivered online. This mode has limited face-to-face meetings; however, testing can be provided in a traditional setting.

## Last Day to Register for Classes

No students will be accepted for enrollment after the Last Day to Register as indicated in the academic calendar. Limited schedule changes may be allowed typically during the first week of classes with instructor permission. Students will need to contact their faculty advisor for schedule changes.

## Dropping a Course

Students are strongly encouraged to talk with their instructor before making the decision to drop a class.

A course may be dropped at any time prior to the date published in the academic calendar, which is the 75% date of the course. After this date a student must withdraw from all courses unless granted permission for a late drop by the Vice President, with whom an appeal for a late drop must be filed.

Courses dropped during the 100% refund period will not be recorded on the student’s transcript. Courses dropped after the 100% refund date will be recorded on the student’s transcript with a “W” grade.

A course is dropped by completing a Withdrawal/Drop form at the Welcome Center, any external location, or on *myTRCC*.

Failure to complete the proper procedure for dropping a class may result in a grade of “F” for the course.

## Withdrawal From College

A withdrawal from college is when a student drops all courses taken during a semester. Students are strongly encouraged to speak with their advisor and the Office of Financial Aid prior to withdrawing from the college. Students may withdraw from the college (drop all courses) up to and including the last day of class.

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

## Military Active Duty

Three Rivers students called to active duty status during a semester must present a copy of the active duty orders to the Dean of Student Services Office in the Westover Administration Building. If the student has not completed 75% of the course work they will be withdrawn with 100% tuition and fee credited. If they have completed 75% or more of the course work, a grade will be issued based on the work completed.

## Auditing a Course

Persons desiring to attend classes without credit must be registered and pay regular college fees. No examinations are required of auditors, but regular attendance in class is compulsory. Students may not audit a course and then take it for credit. A student registering as an audit student in a class cannot change to a credit basis after the add period. Similarly, a student registering for classes to receive credit cannot change to an audit status after the end of the schedule change period.

## Correspondence Credit

No more than 18 hours of accredited correspondence work will be accepted toward a degree or certificate program at Three Rivers. Correspondence courses do not satisfy the requirements for repeating “D” or “F” courses. Before enrolling in a correspondence course, a student must have the approval of the Registrar.

## Credit by Examination and Advanced Placement

Three Rivers allows individuals to earn college credit for knowledge they have acquired outside the regular college classroom through credit-by-examination and/or advanced placement. A maximum of 25% of a student’s degree program may be earned by credit by examination and advanced placement. Advanced standing credit will not be



allowed when a student has previous credit in a comparable or advanced course.

## College Level Exam Program (CLEP)

The College Level Examination Program (CLEP) provides an opportunity to demonstrate acquired knowledge equivalent to college level courses. A score at the 50th percentile or higher is required to receive credit for a CLEP subject examination. Students seeking information about the CLEP examinations may contact the Three Rivers Testing Services at 573-840-9667. Scores will be submitted to the Registrar's Office.

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

\* not available to nursing students

\*\* Students must also take GOVT 220

NOTE: It is the responsibility of students who plan to transfer to another college or university to determine if the institution they plan to attend will accept such credits.

## Advanced Placement (AP) Credit

High school graduates participating in the College Board Advanced Placement Program and passing the final examination with a score of 3 or higher may receive credit for those subjects. Students seeking information about the Advanced Placement Program may contact the Registrar's Office. It is the responsibility of the students who plan to transfer to another college or university to determine if the institution they plan to attend will accept such credits.

## Photo and Videotape Policy

The Three Rivers Communications Department takes photos and video of students throughout the year. These

photographs often include students in classrooms, study areas, residence halls, athletic events and so forth. Three Rivers reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at Three Rivers do so with the understanding that these photographs might include them and might be used in Three Rivers' publications, both printed and electronic, and for publicity.

## Privacy Rights of Students

The college transcript is the student's official record. The Registrar's Office is charged with the responsibility of posting, storing and sending copies of transcripts to other institutions and agencies when authorized. Students may order copies of transcripts through [www.getmytranscript.com](http://www.getmytranscript.com) or an active myTRCC account.

Students may examine an unofficial copy of their transcripts on myTRCC at any time during their enrollment.

Directory information may be released by the college to interested parties unless the student files a written request with the Registrar. Directory information may include the following: Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent, previous educational agency or institution attended by the student.

Any student who desires that any or all of the above information not be released without his or her prior written consent must inform the Registrar or the Dean of Student Services before the end of the second week of classes in a regular semester (before the end of the first week of classes in a summer session). The above information will become directory information or public information after the specified date. Forms to request withholding of directory information will be available during registration.

A Federal law, commonly known as the "Solomon Amendment," requires colleges to provide directory-type information on currently enrolled students upon request from representatives of the Department of Defense for military recruiting purposes. The information released will include name, address, telephone number, year of birth, level of education (freshman, sophomore), and major. The student must be at least 17 years of age.

## Technical Skills Assessment Exam

The Technical Skills Assessment (TSA) exam is a program-specific assessment for Associate of Applied Science (AAS) degrees. This is a 3 ½ hour online exam that assesses knowledge gained from your degree program. It must be taken in the last semester before graduation. High scores receive a certification certificate usable to assist with

employment in your field of study. Degree programs required to take this exam are Accounting, Agribusiness, Business Management, Early Childhood Development, Forestry and IST: Executive, Legal, Medical, Medical Billing and Coding and Microcomputer options. Students must apply for graduation before registering for this exam.

## Academic Standing

### Academic Standing

Three Rivers expects students to fully participate in instructional activities in order to have successful learning experiences. While students achieve at different levels, all Three Rivers students are expected to make satisfactory academic progress.

A cumulative grade point average (GPA) of 2.0 is required for graduation and is considered by Three Rivers College as good academic standing. The following criteria are used to determine academic standing status:

Total Hours Attempted:	GPA Required:*
0-15	1.50
16-30	1.70
31-44	1.90
45+	2.00

*\*Includes grades of A, B, C, D, and F. Grades of I, CR, NP, and W are not counted in determining a student's GPA. Developmental courses will be computed in the credit hours attempted and completed; however, the grades will not be used in computing GPA.*

### Academic Warning

A student whose cumulative GPA is less than the required minimum GPA for the number of hours attempted will be placed on Academic Warning. A student on Academic Warning will be required to meet with an advisor to alter their educational plan. Students on warning may be required to reduce their credit load. If a student fails to meet satisfactory academic progress at the end of their warning period they will be placed on Academic Suspension.

### Academic Suspension

A student on Academic Suspension is unable to register for coursework at Three Rivers for one academic semester.\* After sitting out a semester the student regains eligibility to register for courses; however, said student will once again be placed on Academic Warning. Students have the right to request an override of their Academic Suspension to the Admissions and Scholastic Standing Committee. (\*Excludes Winter, and Summer sessions.)

## Academic Suspension Override Request Process

Students have the right to request an override of his/her academic ineligibility by completing the Suspension Override Request form. Students must explain any mitigating circumstances concerning their academic performance. Documentation of circumstances must be attached to the request. Students must submit a typed one-page letter explaining why they are currently not meeting Satisfactory Academic Progress (SAP) standards and what has changed that will enable them to be successful in the future. Include relevant dates, names and relationships when possible.

Exceptions to the college's SAP policies are not made lightly and will generally be considered only for extenuating circumstances. Decisions are based upon an individual's extenuating circumstances, supporting documentation, and the student's academic history. Completion of both pages of the request form and attaching the required documentation is required to be considered. Failure to provide all requested documentation will result in the appeal not being reviewed. Request forms are available of at the Welcome Center, any external location, or at [www.trcc.edu/forms/financialaid/appealform.pdf](http://www.trcc.edu/forms/financialaid/appealform.pdf).

Students who are granted an override of their Academic Suspension are required to meet with an advisor to evaluate their educational plan. Students may be required to reduce course load, eliminate on-line course work, or repeat failed coursework.

*\*Students who are granted an override of their Academic Suspension are not expressly granted an override of their financial aid standing. Students who are granted an override of their Academic Suspension and not Financial Aid will be required to pay for courses without federal funding if they wish to remain in courses for the semester.*

### Incomplete Grades

Any student who is unable to complete the work of a course because of extenuating circumstances by the time the grade of a course is issued will receive an incomplete grade. The student must have permission from the course instructor who will issue the incomplete grade. Any incomplete grade must be removed by the completion of the necessary requirements of the course within one regular semester or the student will be given an "F" in the subject. The student will complete their work at a time determined by the instructor. In order to be eligible to receive a grade of incomplete (I), the student must have successfully completed at least three-fourths of the coursework for each course in which the grade is to be issued.

## Grading System

The grades A, B, C, D, F, and Cr are employed to evaluate the quality of a student's work. They are defined as follows:

Grade	Quality of Work	Points per Credit
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
Cr	Credit, No Grade	

There are certain noncredit marks that are also issued by instructors. They are defined as follows:

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

## Computing Grade Point Average

To determine the grade point average (GPA), multiply the number of grade points for each grade received by the number of semester hours for that course. This total is divided by the total number of semester hours attempted excluding courses with W, CR, NP, or I grades. The courses accepted by Three Rivers from other institutions for a transfer student are included in the cumulative grade point average.

## Change of Grade

A grade that has been recorded on a student's transcript can be changed only if there has been an error on the part of the instructor or a clerical error. To change a student's grade, the instructor must complete the appropriate form.

## Returning Students

Students who have graduated with a certificate or degree and plan on returning to pursue an additional degree must notify the Financial Aid Office prior to enrolling each semester in order to receive financial aid benefits. You must request an extension in writing each semester.

## Repeating Courses

A student who has received a grade of "C" or below in a given course may repeat the course only once without the course counting as additional hours repeated. The grade earned in the first attempt will be canceled for grade point purposes and the second grade will be used for computation. If a student takes a course in which he/she has less than a "C" more than one time, the course will be counted as additional hours each time after the first time he/she repeats the course. There is no penalty for the first unsatisfactory grade,

but all subsequent course repeats count. For example, if a student takes a three-hour college algebra course three times before passing the course, he/she will be charged with six hours attempted (there is no penalty for the first failure). Students may not repeat courses if they have in the meantime taken advanced courses for which a proposed repeated course would be a prerequisite.

**NOTE:** Financial aid limits payments for repeated courses.

## Reporting Grades

At the close of the semester the complete grade reports will be available to all students via *myTRCC* online student system providing all financial obligations to the college have been met and all admission requirements are on file in the student's record.

## Semester Length

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

## Academic Honors

### Honors Program

In keeping with the philosophy and mission of the College to provide "educational opportunities for students of diverse cultural, socioeconomic and academic backgrounds," the Honors Program offers enhanced and advanced study to those students who show exceptional academic achievements and motivation. The purpose of honors classes is to provide an innovative, creative approach to learning in an atmosphere conducive to meeting the challenge to higher levels of academic excellence. The program is administered through the Division of Academic Instruction. For more information, call 573-840-9292.

### Dean's List

A Dean's List will be compiled at the end of each fall and spring semester. Students who were enrolled for 12 or more semester hours and earned a GPA of 3.5 or better average will have their names listed.

### Graduation Honors

Students who are granted a degree with the following overall grade point averages will graduate with the following distinction:

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

For purposes of the commencement ceremony and graduation program, the cumulative grade point average

from the preceding semester will be used to identify honor students. However, the final cumulative grade point average will be used to determine final honors status and will be noted on the official college transcript and diploma.

## Academic Fresh Start

A student who has not attended an institution of higher learning for at least five years, has gained maturity through extended experience outside a higher education setting, and has demonstrated better than average academic performance upon his/her return to college, may seek special permission for an Academic Fresh Start. The grade point average of a student granted an Academic Fresh Start will be calculated based only on current work completed at Three Rivers.

Requirements for Academic Fresh Start are as follows:

- A student must have been separated from all institutions of higher learning for at least five years prior to current enrollment at Three Rivers and have a cumulative grade point average of less than 2.0.
- After enrolling at Three Rivers the student must complete all course work as determined by test scores and earn at least 15 semester hours in college level courses with a minimum overall grade point average of 2.50 before making application for Academic Fresh Start. These 15 hours must be courses earning college credit and a letter grade. All grades earned since the student's return to college will be averaged to determine eligibility for Academic Fresh Start.
- An application for Academic Fresh Start, describing educational objectives, must be made in writing to

the Admissions and Scholastic Standing Committee of the College. This application is available online at <https://www.trcc.edu/forms/academics/freshstart.pdf> or in the Registrar's Office. In the event an Academic Fresh Start is denied, the student must submit a new application for future consideration.

- A student granted an Academic Fresh Start forfeits the use of any college credit earned prior to the five-year separation period stated previously.
- A student may only request an Academic Fresh Start starting from the most current return to college.
- Students will not be granted an Academic Fresh Start after an application for graduation has been submitted or a degree conferred.

Upon approval by the Admissions and Scholastic Standing Committee, the student will be granted an Academic Fresh Start. The student's permanent record will retain a record of all academic work from all institutions attended. However, the record will note the date a Fresh Start was made, and the student's grade point average and credit totals will be based only on work beginning with that date. Permission for an Academic Fresh Start will be granted only once.

Students are reminded the best way to improve a grade point average is to repeat classes in which a D or F grade was earned.

Academic Fresh Start is a Three Rivers procedure and may not be recognized by another college upon transfer.

# STUDENT SERVICES

The Student Services program at Three Rivers supports the instructional program, responds to student needs and fosters student development. Services include entry services, support services and student transition services.

Entry services assist students in obtaining access to the college. Support services include personal, educational and developmental support while students are enrolled at Three Rivers. Transition services assist students in moving from Three Rivers to senior colleges and universities or to employment.

Offices are located in the Westover Administration Classroom Building and include Enrollment Services, Registrar, Disability Services, Financial Aid, the Welcome Center, and the Dean of Student Services. The Housing Department is located at Rivers Ridge Apartments.

## ACHIEVE

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

- Career Assessment
- Career Counseling
- Study Skills Seminars
- Peer Mentors
- Tutoring
- Computer Use Assistance
- Transfer Assistance
- Campus Visits
- Financial Aid Assistance
- Motivational Library

### Who Can Participate?

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

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

The ACHIEVE Office can be reached at 573-840-9650 and is located on the second floor of the Academic Resource Commons.

## Activities

College activities are designed to assist students in developing culturally, socially and educationally. The college schedules a variety of events throughout the year. Bowling, skating, films, concerts, exhibits, plays, intramural sports and varsity athletics may be included on the calendar of events. Students will be admitted to college events and home varsity games upon presentation of student ID cards.

## Advising

Each student is assigned a member of the faculty as an advisor. Advisors assist students in planning their educational programs and in selecting specific courses each semester. When students change programs or need to change advisors for other reasons, they may request the appointment of another advisor from Welcome Center. Advisors also assist students in exploring educational and occupational opportunities, establishing objectives, identifying strengths and interests and resolving concerns and difficulties. Advisors' offices locations can be found in the faculty/staff directory at trcc.edu.

## Athletics

Three Rivers is the "Home of the Raiders." Varsity sports for men include basketball, baseball, and rodeo. Women's varsity sports include basketball, softball, and rodeo.

The men's basketball team has brought special honor and recognition to the college. The Raiders have competed in the NJCAA National Basketball Tournament several times since 1971. The Raiders were national champions in 1979 and again in 1992. The women's basketball team has been to the NJCAA National Basketball Tournament twice and finished 5th in the nation during 2004. In 2006, Gene Bess, who has been the Raiders head coach for 37 years, reached his 1,000th collegiate career victory.

Three Rivers is also the home of the Raider Cheer Team, who are the "Spirit" athletes for the men's basketball program and other athletics when schedules permit.

All students are eligible to participate in the intramural sports program of the college. Some of the sports offered include volleyball, basketball and table tennis.

## Campus Organizations

A variety of student organizations are available at Three Rivers. Activities are designed to assist students in developing culturally, socially and educationally. Visit

<https://www.trcc.edu/campuslife/organizations.php> for a list of and more information on campus organizations.

## College Store

Website: <http://collegestore.trcc.edu>  
Email: [collegestore@trcc.edu](mailto:collegestore@trcc.edu)  
Phone: 573-840-9610  
Hours: 8:00 am to 5:00 pm Monday-Friday  
Text: Text the word **book** to **313131** to receive important information available only for our texting customers.

Answers to the most frequently asked questions are available on our College Store website listed above; you must read all of the information listed on the tab on our website labeled **Critical Information You Must Read**. The College Store is located in the Bess Student Center on the campus of Three Rivers College in Poplar Bluff.

**You will need your printed class schedule and your Raider OneCard or a picture ID to pick up your textbooks.** Those classes that require rental books charge a \$40.00 fee per book at the time of registration. It is the responsibility of the student to checkout all required rental books through our cash register at the appropriate location. Poplar Bluff, Sikeston, Dexter, Kennett, and Malden stock textbooks for courses taught at those locations. If you are taking a web class, visit our College Store website for possible pick up locations based on where you are currently living. You can order textbooks online at the College Store website above.

## Conduct

Every student who enrolls at Three Rivers obligates him/herself to accept and observe the rules and regulations formulated by the college. Students subject to disciplinary action are entitled to a hearing before the Discipline Committee, if requested, with final appeal to the College President. In cases of suspension, disciplinary action taken by the college against the student will become part of the permanent record of that student. Copies of the disciplinary procedures are available in the Library and in the Office of the Dean of Student Services.

## Delinquent Accounts

A student will not receive transcripts or be allowed to register for the following semester unless all financial obligations and admissions requirements to the college have been met.

## Disability Services

Students with disabilities are encouraged to apply for admission and contact the Coordinator of Disability Services as early as possible. Accommodations relevant to an individual student's disability are arranged through the Office of Disability Services, 573-840-9608 which is located on the

first floor of the Westover Administration Classroom Building.  
<https://www.trcc.edu/studentsuccess/disability.php>

## Dress

Three Rivers College does not have a dress code, however, the 1994-95 Student Senate and the Student Services Committee have adopted the following statement concerning dress: *"An educated person should recognize what is appropriate attire for a particular occasion. Students are expected to conform to the usually accepted social dress of the student community. Students are expected to be fully clothed, including shirts and footwear, except shower shoes and thongs. Extreme deviations from normal student dress will be referred to the Dean of Student Services."*

## Drug Abuse/Prevention

Three Rivers prohibits the unlawful possession, use or distribution of drugs and alcohol by students and employees on its property or as any part of its institutional activity. Health risks associated with the use of illicit drugs and the abuse of alcohol range from temporary disorientation to permanent organ damage or death. The college will impose sanctions on students and employees, up to and including expulsion from college or termination of employment, and referral for prosecution for violations of the college standards of conduct. Legal sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and the abuse of alcohol extend up to seven years in prison and/or a \$10,000 fine for a Class A Felony. Information concerning treatment programs is available at the Student Services Office.

## Emergency Health Services

The Dean of Student Services should be notified if any student requires emergency health care. If a person is seriously injured or becomes ill on campus, the community assistance 911 number should be called immediately. Whether or not it is an emergency, an incident report should be filed in all cases of injury and emergency. The SRO (School Resource Officer) can be reach at 573-718-0108.

If emergency transportation and treatment at a health care facility are necessary, all costs are the responsibility of the person who is transported.

## Emergency Phone Messages

Students may not receive phone calls at the college! In the event of an emergency, a student will be contacted in class to return a phone call. The caller will be asked the nature of the emergency in order for the college to determine if the call warrants a student being removed from class.

## Emergency Procedures

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

In the event of severe weather or the sounding of the audible tornado warning, students and faculty should move to the most inner portion of the building on the lowest level away from windows.

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

For complete listing of emergency procedures, please visit <http://www.trcc.edu/forms/police/emergencyactionplan.pdf>

## Fitness Center

The Ben and Martha Bidewell Fitness Center, located in the Bess Student Center, offers 2,250 square feet of exercise space and more than 40 exercise machines. Students must be enrolled in an appropriate physical education class or sign a waiver to use the facility as needed if they are not seeking credit.

## Food and Drink

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

## Housing

Campus housing is provided through Rivers Ridge Apartments. For more information, call 573-840-9106.

## Immunizations

The Missouri Department of Health has recommended that all incoming freshmen receive measles vaccine. This applies to all freshmen, regardless of age, unless they have had a documented case of measles or received two doses of measles vaccine after their first birthday. Please contact the Department of Health in your county for more information.

## Inclement Weather

Although it is the intention of Three Rivers to remain open except during regularly scheduled holidays, there may be times when the college is forced to close because of inclement weather. Announcements of closings are made on the college website, social media platforms (i.e., Facebook, Twitter), robo call system, student/staff email, and on local television and radio stations. Announcements will be made

only if classes are cancelled. No announcement means that the college is open.

## Insurance

The college does not provide an insurance program (accident, hospitalization or health insurance) for students. Students who want coverage are encouraged to secure insurance with a reputable company or maintain protection as part of a family plan while enrolled.

## Late for Class

If the instructor does not appear within 10 minutes after the time scheduled for the beginning of class, one of the students should report this fact to the office of the Vice President for Academic and Student Services. The Vice President for Academic and Student Services will notify students if the class is to be dismissed.

## Lost and Found

Items found should be taken to the Welcome Center to await owner identification.

## Meal Plan Card

- Website: <http://collegestore.trcc.edu>  
Email: [collegestore@trcc.edu](mailto:collegestore@trcc.edu)  
Phone: College Store: 573-840-9610  
Hours: College Store: 8:00 am to 5:00 pm, Monday-Friday  
Text: Text the word **book** to **313131** to receive important information available only for our texting customers.  
Purchase: Purchase at The College Store with your excess Pell and loan financial aid funds, cash, credit card, or check.  
Accepted: Select merchants off campus in Poplar Bluff, Sikeston, Dexter, Kennett, and Malden. List of current merchants accepting the Meal Plan Card is available at The College Store and on The College Store website.  
Amounts: \$300, \$400, \$500, \$600, \$700, \$800, \$900, \$1000, \$1100, and \$1200. You can add addition value to your Meal Plan Card in \$100 increments during the financial aid charging period in person or by emailing The College Store.  
Refund: At the end of the semester, we can refund any balance still remaining on your Meal Plan Card to your Three Rivers College account.

## Name or Address Changes

All name and address changes should be reported as soon as possible to the Registrar’s Office.

## New Student Orientation

New Student Orientation is a 1 credit hour course required of all first time college students. Orientation provides students with the opportunity to become familiar with services offered by the college, facilities, and college requirements and technology. Students are introduced to college personnel during orientation and will become acquainted with other members of the freshman class.

## Outcomes Assessment

Three Rivers remains committed to maintaining the quality of its educational programs. Three Rivers regularly assesses student achievement, both in general academic skills and abilities and within selected majors. All students who are anticipating completion of certificates, A.A., A.S., A.A.T. or A.A.S. degree requirements participate in outcomes assessment.

## Parking Regulations

- All vehicles operated on campus must be registered in the Office of Student Accounts.
- Each car operated on campus must have a parking permit (sticker) affixed to the passenger side windshield; there is no charge for the parking permit.
- Handicapped students must obtain a special permit from the Office of Student Accounts for the areas designated for handicapped parking at no extra cost; state guidelines are followed for these permits.
- From 7 a.m. until 5 p.m., Monday through Friday, the lot behind and at the end of the Academic Resources Commons is reserved accessible and visitor parking. The lots adjacent to the E.K. Porter Distance Learning Center are reserved for use by college employees.
- The Dean of Student Services is authorized to enforce parking regulations, and all appeals must be made to that office, located in A103 of the Westover Administration Classroom building.
- Fines for parking violations are as follows:
  - 101 - Student parked in Visitor or Faculty/Staff parking \$25
  - 102 - Unauthorized parking while college is closed (minimum 48hrs) \$25
  - 103 - Entering area restricted from vehicle travel \$25
  - 104 - Failure to obey traffic control signs \$50
  - 105 - Vehicle unsafe or disruptive operation \$50
  - 106 - Unauthorized use, counterfeit, altering, defacing permit \$50
  - 107 - Parking on/over line \$25
  - 108 - Parking by a yellow curb, line, crossed out area \$25
  - 109 - Parking in driveway, sidewalk, lawn, loading zones, fire lanes, no parking \$50
  - 110 - Parking in handicapped or crossed out section next to handicapped parking \$50
  - 112 - Parking in visitor without registering \$25

- 113 - Obstructing the flow of traffic, blocked road or intersection \$50
- 114 - Littering \$50
- 115 - Smoking in prohibited area \$25
- All fines shall be paid at the Office of Student Accounts; grades and other records will be held until all fines are paid.
- If a student borrows an unregistered vehicle for a day, a temporary parking permit may be obtained from the Office of Student Accounts without charge immediately upon arrival on campus.

Students of Three Rivers are permitted to use parking facilities as a matter of privilege, not of right. Three Rivers retains the authority to assign and regulate parking areas and to maintain the obligation to make parking as convenient and safe as possible for our students and employees. With this mission in mind, Three Rivers will, at the discretion of the college administration, conduct patrols and examine vehicles that are deemed a security or health hazard to our students or to the purposes of Three Rivers.

## Posting/Distributing Materials on Campus

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

## Smoke-Free Campus

All college buildings are smoke-free. The use of tobacco products is prohibited inside and around the front doors of all buildings on the Three Rivers campus. Smoking is only allowed in designated/marked areas.

## Student Center

The Bess Student Center is equipped with The Bread Company Plus, The College Store, lounge areas, a game room and television area. The College Fitness Center and Conference Room are also located in the Bess Student Center.

## Student Plans

Student Plans are available for students to assist with course selection for degree or certificate completion. The student plan lists all courses completed by the student and identifies the courses needed to complete a specific degree or certificate.

Students may view their student plan audits at any time on *myTRCC* and will confer with their faculty advisor for registration in courses that complete their degree.



## Testing

Placement tests for new students are given regularly, and scheduled by Testing Services. Students may also schedule an exam online at [trcc.edu/testing](http://trcc.edu/testing). The College Level Examination Program (CLEP) tests are also administered at the college. Students may earn a maximum of 25% of their degree program by successfully completing the CLEP tests. The HiSET (formerly known as GED) is given on a monthly basis at Three Rivers. Adults may qualify for admission to the college upon successful completion of the HiSET test. The MoGEA Test is available to education majors and is given regularly throughout the year and scheduled by Testing Services.

## Testing Services

The Three Rivers Testing Services provides most of the assessment support for Three Rivers. Specifically, these services include:

- the ACCUPLACER Examination required for appropriate placement into math and English courses.
- the HiSET exam.
- aptitude screening and entrance examinations required by specific career programs.

- the Test of Essential Academic Skills V for Allied Health (TEAS V for AH): a computer based exam that is required for admission into the Medical Laboratory Technology (MLT), Surgical Technology, and Paramedic programs.
- computer-based subject CLEP examinations.
- Nursing and allied health entrance exams.
- a Teacher Preparation Program Admittance Exam.
- High stakes certification exams.
- Correspondence Testing: students attending other colleges needing a proctored exam administered may do so through Testing Services web page, [www.trcc.edu/testing](http://www.trcc.edu/testing). A proctoring per test is required for each test.

The Testing Services office is located in the Westover Administration Building, room 102 and may be reached at 573-840-9667.

## Unattended Children

Students are not permitted to bring children of any age to class, nor should children be left unattended in the halls, offices, ARC or the Bess Student Center. The college does not accept responsibility for the welfare of unattended children.

# DEGREES, CERTIFICATES, AND GRADUATION REQUIREMENTS

## Degrees and Certificates

Students may meet the degree and certificate requirements as outlined in the catalog in effect on the date of their first enrollment at Three Rivers College or any catalog no older than five years that was in effect during a year in which they were enrolled at Three Rivers College.

Students who have one degree may qualify for a second degree if they complete a second curriculum, take a minimum of 15 hours at Three Rivers College beyond the first degree, and meet all of the degree requirements. Three Rivers students may pursue an Associate of Arts, Associate of Arts in Teaching, or Associate of Science degree along with an Associate of Applied Science degree or certificates.

## Graduation Upon Program Completion

Once a student has completed the requirements for graduation, the credential may automatically be awarded to the student. Students are encouraged to complete the application for graduation at <http://www.trcc.edu/academics/graduationapplication.php>. Diplomas/Certificates will be issued following the fall and spring semester in which students complete graduation requirements.

Commencement exercises are held at the end of the spring semester. Candidates are required to attend commencement unless officially excused by the college administration.

## Associate of Arts Degree

The Associate of Arts (AA) is a degree primarily for transfer to a bachelor's program at a four-year college or university. Students pursuing an Associate of Arts degree select a program of study with the help of faculty and professional staff advisors. The requirements for the Associate of Arts degree are as follows:

- Complete a minimum of 64 credit hours of university parallel credits with a 2.0 or higher grade point average, 42 of which comprise the state mandated general education program. In addition to the 42 hour general education credits, 2 hours must be lifetime wellness or physical education activity courses. No more than 2 credits in physical education activity courses may be counted toward the degree requirement of 64 hours. A

total of 4 credit hours for instrumental and choral groups may be included in the 64 credit hours.

- Complete GNST 090 – New Student Orientation
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Complete the state and federal Constitution requirements as specified in Section 170.011 RSMo (Supp. 1987). This requirement is met by taking GOVT 121: National and State Government. Students transferring an appropriate government or political science course from another institution may take GOVT 220 to satisfy this component.
- Meet all financial obligations to the college before receiving their transcripts.
- Three Rivers College limits academic residency to no more than twenty-five percent of the degree requirements for all associate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner.
- A maximum of 9 credit hours in applied sciences may be accepted as electives in meeting the requirements for the Associate of Arts degree upon the recommendation of the Registrar and the approval of the Vice President.

## Associate of Arts in Teaching Degree

The Associate of Arts in Teaching degree (AAT) is a statewide, specialized degree intended for transfer to approved teacher education programs at Missouri four-year colleges and universities. Associate of Arts in Teaching students must:

- Complete all the courses that appear in the selected program of study. Three Rivers College offers an Associate of Arts in Teaching in elementary, middle school education, secondary education, and music education.
- Complete GNST 090 – New Student Orientation
- Attained a 2.75 GPA
- Successfully passed the MoGEA.
- Complete at least 15 credit hours of the degree at Three Rivers College. A student may request to transfer a maximum of 6 credit hours back from an approved college if taking the credit at Three Rivers would constitute a hardship.
- Meet all financial obligations to the college before receiving their transcripts.

## Associate of Science Degree

The Associate of Science (AS) is a specialized degree intended for transfer into a pre-professional program of a coherent self-sufficient component of a specialized, four-year occupational program. Associate of Science students must

- Complete all the courses that appear in the selected program of study.
- Complete GNST 090 – New Student Orientation
- Complete at least 15 credit hours of the degree at Three Rivers College.
- Have a cumulative grade point average of 2.0 or higher on all credits.
- Meet all financial obligations to the college before receiving their transcripts.

## Certificate of Academic Distinction

The Certificate of Academic Distinction allows students who are not in an AA degree program of study to receive recognition for course work completed at the honors level, including HNRS courses and courses completed with an honors contract.

## Certificate in General Academic Studies

The Certificate in General Academic Studies is structured for the terminal two-year student who seeks to broaden his/her educational experience and to secure a more liberal foundation and/or special skills for the chosen occupation. A highly individualized curriculum is possible for the student seeking this certificate. Developmental courses may be included in this program. The requirements for this certificate are as follows:

- Complete all admission requirements and achieve regular admission to the college.
- Complete GNST 090 – New Student Orientation
- Complete at least 15 semester hours of credit at Three Rivers College.
- Have a cumulative grade point average of 2.0 or higher on all credits that are not structured on the credit-fail grading scale.
- Present at least 62 credit hours for graduation. Occupational credits are acceptable with approval of the Vice President up to a maximum of 10 credit hours.
- Required courses for the Certificate in General Academic Studies:
  - 6 hours of College Writing
  - 3 hours of American History (HIST 111 or 112 required)
  - 3 hours of National and State Government (GOVT 121) required; meets requirements of Section 170.011 RSMo (Supp. 1987)

- 6 hours of art, music or literature (credit for music groups will not meet this requirement)
- 3 hours of social science (PSYC 111 or SOCI 111)
- Satisfactory settlement of all financial obligations.

## Associate of Applied Science Degree

Three Rivers offers curricula leading to a degree of Associate of Applied Science for students who intend to enter employment after graduation. The requirements for the degree are as follows:

- Must have successfully completed all courses in curriculum.
- Complete GNST 090 – New Student Orientation
- Complete at least 15 credit hours at Three Rivers College.
- Have a cumulative grade point average of 2.0 or higher on all credits.
- Must have been regularly admitted to the college and made application for candidacy for the Associate of Applied Science degree.
- Complete state and federal Constitution requirements as specified in Section 170.011 RSMo (Supp. 1987).
- Meet all financial obligations to the college before receiving their transcripts.

## One-Year Certificate

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

- Students must complete all courses in the prescribed curriculum, two of which must be Three Rivers' courses
- Complete GNST 090 – New Student Orientation
- Have a cumulative grade point average of 2.0 or higher on all credits.
- Students must meet both state and federal Constitution requirements as specified in Section 170.011 RSMo (Supp. 1987).
- Meet all financial obligations to the college before receiving their transcripts

## Short-Term Certificate

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

- Students must complete all courses in the prescribed curriculum, one of which must be a Three Rivers course
- Complete GNST 090 – New Student Orientation
- Have cumulative grade point average of 2.0 or higher on all credits.

- Meet all financial obligations to the college before receiving their transcripts

## **Academic Programs of the College**

The programs of study offered by Three Rivers College are of two types: those designed to be transferred to four-year colleges and universities, and those designed to help the student secure employment immediately upon completion of the one- or two-year program. The two types of programs are presented separately under the Programs section of the catalog.

## 42-Hour State Mandated General Education (Gen Ed) Program

Forty-two general education (Gen Ed) hours must be selected according to the following guidelines. The Three Rivers College 42-hour block of general education (Gen Ed) credit is consistent with the statewide general education policy and is part of the Associate of Arts and Associate of Arts in Teaching degrees. Students must select course offerings from each general education component indicated below and meet the minimum hours required in each component.

### I. Communication (Total Hours: 9)

#### A. Required:

1. ENGL 111 College Writing
2. ENGL 112 Advanced College Writing (*ENGL 111 prerequisite with C or better*)

#### B. One course:

1. SCOM 110 Public Speaking

### II. Valuing (Total Hours: 3)

One course from the following list:

1. AGRI 190 World Food & Society
2. BIOL 102 Environmental Science
3. BIOL 190 Biology for Majors
4. EDUC 230 Foundations of Education (*for education majors only*)
5. HIST 121 World Civilization to the Renaissance
6. HIST 122 World Civilization since the Renaissance
7. PHIL 200 Introduction to Philosophy
8. PHIL 233 Ethics
9. PHIL 243 Religions of the World

### III. Humanities (Total Hours: 9)

A. One course from the following list (3):

#### FINE ARTS

1. ARTS 123 History and Appreciation of Art
2. MUSC 123 History and Appreciation of Music
3. THEA 120 History and Appreciation of Theatre
4. THEA 122 History and Appreciation of Film

B. One courses from the following list (3): (*ENGL 111 prerequisite to each course*)

#### LITERATURE

1. ENGL 210 Introduction to Literature
2. ENGL 221 World Literature to 1600
3. ENGL 222 World Literature since 1600
4. ENGL 231 British Literature to 1798
5. ENGL 232 British Literature since 1798
6. ENGL 241 American Literature to 1870
7. ENGL 242 American Literature since 1870

C. One course from one of the following disciplines (3)

#### LITERATURE (ENGL 111 prerequisite)

1. ENGL 210 Introduction to Literature
2. ENGL 221 World Literature to 1600
3. ENGL 222 World Literature since 1600
4. ENGL 231 British Literature to 1798
5. ENGL 232 British Literature since 1798
6. ENGL 241 American Literature to 1870
7. ENGL 242 American Literature since 1870

#### HUMANITIES (ENGL 111 prerequisite)

8. ENGL 223 Classical Mythology
9. ENGL 233 Shakespeare
10. ENGL 281 Old Testament Literature
11. ENGL 282 New Testament Literature
12. PHIL 200 Introduction to Philosophy
13. PHIL 223 Introduction to Biblical Studies
14. PHIL 233 Ethics
15. PHIL 243 Religions of the World

#### FOREIGN LANGUAGE

16. SPAN 101 Elementary Spanish I
17. SPAN 102 Elementary Spanish II
18. SPAN 201 Intermediate Spanish I
19. SPAN 202 Intermediate Spanish II

### IV. Life and Physical Sciences (Total Hours: 8-10)

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

#### Natural

1. BIOL 100 Survey of Biological Principles (3 hours)
2. BIOL 101 General Biology (5 hours)
3. BIOL 102 Environmental Science (5 hours)
4. BIOL 110 Human Biology (3 hours)
5. BIOL 190 Biology for Majors (5 hours)

#### Physical

1. CHEM 111 Introductory Chemistry (5 hours)
2. CHEM 121 General Chemistry I (5 hours)
3. PHYS 100 Survey of Physics (3 hours)
4. PHYS 101 Physical Science (5 hours)
5. PHYS 150 Environmental Geology (4 hours)
6. PHYS 211 General Physics I (5 hours)

### V. Mathematics (Total Hours: 3)

A. One course:

1. MATH 163 College Algebra

B. MATH 162 Math for Elementary Teachers (for Elementary Education majors only)

### VI. Social and Behavioral Sciences (Total Hours: 9)

#### A. Required

1. GOVT 121 National and State Government (3)
2. HIST 111 American History to 1877 OR HIST 112 American History since 1877 (3)

B. One course from the following list (3):

1. ECON 211 Principles of Macroeconomics
2. ECON 212 Principles of Microeconomics
3. GOVT 233 International Relations
4. HIST 111 American History to 1877
5. HIST 112 American History since 1877
6. HIST 121 World Civilization to the Renaissance
7. HIST 122 World Civilization since the Renaissance
8. PSYC 111 General Psychology
9. SOCI 111 General Sociology

### VII. CPST 290 General Education Capstone (Total Hours: 1)

# Associate of Applied Science Degree General Education Program

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

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

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

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

## I. Communications (Total Hours : 3)

1. ENGL 111 College Writing (3)

## II. Social Science (Total Hours: 3)

1. GOVT 121 National and State Government (3)

## III. Mathematics (Total Hours: 3-4)

### A. Mathematics

1. CIVL 106 Technical Math I (3)
2. MATH 103/153 Intermediate Algebra (4)
3. MATH 163 College Algebra (3)

## IV. Critical Thinking Ability (Total Hours: 6)

### A. AAS Program Specific Courses

1. ACCT 212 Principles of Accounting (3) (*Business Management and Accounting Technology Programs*)
2. ACCT 227 Financial Analysis and Budgeting (3) (*Business Management and Accounting Technology Programs*)
3. ADJU 113 Criminal Law (3) (*Criminal Justice Program*)
4. ADJU 114 Constitutional Law (3) (*Criminal Justice Programs*)
5. AGRI 297 Agriculture Forestry Internship (6) (*Agriculture and Forestry Programs*)

6. BMGT 235 Customer Service Management (3) (*Information Systems Technology Medical Billing and Coding Option*)
7. CIVL 116 Surveying I (3) (*Industrial Technology –Civil Option*)
8. CIVL 215 Residential Design (3) (*Industrial Technology – Drafting Option*)
9. ECD 245 Early Childhood Administration (3) (*Early Childhood Development Program*)
10. ECD 295/296 Early Childhood Practicum I/II (5) (*Early Childhood Development Program*)
11. ECON 211 Principles of Macroeconomics or ECON 212 Principles of Microeconomics (3) (*Information Systems Technology Medical Billing and Coding Option*)
12. EDUC 210 Education Psychology (3) (*Paraprofessional Educator Program*)
13. EDUC 270 Technology for Teachers (3) (*Paraprofessional Educator Program*)
14. ELEC 216 Programmable Controller Systems (3) (*Industrial Technology – Manufacturing and Power Plant Options*)
15. EMDS 204 EMS III (14) (*EMS Program*)
16. EOSH 116 Introduction to Industrial Hygiene (3) (*EOSH Program*)
17. EOSH 225 Accident Investigations (3) (*EOSH Program*)
18. FIRE 215 Tactics and Strategies (3) (*Fire Science Program*)
19. FIRE 235 Fire Detection & Suppression (3) (*Fire Science Program*)
20. GIS 140 Geographical Information Systems II (3) (*GIS Program*)
21. GIS 240 Applications in GIS (3) (*GIS Program*)
22. IST 258 Office Administration and Supervision (3) (*IST Program*)
23. MDLB 128 Clinical Microbiology (4.5) (*Medical Laboratory Technology Program*)
24. MDLB 245 Laboratory Sciences Seminar (1.5) (*Medical Laboratory Technology Program*)
25. MST 116 IT Essentials (3) (*IT Specialist*)
26. MST 219 Advanced Server Administration (3) (*IT Specialist*)
27. NURS 219 Medical Surgical Procedures (8) (*Nursing Program*)
28. PHYS 100 Survey of Physics (3) (*Industrial Technology – Civil and Manufacturing Options; Welding Option*)
29. WELD 265 Welding Fabrication(3) (*Industrial Technology – Welding Option*)

# Associate of Arts, Associate of Science, and Associate of Arts in Teaching Degree Transfer Programs

The programs of study listed on the following pages are suggested for students who plan to transfer to colleges or universities to work toward the baccalaureate degree. Students should consult with advisors, the catalog of the college or university to which they plan to transfer and subsequent Three Rivers College publications before enrolling. Suggested programs of study are outlined for the following areas of study:

40	Administration of Justice (AS)
41	Agriculture
42	Art
43	Biological Sciences
44	Business Administration
45	Chemistry
46	Communications
47-49	Education <sup>1</sup> (AAT)
50-53	Education <sup>2</sup> (AA)
54	English
55	Environmental Health <sup>7</sup> (AS)
56	Environmental Horticulture
57	Forensic Science
58	Forestry <sup>5</sup> (AS)
59	General Education
60	Health Sciences (AS)
61	History
62	Mathematics
63	Music
64	Music Education—Instrumental <sup>3</sup> (AAT)
65	Music Education—Vocal <sup>3</sup> (AAT)
66	Physical Education
67	Physical Sciences

68	Political Science
69	Pre-Engineering (AA)
70	Pre-Engineering <sup>2</sup> (AS)
71	Pre-Health Medicine <sup>5</sup> (AS)
72	Pre-Journalism
73	Pre-Law
74	Pre-Optometry <sup>6</sup> (AS)
75	Pre-Pharmacy <sup>4</sup> (AS)
76	Pre-Sports Medicine
77	Psychology
78	Religious Studies
79-81	Social Work
82	Sociology
83	Spanish
84	Theatre

<sup>1</sup>for transfer to Missouri colleges & universities

<sup>2</sup>for transfer to Arkansas State University

<sup>3</sup>for transfer to Central Methodist University

<sup>4</sup>for transfer to University of Missouri – Kansas City

<sup>5</sup>for transfer to University of Missouri - Columbia

<sup>6</sup>for transfer to University of Missouri St. Louis

<sup>7</sup>for transfer to Missouri Southern State University

# Administration of Justice (AS)

**Degree Type:** Associate of Science Degree—University Parallel Major

**Contact:** Shawn Westbrooks [swestbrooks@trcc.edu](mailto:swestbrooks@trcc.edu)

**Purpose:** Transfer. The Associate of Science degree is designed for students who plan to transfer to a four-year college or university to major in LAW ENFORCEMENT or CRIMINAL JUSTICE.

## FIRST YEAR

Fall Semester			Hours	
ADJU	100	Introduction to Law Enforcement	3	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
MATH	163	College Algebra	3	
SOCI	111	General Sociology	3	
<b>TOTAL HOURS</b>			<b>15</b>	

## SECOND YEAR

Fall Semester			Hours	
ADJU	114	Constitutional Law	3	
ADJU	213	Court Procedures	3	
ADJU		Administration of Justice Elective <sup>(1)</sup>	3	
ENGL		Literature Elective	3	
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
ADJU	113	Criminal Law	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
HPER	110	Lifetime Wellness	2	
HPER	123	First Aid		
		Physical Science Elective	3-5	
		Valuing Elective	3	
<b>TOTAL HOURS</b>			<b>17-19</b>	

Fall Semester			Hours	
ADJU		Administration of Justice Elective <sup>(1)</sup>	3	
CPST	290	General Education Capstone	1	
ENGL		Literature Elective	3	
		Fine Art Elective	3	
SOCI	230	Criminology	3	
SOCI	234	Social Problems		
		Natural Science Elective	3-5	
<b>TOTAL HOURS</b>			<b>16-18</b>	

### <sup>(2)</sup>Recommended Administration of Justice Electives

ADJU	147	Juvenile Procedures	3	
ADJU	223	Community Policing and Homeland Security	3	
ADJU	233	Criminal Investigations	3	
ADJU	243	Police Administration	3	

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



# Agriculture (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Joyce Rehkop [jrehkop@trcc.edu](mailto:jrehkop@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Agriculture concentration, is designed for students who plan to transfer to a four-year college or university to major in AGRIBUSINESS, AGRICULTURE EDUCATION, AGRONOMY, ANIMAL SCIENCE, and HORTICULTURE.

## FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	3	
AGRI	194	Career Planning Portfolio	1	
TOTAL HOURS			17	

Spring Semester				Hours
GOVT	121	National & State Government	3	
ENGL	112	Advanced College Writing	3	
BIOL	100	Intro to Biology - or -	3	
BIOL	101	General Biology	5	
AGRI	110	Soil & Soil Fertility	3	
AGRI	232	Advanced Animal Science	3	
TOTAL HOURS			15-17	

## SECOND YEAR

Fall Semester				Hours
CHEM	111	Introductory Chemistry – or - General Chemistry I	5	
CHEM	121			
HIST	111	American History to 1877 - or - American History since 1877	3	
HIST	112			
AGRI	240	Agriculture Economics & Marketing	3	
AGRI		Agriculture Elective <sup>(4)</sup>	3	
		Humanities & Fine Arts Elective <sup>(3)</sup>	3	
TOTAL HOURS			17	

Spring Semester				Hours
AGRI	190	World Food & Society	3	
CPST	290	Capstone Experience	1	
AGRI		Agriculture Elective <sup>(1)</sup>	3	
		Humanities & Fine Arts Elective <sup>(3)</sup>	3	
		Humanities & Fine Arts Elective <sup>(3)</sup>	3	
		Social & Behavioral Science Elective <sup>(3)</sup>	3	
HPER	110	Lifetime Wellness	2	
TOTAL HOURS			18	

### Recommended Electives

AGRI	122	Natural Resource Management	3	
AGRI	172	Integrated Pest Management	3	
AGRI	234	Equine Science	3	
AGRI	260	General Horticulture	3	

<sup>(1)</sup>Students receiving an AA degree **may** transfer more than the number of hours required. However, students should confirm with receiving institution the transferability of additional hours.

<sup>(2)</sup>Students should consult with an advisor for the appropriate biology and chemistry classes.

<sup>(3)</sup>Refer to the college catalog for the list of humanities and fine arts electives and social & behavior science electives.

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

# Art (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** David Fielding [dfielding@trcc.edu](mailto:dfielding@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Art concentration, is designed for students who plan to transfer to a four-year college or university to major in ART.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
ARTS	123	History and Appreciation of Art	3	
ARTS	110	Introduction to Art	3	
ARTS	131	Drawing I	2	
HPER		P. E. Activity	1-2	
HPER	110	Lifetime Wellness		
<b>TOTAL HOURS</b>			<b>15-16</b>	

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

## SECOND YEAR

Fall Semester			Hours	
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
		Physical Sciences Gen Ed course	3-5	
		Valuing Gen Ed course	3	
ARTS	213	Water Color	3	
<b>TOTAL HOURS</b>			<b>15-17</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
MATH	163	College Algebra	3	
		Social and Behavioral Sciences Gen Ed course	3	
SCOM	110	Public Speaking	3	
ARTS	141	Color and Design	2	
ARTS	243	Painting II	3	
		Foreign Language	3	
<b>TOTAL HOURS</b>			<b>18</b>	

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

# Biological Sciences (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Michelle Fisher [mfisher@trcc.edu](mailto:mfisher@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Biological Sciences concentration, is designed for students who plan to transfer to a four-year college or university to major in BIOLOGICAL SCIENCES.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
CHEM	121	General Chemistry I	5	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
BIOL	190	Biology for Majors <sup>(1)</sup>	5	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
CHEM	122	General Chemistry II	5	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>17</b>	

## SECOND YEAR

Fall Semester			Hours	
		Humanities Gen Ed course	3	
CHEM	240	Basic Organic Chemistry	5	
BIOL	221	General Zoology	5	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>14</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
MATH	171	Analytic Geometry and Calculus I	5	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
BIOL	211	Botany	5	
<b>TOTAL HOURS</b>			<b>17</b>	

<sup>(1)</sup> For the Biological Sciences concentration, BIOL 190—Biology for Majors meets the VALU General Education requirements.

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

# Business Administration (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Terri Smith [tsmith@trcc.edu](mailto:tsmith@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Business Administration concentration, is designed for students who plan to transfer to a four-year college or university to major in BUSINESS ADMINISTRATION.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
MATH	163	College Algebra	3	
IST	100	Computer Applications	3	
ACCT	211	Principles of Accounting I	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
BIOL	101	General Biology	5	
BIOL	102	Environmental Science		
SCOM	110	Public Speaking	3	
ACCT	212	Principles of Accounting II	3	
PHIL	200	Introduction to Philosophy	3	
PHIL	243	Religions of the World		
<b>TOTAL HOURS</b>			<b>17</b>	

### \*Select one of the following Humanities Electives

ARTS	123	History and Appreciation of Art	3	
MUSC	123	History and Appreciation of Music	3	
THEA	120	History and Appreciation of Theater	3	

## SECOND YEAR

Fall Semester			Hours	
ECON	211	Principles of Macroeconomics	3	
ENGL	210	Introduction to Literature <sup>(2)</sup>	3	
		Humanities Gen Ed course*	3	
CHEM	111	Introductory Chemistry	5	
PHYS	101	Physical Science		
HPER	110	Lifetime Wellness <sup>(2)</sup>	1-2	
HPER		P. E. Activity <sup>(2)</sup>		
<b>TOTAL HOURS</b>			<b>15-16</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
GOVT	121	National and State Government	3	
ECON	212	Principles of Microeconomics	3	
BLAW	221	Legal Environment of Business <sup>(1)</sup>	3	
HPER		P. E. Activity <sup>(2)</sup>	1	
		Literature/Philosophy/Foreign Language course <sup>(1)</sup>	3	
		Business Elective <sup>(3)</sup>	3	
<b>TOTAL HOURS</b>			<b>17</b>	

### <sup>(3)</sup>Recommended Business Elective(s)

BUAD	230	Business Statistics	3	
BUED	203	Business Communication	3	
IST	268	Spreadsheet Applications	3	
BUAD	120	Introduction to Business	3	
BUAD	221	Fundamentals of Management	3	
MATH	223	Probability and Statistics	3	
PSYC	111	General Psychology	3	

<sup>(1)</sup>Students planning to transfer to Arkansas State University should take ENGL 221 World Literature to 1600 or ENGL 222 World Literature since 1600 as one of their literature courses. Students planning to transfer to Missouri State University should use SPAN 101 – Elementary Spanish I to satisfy their Literature/Philosophy/Foreign Language requirement.

<sup>(2)</sup>Students should take two PE Activity courses or HPER 110 – Lifetime Wellness.

Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with advisors at the community college in planning programs and selecting activities.

Additional university parallel courses acquired through Three Rivers College may be applied toward baccalaureate degrees.

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

# Chemistry (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Dr. Amy Kopf [akopf@trcc.edu](mailto:akopf@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Chemistry concentration, is designed for students who plan to transfer to a four-year college or university to major in CHEMISTRY.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
CHEM	121	General Chemistry I	5	
SCOM	110	Public Speaking	3	
		Humanities and General Education course	3	
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
BIOL	190	Biology for Majors <sup>(1)</sup>	5	
CHEM	122	General Chemistry II	5	
MATH	171	Analytic Geometry and Calculus I	5	
<b>TOTAL HOURS</b>			<b>18</b>	

## SECOND YEAR

Fall Semester			Hours	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
		Humanities Gen Ed course	3	
MATH	272	Analytic Geometry and Calculus III	5	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>13</b>	

### Recommended University Parallel Courses

PHYS	212	General Physics II	5	
CHEM	240	Basic Organic Chemistry	5	

<sup>(1)</sup> For the Chemistry concentration, BIOL 190—Biology for Majors meets the VALU General Education requirements.

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

# Communication (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Steve Lewis [slewis@trcc.edu](mailto:slewis@trcc.edu)

**Purpose:** Transfer. Transfer to a 4-year university and major in Communication Studies, Media and Film Studies, Multimedia Journalism, Public Relations, Mass Communication, and other communication programs.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
		Natural or Physical Sciences Gen Ed course (with lab)	5	
MCOM	101	Mass Communication and Society	3	
HPER	110	Lifetime Wellness – or – PE Activity Courses	2	
		Elective Course	3	
<b>TOTAL HOURS</b>			<b>16</b>	

## SECOND YEAR

Fall Semester			Hours	
SCOM	210	Interpersonal Communication	3	
THEA	122	History and Appreciation of Film	3	
		Natural or Physical Science Gen Ed Course	3-5	
		Humanities Gen Ed Course	3	
		Social & Behavioral Science Elective	3	
<b>TOTAL HOURS</b>			<b>15-17</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
SCOM	213	Advanced Public Speaking* - or – Argumentation & Debate**	3	
SCOM	243			
		Valuing Elective Gen Ed course	3	
		Literature Elective Gen Ed course	3	
		Elective course	3	
		Elective course	3	
<b>TOTAL HOURS</b>			<b>16</b>	

### <sup>(1)</sup>Recommended Electives

		Foreign Language course (Humanities Gen Ed)	3	
PHIL	233	Ethics (Valuing Gen Ed)	5	
SOCI	111	General Sociology (Social and Behavioral Science Gen Ed)	3	
THEA	120	History and Appreciation of Theatre	3	
THEA	233	Oral Interpretation of Literature	3	

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

\*Transfers to Southeast Missouri State University

\*\*Transfers to Missouri State University and Arkansas State University

# Elementary Education (AAT)

**Degree Type:** Associate of Arts in Teaching Degree—University Parallel Major

**Contact:** Faye Sanders [asanders@trcc.edu](mailto:asanders@trcc.edu)

**Purpose:** For transfer to Missouri schools. The Associate of Arts in Teaching degree, Elementary Education concentration, is designed for students who plan to transfer to a teacher education program at a Missouri four-year college or university. Students who complete the program as designed may transfer to a university teacher education program.

## FIRST YEAR

Fall Semester			Hours
ENGL	111	College Writing	3
BIOL	101	General Biology	5
HIST	111	American History to 1877 <i>–or–</i>	3
HIST	112	American History since 1877	
SCOM	110	Public Speaking	3
		Humanities Arts Gen Ed course <sup>(3)</sup>	3
<b>TOTAL HOURS</b>			<b>17</b>

Spring Semester			Hours
ENGL	112	Advanced College Writing	3
GOVT	121	National and State Government	3
MATH	162	Math for the Elementary Teacher	4
ECON	211	Principles of Macroeconomics <i>–or–</i>	3
ECON	212	Principles of Microeconomics	
EDUC	201	Teaching Profession with Field Experience	3
HPER	110	Lifetime Wellness	2
<b>TOTAL HOURS</b>			<b>18</b>

## SECOND YEAR

Fall Semester			Hours
ENGL		Literature Elective	3
PHYS	101	Physical Science <i>–or–</i>	5
CHEM	111	Introductory Chemistry	
EDUC	210	Educational Psychology	3
PSYC	223	Child Psychology	3
EDUC	270	Technology for Teachers	3
<b>TOTAL HOURS</b>			<b>17</b>

Spring Semester			Hours
CPST	290	General Education Capstone	1
ENGL		Literature Elective	3
EDUC	230	Foundations of Education <sup>(2)</sup>	3
EDUC	250	Children’s Literature	3
EDUC	260	Education of Exceptional Learners	3
<b>TOTAL HOURS</b>			<b>13</b>

### Additional Education Electives

ARTS	223	Art for the Elementary Teacher	3
MUSC	263	Music for the Elementary Teacher	3
HPER	233	Physical Ed for the Elementary Teacher	3
GEOG	111	Regional Geography: Eastern World <i>–or–</i>	3
GEOG	112	Regional Geography: Western World	
HIST	111	American History to 1877 <i>–or–</i>	3
HIST	112	American History since 1877	
SOCI	111	General Sociology	3
MATH	163	College Algebra	3
MATH	231	Math for the Elementary Teacher II	3
BIOL	113	Introduction to Process Science	1

### Suggested Literature Electives

ENGL	221	World Literature to 1600	3
ENGL	222	World Literature since 1600	3
ENGL	231	English Literature to 1798	3
ENGL	232	English Literature since 1798	3
ENGL	241	American Literature to 1870	3
ENGL	242	American Literature since 1870	3

<sup>(1)</sup>Ten hours of science are required.

<sup>(2)</sup>For the Elementary Education concentration, EDUC 230 meets the VALU General Education requirement.

<sup>(3)</sup>Choose between ARTS 123 and MUSC 123

*Statewide Requirement for AAT Degree: (1) Minimum GPA of 2.75. (2) Students must pass the Missouri General Education Assessment (MoGEA) with a qualifying score.*

*Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with advisors at the community college in planning programs and selecting activities.*

*Additional university parallel courses acquired through Three Rivers College may be applied toward baccalaureate degrees. Electives should be chosen from your area of concentration.*

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

# Middle School Education (AAT)

**Degree Type:** Associate of Arts in Teaching Degree—University Parallel Major

**Contact:** Faye Sanders [asanders@trcc.edu](mailto:asanders@trcc.edu)

**Purpose:** For transfer to Missouri schools. The Associate of Arts in Teaching degree, Middle School Education concentration, is designed for students who plan to transfer to a teacher education program at a Missouri four-year college or university. Students who complete the program as designed may transfer to a university teacher education program.

## FIRST YEAR

Fall Semester			Hours
ENGL	111	College Writing	3
BIOL	101	General Biology	5
HIST	111	American History to 1877 <i>–or–</i>	3
HIST	112	American History since 1877	
SCOM	110	Public Speaking	3
		Humanities Gen Ed course	3
<b>TOTAL HOURS</b>			<b>17</b>

Spring Semester			Hours
ENGL	112	Advanced College Writing	3
GOVT	121	National and State Government	3
MATH	162	Math for the Elementary Teacher	4
ECON	211	Principles of Macroeconomics <i>–or–</i>	3
ECON	212	Principles of Microeconomics	
EDUC	201	Teaching Profession with Field Experience	3
HPER	110	Lifetime Wellness	2
<b>TOTAL HOURS</b>			<b>18</b>

## SECOND YEAR

Fall Semester			Hours
ENGL		Literature Elective	3
PHYS	101	Physical Science <i>–or–</i>	5
CHEM	111	Introductory Chemistry	
EDUC	210	Educational Psychology	3
PSYC	233	Adolescent Psychology	3
EDUC	270	Technology for Teachers	3
<b>TOTAL HOURS</b>			<b>17</b>

Spring Semester			Hours
CPST	290	General Education Capstone	1
ENGL		Literature Elective	3
EDUC	230	Foundations of Education <sup>(2)</sup>	3
EDUC	260	Education of Exceptional Learners	3
		Subject Area Elective	3
<b>TOTAL HOURS</b>			<b>13</b>

<sup>(1)</sup>Ten hours of science are required.

<sup>(2)</sup>For the Middle School concentration, EDUC 230 meets the VALU General Education requirement.

### Additional Education Electives

MATH	163	College Algebra	3
MATH	231	Math for the Elementary Teacher II	3
		Subject Area Courses	

### Suggested Literature Electives

ENGL	221	World Literature to 1600	3
ENGL	222	World Literature since 1600	3
ENGL	231	English Literature to 1798	3
ENGL	232	English Literature since 1798	3
ENGL	241	American Literature to 1870	3
ENGL	242	American Literature since 1870	3

*Statewide Requirement for AAT Degree: (1) Minimum GPA of 2.75. (2) Students must pass the Missouri General Education Assessment (MoGEA) with a qualifying score.*

*Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with advisors at the community college in planning programs and selecting activities.*

*Additional university parallel courses acquired through Three Rivers College may be applied toward baccalaureate degrees. Electives should be chosen from your area of concentration.*

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



# Secondary Education (AAT)

**Degree Type:** Associate of Arts in Teaching Degree—University Parallel Major

**Contact:** Faye Sanders [asanders@trcc.edu](mailto:asanders@trcc.edu)

**Purpose:** For transfer to Missouri schools. The Associate of Arts in Teaching degree, Secondary Education concentration, is designed for students who plan to transfer to a teacher education program at a Missouri four-year college or university. Students who complete the program as designed may transfer to a university teacher education program.

## FIRST YEAR

Fall Semester			Hours
ENGL	111	College Writing	3
BIOL		Life Sciences General Education course <sup>(1)</sup>	3-5
HIST	111	American History to 1877 <i>–or–</i>	3
HIST	112	American History since 1877	
SCOM	110	Public Speaking	3
		Humanities Gen Ed course	3
<b>TOTAL HOURS</b>			<b>15-17</b>

Spring Semester			Hours
ENGL	112	Advanced College Writing	3
GOVT	121	National and State Government	3
MATH	163	College Algebra	3
ECON	211	Principles of Macroeconomics <i>–or–</i>	3
ECON	212	Principles of Microeconomics	
EDUC	201	Teaching Profession with Field Experience	3
HPER	110	Lifetime Wellness	2
<b>TOTAL HOURS</b>			<b>17</b>

## SECOND YEAR

Fall Semester			Hours
ENGL		Literature Elective	3
PHYS		Physical Science <i>–or–</i> Chemistry course	5
CHEM			
EDUC	210 <sup>(1)</sup>	Educational Psychology	3
PSYC	233	Adolescent Psychology	3
		Subject Area Elective	3
<b>TOTAL HOURS</b>			<b>17</b>

Spring Semester			Hours
CPST	290	General Education Capstone	1
ENGL		Literature Elective	3
EDUC	230	Foundations of Education <sup>(2)</sup>	3
EDUC	260	Education of Exceptional Learners	3
EDUC	270	Technology for Teachers	3
		Subject Area Elective	3
<b>TOTAL HOURS</b>			<b>16</b>

<sup>(1)</sup>At least eight hours of science are required.

<sup>(2)</sup>For the Middle School concentration, EDUC 230 meets the VALU General Education requirement.

### Additional Education Electives

SOCI	111	General Sociology	3
GEOG	111	Regional Geography: Eastern World	3
GEOG	112	Regional Geography: Western World	3
		Subject Area Courses	

### Suggested Literature Electives

ENGL	221	World Literature to 1600	3
ENGL	222	World Literature since 1600	3
ENGL	231	English Literature to 1798	3
ENGL	232	English Literature since 1798	3
ENGL	241	American Literature to 1870	3
ENGL	242	American Literature since 1870	3

*Statewide Requirement for AAT Degree: (1) Minimum GPA of 2.75. (2) Students must pass the Missouri General Education Assessment (MoGEA) with a qualifying score.*

*Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with advisors at the community college in planning programs and selecting activities.*

*Additional university parallel courses acquired through Three Rivers College may be applied toward baccalaureate degrees. Electives should be chosen from your area of concentration.*

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

# Early Childhood Education (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Faye Sanders [asanders@trcc.edu](mailto:asanders@trcc.edu)

**Purpose:** For transfer to Arkansas State University. The Associate of Arts degree in Early Childhood Education is designed for students who plan to transfer to the teacher education program at Arkansas State University to major in Early Childhood Education. Students whose goal is to teach pre-Kindergarten through 4th grade should complete this program.

## FIRST YEAR

Fall Semester			Hours	
BIOL	101	General Biology	5	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 <i>—or—</i>	3	
HIST	112	American History since 1877		
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			17	

Spring Semester			Hours	
EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
HPER	110	Lifetime Wellness	2	
PSYC	111	General Psychology	3	
TOTAL HOURS			14	

## SECOND YEAR

Fall Semester			Hours	
ECD	202	Survey of Early Childhood Development & Education	3	
EDUC	230 <sup>(2)</sup>	Foundations of Education	3	
ENGL	221	World Literature to 1600	3	
PHYS	101	Physical Science	5	
PSYC	223	Child Psychology	3	
TOTAL HOURS			17	

Spring Semester			Hours	
		Humanities Gen Ed course <sup>(3)</sup>	3	
CPST	290	General Education Capstone	1	
EDUC	270	Technology for Teachers	3	
ENGL	222	World Literature since 1600	3	
HIST	121	World Civilization to the Renaissance <i>—or—</i>	3	
HIST	122	World Civilization since the Renaissance		
MATH	162	Math for the Elementary Teacher	4	
TOTAL HOURS			17	

<sup>(1)</sup>Ten hours of science are required.

<sup>(2)</sup>For the Elementary Education concentration, EDUC 230 meets the VALU General Education requirement.

<sup>(3)</sup>Choose between ARTS 123 and MUSC 123.

Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with advisors at the community college in planning programs and selecting activities.

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

# Mid-Level Elementary Education (AA)

## Grade 4-8 Language Arts & Social Science Concentration

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Faye Sanders [asanders@trcc.edu](mailto:asanders@trcc.edu)

**Purpose:** For transfer to Arkansas State University. The Associate of Arts degree in Mid-Level Elementary Education is designed for students who plan to transfer to the teacher education program at Arkansas State University. Students whose goal is to teach Language Arts and Social Sciences in grades 4-8 should complete this program.

### FIRST YEAR

Fall Semester			Hours	
BIOL	101	General Biology	5	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester			Hours	
EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
HIST	112	American History since 1877	3	
HPER	110	Lifetime Wellness	2	
PSYC	111	General Psychology	3	
<b>TOTAL HOURS</b>			<b>17</b>	

### SECOND YEAR

Fall Semester			Hours	
EDUC	230 <sup>(2)</sup>	Foundations of Education	3	
EDUC	270	Technology for Teachers	3	
ENGL	221	World Literature to 1600	3	
HIST	121	World Civilization to the Renaissance	3	
PHYS	101	Physical Science	5	
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester			Hours	
		Humanities Gen Ed course <sup>(3)</sup>	3	
CPST	290	General Education Capstone	1	
ENGL	222	World Literature since 1600	3	
GEOG	111 <sup>(4)</sup>	Regional Geography: Eastern World	3	
GEOG	112 <sup>(4)</sup>	Regional Geography: Western World		
HIST	122	World Civilization since the Renaissance	3	
MATH	162	Math for the Elementary Teacher	4	
<b>TOTAL HOURS</b>			<b>17</b>	

<sup>(1)</sup>Ten hours of science are required.

<sup>(2)</sup>For the Elementary Education concentration, EDUC 230 meets the VALU General Education requirement.

<sup>(3)</sup>Choose between ARTS 123 and MUSC 123.

<sup>(4)</sup>Associate of Arts degree must be completed for Geography to transfer to ASU.

Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with advisors at the community college in planning programs and selecting activities.

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

# Mid-Level Elementary Education (AA)

## Grade 4-8 Math & Science Concentration

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Faye Sanders [asanders@trcc.edu](mailto:asanders@trcc.edu)

**Purpose:** For transfer to Arkansas State University. The Associate of Arts degree in Mid-Level Elementary Education is designed for students who plan to transfer to the teacher education program at Arkansas State University. Students whose goal is to teach Math and Science in grades 4-8 should complete this program.

### FIRST YEAR

Fall Semester				Hours
BIOL	101	General Biology	5	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
TOTAL HOURS			17	

Spring Semester				Hours
EDUC	201	Teaching Profession with Field Experience	3	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
MATH	162	Math for the Elementary Teacher	4	
PSYC	111	General Psychology	3	
TOTAL HOURS			16	

### Science Electives

BIOL	102	Environmental Science	5	
BIOL	211	General Botany	5	
BIOL	253	Microbiology	4	
CHEM	111	Introductory Chemistry	5	
CHEM	121	General Chemistry I	5	
CHEM	122	General Chemistry II	5	
PHYS	150	Environmental Geology	3	
PHYS	211	General Physics I	5	
PHYS	212	General Physics II	5	

<sup>(1)</sup>Ten hours of science are required.

<sup>(2)</sup>For the Elementary Education concentration, EDUC 230 meets the VALU General Education requirement.

<sup>(3)</sup>Choose between ARTS 123 and MUSC 123.

<sup>(4)</sup>Associate of Arts degree must be completed for Geography to transfer to ASU.

Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with advisors at the community college in planning programs and selecting activities.

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

### SECOND YEAR

Fall Semester				Hours
		Math or Science elective	3-5	
EDUC	230 <sup>(2)</sup>	Foundations of Education	3	
EDUC	270	Technology for Teachers	3	
ENGL	221	World Literature to 1600	3	
PHYS	101	Physical Science	5	
TOTAL HOURS			17-19	

Spring Semester				Hours
		Humanities Gen Ed course <sup>(3)</sup>	3	
CPST	290	General Education Capstone	1	
ENGL	222	World Literature since 1600	3	
GEOG	111 <sup>(4)</sup>	Regional Eastern World Geography	3	
GEOG	112 <sup>(4)</sup>	Regional Western World Geography		
HIST	121	World Civilization to the Renaissance	3	
HIST	122	World Civilization since the Renaissance		
HPER	110	Lifetime Wellness	2	
TOTAL HOURS			15	

### Math Electives

MATH	164	Trigonometry	3	
MATH	171	Analytic Geometry and Calculus I	5	
MATH	223	Probability and Statistics	3	
MATH	271	Analytic Geometry and Calculus II	5	
MATH	272	Analytic Geometry and Calculus III	5	

# Secondary Education (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Faye Sanders [asanders@trcc.edu](mailto:asanders@trcc.edu)

**Purpose:** For transfer to Arkansas State University. The Associate of Arts degree in Secondary Education is designed for students who plan to transfer to the teacher education program at Arkansas State University to major in Secondary Education. Students whose goal is to teach grades 9-12 should complete this program.

## FIRST YEAR

Fall Semester			Hours
ENGL	111	College Writing	3
BIOL	101	General Biology	5
HIST	111	American History to 1877 <i>–or–</i>	3
HIST	112	American History since 1877	
MATH	163	College Algebra	3
SCOM	110	Public Speaking	3
<b>TOTAL HOURS</b>			<b>17</b>

Spring Semester			Hours
ENGL	112	Advanced College Writing	3
GOVT	121	National and State Government	3
PSYC	111	General Psychology	3
		Subject Area elective	3
EDUC	201	Teaching Profession with Field Experience	3
HPER	110	Lifetime Wellness	2
<b>TOTAL HOURS</b>			<b>17</b>

## SECOND YEAR

Fall Semester			Hours
ENGL	221	World Literature to 1600	3
PHYS	101	Physical Science	5
EDUC	230 <sup>(2)</sup>	Foundations of Education	3
		Subject Area elective(s)	5-6
<b>TOTAL HOURS</b>			<b>16-17</b>

Spring Semester			Hours
CPST	290	General Education Capstone	1
ENGL	222	World Literature since 1600	3
		Humanities Gen Ed course <sup>(3)</sup>	3
HIST	121	World Civilization to the Renaissance <i>–or–</i>	3
HIST	122	World Civilization since the Renaissance	
EDUC	270	Technology for Teachers	3
		Subject Area elective	3-5
<b>TOTAL HOURS</b>			<b>16-18</b>

<sup>(1)</sup>Ten hours of science are required.

<sup>(2)</sup>For the Elementary Education concentration, EDUC 230 meets the VALU General Education requirement.

<sup>(3)</sup>Humanities Group 1.

Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with advisors at the community college in planning programs and selecting activities.

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

# English (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Dr. Carol Swain Lewis [clewis@trcc.edu](mailto:clewis@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, English concentration, is designed for students who plan to transfer to a four-year college or university to major in ENGLISH or in a PRE-PROFESSIONAL DEGREE program.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
PSYC	111	General Psychology	3	
SCOM	110	Public Speaking	3	
		Foreign Language	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
		Natural or Physical Sciences Gen Ed course	5	
		Humanities Gen Ed course <sup>(1)</sup>	3	
		Valuing Gen Ed course	3	
		Foreign Language	3	
LBSC	100	Managing Information Resources	1	
<b>TOTAL HOURS</b>			<b>18</b>	

## SECOND YEAR

Fall Semester			Hours	
ENGL		Literature courses <sup>(1)</sup>	6	
MATH	163	College Algebra	3	
		Natural or Physical Sciences Gen Ed course	3-5	
PHIL	200	Introduction to Philosophy	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16-18</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
ENGL		Literature courses	6	
GOVT	121	National and State Government	3	
		Humanities Electives	6	
<b>TOTAL HOURS</b>			<b>16</b>	

<sup>(1)</sup>Choose one of the following: THEA 120—History & Appreciation of Theater; FILM 122—History & Appreciation of Film.

Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with advisors at the community college in planning programs and selecting activities.

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

# Environmental Health (AS)

**Degree Type:** Associate of Science Degree—University Parallel Major

**Contact:** Elizabeth Deken [edeken@trcc.edu](mailto:edeken@trcc.edu)

**Purpose:** Transfer program with Missouri Southern State University (MSSU) towards completion of a Bachelor of Science degree in Environmental Health and Safety. Students will take the first 79 credit hours towards the Bachelor of Science at Three Rivers College, fulfilling all general education, math, science, and elective requirements. The last 45 hours will be taken at Missouri Southern State University through distance learning or at the MSSU campus. The purpose of the degree program is to provide students with the knowledge, skills and certifications necessary to work as an environmental health and safety professional. Career opportunities include professional positions with public health departments, environmental protection agencies, environmental consultants and occupational health and safety divisions of industry. This transfer program through Missouri Southern State University is fully accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC).

## FIRST YEAR

Fall Semester				Hours
CHEM	121	General Chemistry I	5	
ENGL	111	College Writing	3	
MATH	163	College Algebra	3	
PHYS	100	Survey of Physics	3	
<b>TOTAL HOURS</b>			<b>14</b>	

Spring Semester				Hours
ARTS	123	History and Appreciation of Art – or-	3	
MUSC	123	History and Appreciation of Music – or-		
THEA	120	History and Appreciation of Theater		
CHEM	122	General Chemistry II	5	
ENGL	112	Advanced College Writing	3	
GEOG	111	Regional Geography: Eastern World – or-	3	
GEOG	112	Regional Geography: Western World - or-		
PHIL	243	Religions of the World – or-		
SPAN	101	Elementary Spanish I		
HIST	111	American History to 1877 – or –	3	
HIST	112	American History since 1877		
<b>TOTAL HOURS</b>			<b>17</b>	

**Recommended Electives:** (Must be approved by advisor)

		Additional Science Courses (PHYS 150, BIOL 232, etc)
GIS		Any GIS Course
		Business Courses
EOSH		Any EOSH Course
SPAN		Elementary Spanish II, Intermediate Spanish I, Intermediate Spanish II
CIVL	248	Water and Wastewater Systems

## SECOND YEAR

Fall Semester				Hours
BIOL	101	General Biology – or-	4-5	
BIOL	231	Anatomy and Physiology I		
GOVT	121	National and State Government	3	
CHEM	240	Basic Organic Chemistry	5	
		<i>Select One:</i>	3	
ENGL	210	Introduction to Literature		
ENGL	221	World Literature to 1600		
ENGL	222	World Literature since 1600		
ENGL	231	English Literature to 1798		
ENGL	232	English Literature since 1798		
ENGL	241	American Literature to 1870		
ENGL	242	American Literature since 1870		
PHIL	200	Introduction to Philosophy	3	
PHIL	233	Ethics		
<b>TOTAL HOURS</b>			<b>15-16</b>	

Spring Semester				Hours
		<i>Select two with different prefixes:</i>	6	
ECON	211	Principles of Macroeconomics		
ECON	212	Principles of Microeconomics		
SOCI	111	General Sociology		
PSYC	111	General Psychology	4	
BIOL	253	Microbiology		
HPER	110	Lifetime Wellness		
SCOM	110	Public Speaking	3	
<b>TOTAL HOURS</b>			<b>15</b>	

## THIRD-FOURTH YEAR

**Program Requirements** (Can be completed at Three Rivers through a combination of on campus and distance learning)

Electives	Courses selected should support the area in which the student wishes to focus their degree	17-18
Environmental Health Semester Block	MSSU core courses; can be taken in any order based on semester block that is currently available online or on-site at MSSU	43
Internship	Can be taken during any semester at MSSU, but requires pre-planning with MSSU faculty prior to enrollment	2

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

# Environmental Horticulture (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Joyce Rehkop [jrehkop@trcc.edu](mailto:jrehkop@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Environmental Horticulture concentration, is designed for students who plan to transfer to a four-year college or university to major in AGRICULTURE, PLANT SCIENCES and ENVIRONMENTAL HORTICULTURE.

## FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
SCOM	110	Public Speaking	3	
BIOL	101	General Biology <sup>(2)</sup>	5	
GOVT	121	National and State Government	3	
MATH	163	College Algebra	3	
TOTAL HOURS			17	

Spring Semester				Hours
ENGL	112	Advanced College Writing	3	
AGRI	190	World Foods & Society	3	
CHEM	121	General Chemistry I <sup>(1)</sup>	5	
AGRI	120	Plant Science	4	
AGRI	260	General Horticulture	3	
TOTAL HOURS			18	

## SECOND YEAR

Fall Semester				Hours
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
ENGL	221	World Literature to 1600	3	
ENGL	222	World Literature since 1600		
BIOL	211	General Botany	5	
AGRI	110	Soil and Soil Fertility	3	
CHEM	240	Basic Organic Chemistry	5	
TOTAL HOURS			19	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
HIST	121	World Civilization to the Renaissance	3	
HIST	122	World Civilization since the Renaissance		
Humanities Gen Ed courses			6	
HPER	110	Lifetime Wellness	2	
ECON	211	Principles of Macroeconomics	3	
TOTAL HOURS			15	

<sup>(1)</sup> Ten hours of science are required.

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



# Forensic Science (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Michelle Fisher [mfisher@trcc.edu](mailto:mfisher@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Forensic Science concentration, is designed for students who plan to transfer to a four-year college or university to major in FORENSIC SCIENCE.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
CHEM	121	General Chemistry I	5	
PSYC	111	General Psychology	3	
		Humanities Gen Ed course	3	
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
MATH	171	Analytic Geometry & Calculus I	5	
CHEM	122	General Chemistry II	5	
CRJU	128	Field Collection & Preservation of Evidence	3	
<b>TOTAL HOURS</b>			<b>16</b>	

## SECOND YEAR

Fall Semester			Hours	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
ENGL	221	World Literature to 1600	3	
ENGL	222	World Literature since 1600		
HPER	110	Lifetime Wellness	2	
PHYS	101	Physics I	5	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
BIOL	190	Biology for Majors	5	
		Humanities Gen Ed course	3	
ADJU	233	Criminal Investigation	3	
<b>TOTAL HOURS</b>			<b>15</b>	

### Additional Suggested Course

CHEM	240	Basic Organic Chemistry	5
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Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

# Forestry (AS)

**Degree Type:** Associate of Science Degree

**Contact:** Joyce Rehkop [jrehkop@trcc.edu](mailto:jrehkop@trcc.edu)

**Purpose:** Transfer. The Associate of Science degree is designed for students who plan to transfer to the University of Missouri-Columbia and major in Forestry. The curriculum may be completed in two years by the full-time student.

## FIRST YEAR

Fall Semester			Hours	
AGRI	120	Plant Science	4	
ENGL	111	College Writing	3	
FRST	117	Dendrology	3	
GIS	120	Introduction to Geographic Information Systems	3	
MATH	163	College Algebra	3	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
AGRI	110	Soil and Soil Fertility	3	
FRST	115	Forest Utilization	3	
FRST	119	Forest Measurements	3	
FRST	225	Wildland Fire Management	3	
MATH	223	Probability and Statistics	3	
PHYS	150	Environmental Geology	4	
<b>TOTAL HOURS</b>			<b>19</b>	

## SECOND YEAR

Fall Semester			Hours	
AGRI	122	Natural Resources Management	3	
AGRI	240	Agriculture Economics	3	
FRST	215	Forest Management Practices	3	
GIS	240	Applications of GIS	3	
PHYS	100	Survey of Physics	3	
		Applied Calculus (or higher) – <i>or</i> – higher Humanities Elective <sup>(1)</sup> – <i>or</i> – Fine Arts Elective	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
AGRI	172	Integrated Pest Management	3	
CHEM	121	General Chemistry I	3	
FRST	217	Silviculture and Ecology	3	
GOVT	121	National and State Government	3	
		Humanities Elective <sup>(1)</sup> – <i>or</i> – Fine Arts Elective	3	
<b>TOTAL HOURS</b>			<b>17</b>	

<sup>(1)</sup> Students planning to transfer to Missouri State University-Columbia must have a total of 9 credit hours of humanities taken at Three Rivers College or MU.

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

# General Education (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Justin Hoggard [jhoggard@trcc.edu](mailto:jhoggard@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree in General Education is designed to provide a well- rounded introduction to the Liberal Arts, for students who plan to transfer to a four-year college or university.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
SCOM	110	Public Speaking	3	
GOVT	121	National and State Government	3	
MATH	163	College Algebra	3	
		General Elective <sup>(1)</sup>	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
HIST	111	American History to 1877 – or – American History since 1877	3	
HIST	112			
		Natural Sciences Gen Ed Course <sup>(2)</sup>	3-5	
		Humanities Gen Ed Course	3	
		Valuing Gen Ed Course	3	
		General Elective <sup>(2)</sup>	3	
<b>TOTAL HOURS</b>			<b>15 -17</b>	

## SECOND YEAR

Fall Semester			Hours	
ENGL	112	Advanced College Writing	3	
		Physical Sciences Gen Ed Course <sup>(3)</sup>	3 - 5	
		Humanities Gen Ed Course	3	
HPER		P.E. Activity	1	
		General Elective <sup>(1)</sup>	3	
		General Elective <sup>(1)</sup>	3	
<b>TOTAL HOURS</b>			<b>16-18</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
		Humanities Gen Ed Course	3	
		Social & Behavior Sciences Gen Ed Course	3	
HPER		P.E. Activity	1	
		General Elective <sup>(1)</sup>	3	
		General Elective <sup>(1)</sup>	3	
		General Elective <sup>(1) (2)</sup>	3	
<b>TOTAL HOURS</b>			<b>14-17</b>	

<sup>(1)</sup>General Education electives should be selected from courses that are transfer eligible. Students are urged to consult the course requirements of the college or university to which transfer is contemplated.

<sup>(2)</sup>Students who use a 3 credit Natural of Physical Science Gen Ed Course will need one additional General Education Elective in order to complete the required credit hours for degree achievement.

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

# Health Sciences (AS)

**Degree Type:** Associate of Science Degree

**Contact:** Kim Shackelford [kshackelford@trcc.edu](mailto:kshackelford@trcc.edu)

**Purpose:** The AS in Health Sciences is designed so that students can take general education requirements for Health Science programs including Nursing, Medical Laboratory Technology, Occupational Therapy Assistant, and Physical Therapist Assistant.

## FIRST YEAR

Fall Semester			Hours	
BIOL	231	Anatomy & Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	103/153	Intermediate Algebra	4	
<b>TOTAL HOURS</b>			<b>14</b>	

Spring Semester			Hours	
BIOL	232	Anatomy & Physiology II	4	
IST	100	Computer Applications	3	
MATH	163	College Algebra	3	
PSYC	243	Human Development Across the Lifespan	3	
SOCI	111	General Sociology	3	
<b>TOTAL HOURS</b>			<b>16</b>	

### Elective Block Options

ENGL	281	Old Testament Literature*	3	
PHIL	243	Religions of the World**	3	
ECON	211	Principles of Macroeconomics*** - or -	3	
ECON	212	Principles of Microeconomics		

\*Hannibal-LaGrange University option

\*\*Central Methodist University option

\*\*\*Southeast Missouri State University option

## SECOND YEAR

Fall Semester			Hours	
CHEM	111	Introductory Chemistry	5	
ENGL	112	Advanced College Writing	3	
PSYC	111	General Psychology	3	
			Elective	4
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
ENGL	210	Introduction to Literature	3	
SCOM	110	Public Speaking	3	
			Elective (Choose an Option Below)	3
			Fine Arts Elective	3
			Elective	3
<b>TOTAL HOURS</b>			<b>15</b>	

### Fine Arts Elective(s)

ARTS	123	History and Appreciation of Art	3	
MUSC	123	History and Appreciation of Music	3	
THEA	120	History and Appreciation of Theatre	3	
THEA	122	History and Appreciation of Film	3	

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

# History (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Carol-Lynn Steiger [csteiger@trcc.edu](mailto:csteiger@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, History concentration, is designed for students who plan to transfer to a four-year college or university to major in HISTORY.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
HIST	121	World Civilization to the Renaissance	3	
HPER		P. E. Activity	1	
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
BIOL		Natural Sciences Gen Ed course	3-5	
		Humanities & Performing Arts Gen Ed course	3	
HIST	112	American History since 1877	3	
HIST	122	World Civilization since the Renaissance	3	
<b>TOTAL HOURS</b>			<b>15-17</b>	

## SECOND YEAR

Fall Semester			Hours	
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
SOCI	111	General Sociology	3	
ECON	211	Principles of Macroeconomics	3	
HPER		P. E. Activity	1	
		Foreign Language	3	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
PHYS	101	Physical Science	5	
		Valuing General Ed Elective	3	
		Humanities Gen Ed course	3	
GOVT	233	International Relations	3	
		Foreign Language	3	
<b>TOTAL HOURS</b>			<b>18</b>	

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

# Mathematics (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Nicole Sifford [nsifford@trcc.edu](mailto:nsifford@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Mathematics concentration, is designed for students who plan to transfer to a four-year college or university to major in MATHEMATICS.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
CHEM	121	General Chemistry I	5	
SCOM	110	Public Speaking	3	
BIOL	100	Survey of Biology	3	
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
MATH	171	Analytic Geometry and Calculus I	5	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>15</b>	

## SECOND YEAR

Fall Semester			Hours	
		Humanities Gen Ed course	3	
		Valuing Gen Ed course	3	
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
MATH	272	Analytic Geometry and Calculus III	5	
PHYS	212	General Physics II	5	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>18</b>	

### Additional Math and Science Electives

CHEM	122	General Chemistry II	5	
MATH	223	Probability and Statistics	3	
PHYS	150	Environmental Geology	3	
MATH	164	Trigonometry	3	

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

# Music (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Instrumentalists - William White [wwhite@trcc.edu](mailto:wwhite@trcc.edu)

Vocalists and Pianists – Cindy White [cwhite@trcc.edu](mailto:cwhite@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Music concentration, is designed for students who plan to transfer to a four-year college or university to major in MUSIC.

## FIRST YEAR

Fall Semester			Hours
ENGL	111	College Writing	3
HIST	111	American History to 1877 -OR-	3
HIST	112	American History since 1877	
SCOM	110	Public Speaking	3
MUSC	123	History and Appreciation of Music	3
MUSC	141	Theory I, Harmony	3
MUSC	131	Aural Skills I	1
MUSC	150	Functional Piano I	1
MUSP		Private Instruction	1
MUSC		Performance Ensembles	2
MUSC	01	Recitals and Concerts*	0
HPER		P. E. Activity	1
<b>TOTAL HOURS</b>			<b>21</b>

Spring Semester			Hours
ENGL	112	Advanced College Writing	3
		Natural or Physical Sciences Gen Ed course	3-5
		Social and Behavioral Sciences Gen Ed course	3
		Valuing Gen Ed course	3
MUSC	142	Theory II, Harmony	3
MUSC	132	Aural Skills II	1
MUSC	153	Functional Piano II	1
MUSP		Private Instruction	1
MUSC		Performance Ensembles	2
MUSC	01	Recitals and Concerts*	0
HPER		P. E. Activity	1
<b>TOTAL HOURS</b>			<b>21-23</b>

Performance Ensemble			
MUSC	1011-1018	Three Rivers Symphonic Band	1
MUSC	1021-1028	Three Rivers Jazz and Pep Band	1
MUSC	1031-1038	Three Rivers Chorus	1
MUSC	1041-1048	Three Rivers Swingsations	1

Music Education majors must complete additional education courses. Summer and Winter study is recommended.

\*All music majors are required to enroll in Recitals and Concerts each semester of enrollment (Minimum of 4 semesters)

## SECOND YEAR

Fall Semester			Hours
GOVT	121	National and State Government	3
MATH	163	College Algebra	3
		Humanities Gen Ed course	3
MUSC	241	Theory III, Harmony	3
MUSC	231	Aural Skills III	1
MUSC	221	Music Literature I	3
MUSC	250	Functional Piano III	1
MUSP		Private Instruction	1
MUSC		Performance Ensembles	2
MUSC	01	Recitals and Concerts*	0
<b>TOTAL HOURS</b>			<b>20</b>

Spring Semester			Hours
CPST	290	General Education Capstone	1
		Natural or Physical Sciences Gen Ed course	5
		Humanities Gen Ed course	3
MUSC	242	Theory IV, Harmony	3
MUSC	232	Aural Skills IV	1
MUSC	222	Music Literature II	3
MUSC	253	Functional Piano IV	1
MUSP		Private Instruction	1
MUSC		Performance Ensembles	2
MUSC	01	Recitals and Concerts*	0
<b>TOTAL HOURS</b>			<b>20</b>

Private Instruction			
MUSP	1011-1018	Private Piano	1
MUSP	1111-1118	Private Voice	1
MUSP	1211-1218	Private Guitar	1
MUSP	1311-1318	Private Organ	1
MUSP	1411-1418	Private Woodwind	1
MUSP	1511-1518	Private Brass	1
MUSP	1611-1618	Private Percussion	1
MUSP	1711-1718	Music Composition	1
MUSP	1811-1818	Private Electronic Music	1

**Additional university parallel courses acquired through Three Rivers College may be applied toward baccalaureate degrees.**

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

# Music Education – Instrumental (AAT)

**Degree Type:** Associate of Arts in Teaching Degree—University Parallel Major

**Contact:** William White [wwhite@trcc.edu](mailto:wwhite@trcc.edu)

**Purpose:** Transfer to Central Methodist University to major in Music Education.

## FIRST YEAR

Summer Term				Hours
ENGL	111	College Writing	3	
HIST	111	American History to 1877 -or-	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
MUSC	123	History and Appreciation of Music	3	
HPER	110	Lifetime Wellness	2	
TOTAL HOURS			14	

Fall Semester				Hours
ENGL	112	Advanced College Writing	3	
MATH	163	College Algebra	3	
BIOL	100	Survey of Biological Principles	3	
MUSC	131	<i>Theory I, Sight Singing and Ear Training</i>	1	
MUSC	141	<i>Aural Skills I</i>	3	
MUSC	150	<i>Functional Piano I</i>	1	
MUSC	170	<i>Guitar Techniques</i>	1	
MUSC	180	<i>Trumpet Techniques</i>	1	
MUSC		<i>Music Ensemble*</i>	1	
MUSP		<i>Private Instruction**</i>	2	
MUSC	01	<i>Recitals and Concerts***</i>	0	
TOTAL HOURS			19	

Spring Semester				Hours
EDUC	201	Teaching Profession with Field Experience	3	
PSYC	243	Human Development Across the Life Span	3	
ENGL		Elective (221, 222, 231, 232, 241, 242)	3	
MUSC	132	<i>Aural Skills II</i>	1	
MUSC	142	<i>Theory II, Harmony</i>	3	
MUSC	153	<i>Functional Piano II</i>	1	
MUSC	110	<i>Brass Techniques</i>	1	
MUSC		<i>Music Ensemble*</i>	1	
MUSP		<i>Private Instruction**</i>	2	
MUSC	01	<i>Recitals and Concerts***</i>	0	
TOTAL HOURS			18	

\*All music majors are required to enroll in at least one ensemble (in their major area-vocal/instrumental) each semester of enrollment.

\*\* Private instruction lessons should be taken in one major area of concentration.

\*\*\*All music majors are required to enroll in Recitals and Concerts each semester of enrollment (Minimum of 4 semesters).

## SECOND YEAR

Summer Term				Hours
GOVT	121	National and State Government	3	
ENGL		Elective: (221, 222, 231, 232, 241, 242)	3	
PHYS		Physical Sciences Gen Ed course	5	
CHEM				
EDUC	270	Technology for Teachers	3	
TOTAL HOURS			14	

Fall Semester				Hours
EDUC	210	Educational Psychology	3	
MUSC	221	<i>Music Literature I</i>	3	
MUSC	231	<i>Aural Skills III</i>	1	
MUSC	241	<i>Theory III, Harmony</i>	3	
MUSC	250	<i>Functional Piano III</i>	1	
MUSC	220	<i>Basic Conducting</i>	2	
MUSC	120	<i>Percussion Techniques</i>	1	
MUSC	190	<i>Clarinet Techniques</i>	1	
MUSC		<i>Music Ensemble*</i>	1	
MUSP		<i>Private Instruction**</i>	2	
MUSC	03	<i>Recitals and Concerts***</i>	0	
TOTAL HOURS			18	

Spring Semester				Hours
EDUC	230	Foundations of Education	3	
EDUC	260	Education of Exceptional Learners	3	
CPST	290	General Education Capstone	1	
MUSC	222	<i>Music Literature II</i>	3	
MUSC	232	<i>Aural Skills IV</i>	1	
MUSC	242	<i>Theory IV, Harmony</i>	3	
MUSC	253	<i>Functional Piano IV</i>	1	
MUSC	130	<i>String Techniques</i>	1	
MUSC	140	<i>Woodwind Techniques</i>	1	
MUSC		<i>Music Ensemble*</i>	1	
MUSP		<i>Private Instruction**</i>	2	
MUSC	01	<i>Recitals and Concerts***</i>	0	
TOTAL HOURS			20	

The italicized courses are required for transfer to Central Methodist University in addition to the requirements for the Associate of Arts in Teaching degree at Three Rivers College. Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

### Additional Courses for Vocal Endorsement

MUSC	210	<i>Diction for Singers</i>	2	
MUSP	111	<i>Applied Voice</i>	2	
MUSC	103/104	<i>Choir and/or Swingsations</i>	1	



# Music Education – Vocal (AAT)

**Degree Type:** Associate of Arts in Teaching Degree—University Parallel Major

**Contact:** Cindy White [cwhite@trcc.edu](mailto:cwhite@trcc.edu)

**Purpose:** Transfer to Central Methodist University to major in Music Education.

## FIRST YEAR

Summer Term				Hours
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877	3	
SCOM	110	Public Speaking	3	
MUSC	123	History and Appreciation of Music	3	
<b>TOTAL HOURS</b>			<b>12</b>	

Fall Semester				Hours
ENGL	112	Advanced College Writing	3	
MATH	163	College Algebra	3	
BIOL	100	Survey of Biological Principles	3	
MUSC	131	Aural Skills I	1	
MUSC	141	Theory I, Harmony	3	
MUSC	150	Functional Piano I	1	
MUSC	170	Guitar Techniques	1	
MUSC		Music Ensemble*	1	
MUSP		Private Instruction**	2	
MUSC	01	Recitals and Concerts***	0	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester				Hours
EDUC	201	Teaching Profession with Field Experience	3	
PSYC	243	Human Development Across the Life Span	3	
ENGL		Elective (221, 222, 231, 232, 241, 242)	3	
MUSC	132	Aural Skills II	1	
MUSC	142	Theory II, Harmony	3	
MUSC	153	Functional Piano II	1	
MUSC	210	Diction for Singers	1	
MUSC		Music Ensemble*	1	
MUSP		Private Instruction**	2	
MUSC	01	Recitals and Concerts***	0	
<b>TOTAL HOURS</b>			<b>18</b>	

## SECOND YEAR

Summer Term				Hours
GOVT	121	National and State Government	3	
PHYS		Physical Sciences Gen Ed course	5	
CHEM				
EDUC	270	Technology for Teachers	3	
HPER	110	Lifetime Wellness	2	
<b>TOTAL HOURS</b>			<b>13</b>	

Fall Semester				Hours
EDUC	210	Educational Psychology	3	
ENGL		Elective: (221, 222, 231, 232, 241, 242)	3	
MUSC	221	Music Literature I	3	
MUSC	231	Aural Skills III	1	
MUSC	241	Theory III, Harmony	3	
MUSC	250	Functional Piano III	1	
MUSC	220	Basic Conducting	2	
MUSC		Music Ensemble*	1	
MUSP		Private Instruction**	2	
MUSC	01	Recitals and Concerts***	0	
<b>TOTAL HOURS</b>			<b>19</b>	

Spring Semester				Hours
EDUC	230	Foundations of Education	3	
EDUC	260	Education of Exceptional Learners	3	
MUSC	222	Music Literature II	3	
MUSC	232	Aural Skills IV	1	
MUSC	242	Theory IV, Harmony	3	
MUSC	253	Functional Piano IV	1	
MUSC		Music Ensemble*	1	
MUSP		Private Instruction**	2	
MUSC	01	Recitals and Concerts***	0	
CPST	290	General Education Capstone	1	
<b>TOTAL HOURS</b>			<b>18</b>	

### Additional Courses for Instrumental Endorsement

MUSC	110	Brass Techniques	1	
MUSC	120	Percussion Techniques	1	
MUSC	130	String Techniques	1	
MUSC	140	Woodwind Techniques	1	
MUSC	180	Trumpet Techniques	1	
MUSC	190	Clarinet Techniques	1	
MUSC	101	Symphonic Band and/or	2	
MUSC	102	Jazz Band		

The italicized courses are required for transfer to Central Methodist University in addition to the requirements for the Associate of Arts in Teaching degree at Three Rivers College. Please see individual course descriptions for prerequisites, corequisites, and/or other requirements.

\*All music majors are required to enroll in at least one ensemble (in their major area-vocal/instrumental) each semester of enrollment.

\*\* Private instruction lessons should be taken in one major area of concentration.

\*\*\*All music majors are required to enroll in Recitals and Concerts each semester of enrollment (Minimum of 4 semesters).

# Physical Education (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Jeff Walk [jwalk@trcc.edu](mailto:jwalk@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Physical Education concentration, is designed for students who plan to transfer to a four-year college or university to major in PHYSICAL EDUCATION.

## FIRST YEAR

Fall Semester			Hours
ENGL	111	College Writing	3
MATH	163	College Algebra	3
HIST	111	American History to 1877 -OR-	3
HIST	112	American History since 1877	
		Humanities Gen Ed course	3
HPER	113	History and Principles of P. E.	2
HPER	123	First Aid	2
HPER		P. E. Activity	1
<b>TOTAL HOURS</b>			<b>17</b>

Spring Semester			Hours
ENGL	112	Advanced College Writing	3
BIOL	101	General Biology	5
		Valuing Elective	3
HPER	110	Lifetime Wellness	2
HPER		P. E. Activity	1
		General Elective	3
<b>TOTAL HOURS</b>			<b>17</b>

## SECOND YEAR

Fall Semester			Hours
ENGL		Literature Elective	3
PHYS	101	Physical Science	5
SOCI	111	General Sociology	3
HPER	243	Sports Officiating	2
HPER		P. E. Activity	1
		General Elective	3
<b>TOTAL HOURS</b>			<b>17</b>

Spring Semester			Hours
CPST	290	General Education Capstone	1
GOVT	121	National and State Government	3
SCOM	110	Public Speaking	3
ENGL		Literature Elective	3
HPER	213	Basketball Coaching Techniques	2
HPER		P. E. Activity	1
<b>TOTAL HOURS</b>			<b>13</b>

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

# Physical Sciences (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Michael DeAngelo [mdeangelo@trcc.edu](mailto:mdeangelo@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Physical Sciences concentration, is designed for students who plan to transfer to a four-year college or university to major in PHYSICS.

## FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
CHEM	121	General Chemistry I	5	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
HPER		P. E. Activity	1	
TOTAL HOURS			15	

Spring Semester				Hours
ENGL	112	Advanced College Writing	3	
GOVT	121	National and State Government	3	
BIOL	190	Biology for Majors <sup>(1)</sup>	5	
MATH	171	Analytic Geometry and Calculus I	5	
HPER		P. E. Activity	1	
TOTAL HOURS			17	

## SECOND YEAR

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

Spring Semester				Hours
CPST	290	General Education Capstone	1	
		Humanities Gen Ed course	3	
HIST	111	American History to 1877	3	
HIST	112	American History since 1877		
MATH	272	Analytic Geometry and Calculus III	5	
PHYS	212	General Physics II	5	
TOTAL HOURS			17	

### Additional Science Electives

CHEM	122	General Chemistry II	5	
CHEM	240	Basic Organic Chemistry	5	
PHYS	150	Environmental Geology	3	

<sup>(1)</sup> For the Physical Sciences concentration, BIOL 190—Biology for Majors meets the VALU General Education requirements.

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

# Political Science (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Kelly McDaniel [kmcdaniel@trcc.edu](mailto:kmcdaniel@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Political Science concentration, is designed for students who plan to transfer to a four-year college or university to major in POLITICAL SCIENCE.

## FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
		Social Science Elective	3	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester				Hours
ENGL	112	Advanced College Writing	3	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
HIST	112	American History since 1877	3	
GOVT	233	International Relations	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

## SECOND YEAR

Fall Semester				Hours
MATH	163	College Algebra	3	
		Humanities Gen Ed course	3	
BIOL		Natural Sciences Gen Ed course <sup>(1)</sup>	3-5	
HIST	121	World Civilization to the Renaissance	3	
PSYC	111	General Psychology	3	
<b>TOTAL HOURS</b>			<b>15-17</b>	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
PHYS	CHEM	Physical Sciences Gen Ed course	5	
		Valuing Gen Ed course	3	
		Humanities Gen Ed course	3	
HIST	122	World Civilization since the Renaissance	3	
<b>TOTAL HOURS</b>			<b>15</b>	

*NOTE: Foreign Language is required for a B.A. degree.*

<sup>(1)</sup>Students who use a 3 credit Natural of Physical Science Gen Ed Course will need one additional General Education Elective in order to complete the required credit hours for degree achievement.

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

# Pre-Engineering (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Elizabeth Deken [edeken@trcc.edu](mailto:edeken@trcc.edu) or Ed Norton [cnorton@trcc.edu](mailto:cnorton@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Pre-Engineering concentration, is designed for students who plan to transfer to a four-year college or university to major in ENGINEERING.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
CHEM	121	General Chemistry I	5	
SCOM	110	Public Speaking	3	
BIOL	100	Survey of Biology	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
		Humanities Gen Ed course	3	
MATH	171	Analytic Geometry and Calculus I	5	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>15</b>	

## SECOND YEAR

Fall Semester			Hours	
		Humanities Gen Ed course	3	
		Valuing Gen Ed course	3	
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
		Humanities Gen Ed course	3	
MATH	272	Analytic Geometry and Calculus III	5	
PHYS	212	General Physics II	5	
ECON	211	Principles of Macroeconomics	3	
<b>TOTAL HOURS</b>			<b>17</b>	

### Recommended University Parallel Courses

IST	100	Computer Applications	3	
ENGR	110	Engineering Graphics	3	
CHEM	122	General Chemistry II	5	

Students wishing to transfer to Missouri University of Science & Technology should consult "A Model Program for Transfer" available from the Director of Academic Advising. Students completing an AA degree, pre-engineering concentration, may transfer more than the number of hours required. However, students should confirm with receiving institution the transferability of additional hours.

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

# Pre-Engineering (AS)

**Degree Type:** Associate of Science Degree—Arkansas State University Parallel Major

**Contact:** Elizabeth Deken [edeken@trcc.edu](mailto:edeken@trcc.edu) or Ed Norton [cnorton@trcc.edu](mailto:cnorton@trcc.edu)

**Purpose:** Transfer. The Associate of Science degree, Pre-Engineering concentration, is designed for students who plan to transfer to Arkansas State University to major in ENGINEERING.

## FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
BIOL	102	Environmental Science	5	
HPER	110	Lifetime Wellness	2	
ENGR	110	Engineering Graphics	3	
TOTAL HOURS			16	

Spring Semester				Hours
ENGL	112	Advanced College Writing	3	
CHEM	121	General Chemistry I	5	
SCOM	110	Public Speaking	3	
SCOM	101	Human Communication		
MATH	171	Analytic Geometry and Calculus I	5	
CIVL	116	Surveying I (Civil Majors only) –or– Global Issues Elective	3	
TOTAL HOURS			19	

## SECOND YEAR

Fall Semester				Hours
MATH	271	Analytic Geometry and Calculus II	5	
PHYS	211	General Physics I	5	
MAFT	258	Engineering Economy	3	
CIVL	216	Surveying II (Civil Majors only) –or– Social Science Elective <sup>(5)</sup>	3	
TOTAL HOURS			16	

Spring Semester				Hours
		Fine Arts elective <sup>(2)</sup>	3	
		Humanities elective <sup>(3)</sup>	3	
		Science elective <sup>(5)</sup>	5	
MATH	272 <sup>(1)</sup>	Analytic Geometry and Calculus III	5	
TOTAL HOURS			16	

<sup>(1)</sup> Choose one of the following **Global Issues** elective classes

			Hours
ANTH	211	Introduction to Anthropology	3
HIST	121	World Civilization to the Renaissance	3
HIST	122	World Civilization since the Renaissance	3

<sup>(2)</sup> Choose one of the following **Fine Arts** elective classes

			Hours
ARTS	123	History and Appreciation of Art	3
THEA	120	History and Appreciation of Theater	3

<sup>(3)</sup> Choose one of the following **Humanities** elective classes

			Hours
ENGL	221	World Literature to 1600	3
ENGL	222	World Literature since 1600	3

<sup>(4)</sup> Choose one of the following **Social Science** elective classes

			Hours
ECON	211	Principles of Macroeconomics	3
PSYC	111	General Psychology	3
SOCI	111	General Sociology	3
HIST	111	American History to 1877	3
HIST	112	American History since 1877	3

<sup>(5)</sup> Choose one of the following **Science** elective classes

			Hours
PHYS	212	General Physics II	5
CHEM	122	General Chemistry II	5

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

# Pre-Health Medicine (AS)

**Degree Type:** Associate of Science Degree—University Parallel Major

**Contact:** Dr. Kimberly Wiseman [kwiseman@trcc.edu](mailto:kwiseman@trcc.edu)

**Purpose:** Transfer. The Associate of Science degree, Pre-Health Medicine concentration, includes the courses needed to prepare the student for the University of Missouri-Columbia's BS in Biology, Veterinary, and Medical programs.

## FIRST YEAR

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	163	College Algebra	3	
MATH	164	Trigonometry	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	232	Anatomy and Physiology II - or -	4	
BIOL	253	Microbiology		
CHEM	121	General Chemistry I	5	
ENGL	112	Advanced College Writing	3	
MATH	171	Analytical Geometry and Calculus I	5	
TOTAL HOURS			17	

## SECOND YEAR

Fall Semester			Hours	
CHEM	240	Basic Organic Chemistry	5	
PHYS	211	General Physics I	5	
PSYC	111	General Psychology	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

Spring Semester			Hours	
BIOL	190	Biology for Majors	5	
CHEM	122	General Chemistry II	5	
PHYS	212	General Physics II	5	
TOTAL HOURS			15	

For those pursuing the BS in Biology at the University of Missouri-Columbia, 12-13 credit hours of the same foreign language or high school equivalent is recommended.

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

# Pre-Journalism (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Mark Sanders [msanders@trcc.edu](mailto:msanders@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Pre-Journalism concentration, is designed for students who plan to transfer to a four-year college or university to major in JOURNALISM.

## FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	163	College Algebra	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
		Elementary Foreign Language I <sup>(1)</sup>	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester				Hours
ENGL	112	Advanced College Writing	3	
		Natural or Physical Sciences Gen Ed course	5	
		Humanities Gen Ed course	3	
		Valuing Gen Ed course	3	
		Elementary Foreign Language II <sup>(1)</sup>	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>18</b>	

## SECOND YEAR

Fall Semester				Hours
ENGL		Literature course	3	
SCOM	110	Public Speaking	3	
ECON	211	Principles of Macroeconomics	3	
		Natural or Physical Sciences Gen Ed course	3-5	
		Intermediate Foreign Language I <sup>(1)</sup>	3	
<b>TOTAL HOURS</b>			<b>15-17</b>	

Spring Semester				Hours
CPST	290	General Education Capstone	1	
ENGL		Literature course	3	
		Intermediate Foreign Language II <sup>(1)</sup>	3	
ECON	212	Principles of Microeconomics	3	
		Elective courses	6	
<b>TOTAL HOURS</b>			<b>16</b>	

<sup>(1)</sup>The language requirement may be waived by a proficiency examination in the foreign language at some journalism schools.

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



# Pre-Law (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Justin Hoggard [jhoggard@trcc.edu](mailto:jhoggard@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Pre-Law concentration, is designed for students who plan to transfer to a four-year college or university to major in PRE-LAW.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877	3	
		Social Science Elective	3	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
HIST	112	American History since 1877	3	
GOVT	233	International Relations	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

## SECOND YEAR

Fall Semester			Hours	
MATH	163	College Algebra	3	
		Humanities Gen Ed course	3	
PHYS	CHEM	Physical Sciences Gen Ed course	5	
HIST	121	World Civilization to the Renaissance	3	
PSYC	111	General Psychology	3	
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
BIOL		Natural Sciences Gen Ed course	3-5	
		Valuing Gen Ed course	3	
		Humanities Gen Ed course	3	
HIST	122	World Civilization since the Renaissance	3	
ECON	211	Principles of Macroeconomics	3	
<b>TOTAL HOURS</b>			<b>16-18</b>	

*NOTE: Foreign Language is required for a B.A. degree.*

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

# Pre-Optometry (AS)

**Degree Type:** Associate of Science Degree—University Parallel Major

**Contact:** Michael DeAngelo [mdeangelo@trcc.edu](mailto:mdeangelo@trcc.edu)

**Purpose:** Transfer. The AS in Pre-Optometry is designed so that students in our service area can take the basic pre-optometry requirements through Three Rivers College. Students would then transfer to the University of Missouri St. Louis (UMSL) to complete their undergraduate requirements prior to taking the Optometry Admission Test (OAT) and admission into the Doctor of Optometry degree program at UMSL College of Optometry. The OAT consists of four tests: Survey of the Natural Sciences (Biology, General Chemistry, and Organic Chemistry), Reading Comprehension, Physics, and Quantitative Reasoning.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
CHEM	121	General Chemistry I	5	
MATH	223	Statistics	3	
PSYC	111	General Psychology	3	
TOTAL HOURS			14	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
BIOL	190	Biology for Majors	5	
CHEM	122	General Chemistry II	5	
MATH	171	Analytic Geometry and Calculus I	5	
TOTAL HOURS			18	

## SECOND YEAR

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology I	4	
CHEM	240	Basic Organic Chemistry	5	
PHYS	211	General Physics I	5	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			17	

Spring Semester			Hours	
BIOL	253	Microbiology	4	
GOVT	121	National and State Government	3	
PHYS	212	General Physics II	5	
BMGT	239	Entrepreneurship -or-	3	
ACCT	211	Principles of Accounting -or-		
BUAD	120	Introduction to Business		
TOTAL HOURS			15	

NOTE: The following course is required by the University of Missouri St. Louis (UMSL) School of Optometry – Organic Chemistry I (with lab). It is strongly recommended that students take Biochemistry and Cell Biology prior to taking the OAT.

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

# Pre-Pharmacy (AS)

**Degree Type:** Associate of Science—University Parallel Major

**Contact:** Dr. Amy Kopf [akopf@trcc.edu](mailto:akopf@trcc.edu)

**Purpose:** The AS in Pre-Pharmacy is designed so that students in our service area can take the basic pre-pharmacy requirements through Three Rivers College. Students would then transfer to UMKC to complete their undergraduate requirements prior to taking the Pharmacy Admissions Test (PCAT) and admission into the Doctor of Pharmacy degree program at UMKC's School of Pharmacy. The PCAT tests the following areas; Writing, Verbal Ability, Reading Comprehension, Biology (General Biology, Microbiology, Anatomy & Physiology), Chemistry (General, Organic), and Mathematics (Algebra, Calculus, Statistics).

## FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
SCOM	110	Public Speaking	3	
CHEM	121	General Chemistry I	5	
GOVT	121	National and State Government	3	
TOTAL HOURS			14	

Spring Semester				Hours
BIOL	190	Biology for Majors	5	
ENGL	112	Advanced College Writing	3	
CHEM	122	General Chemistry II	5	
MATH	171	Analytical Calculus I	5	
TOTAL HOURS			18	

## SECOND YEAR

Fall Semester				Hours
BIOL	231	Anatomy and Physiology I <sup>(1)</sup>	4	
BIOL	221	Zoology	5	
PHYS	211	General Physics I	5	
TOTAL HOURS			14	

Spring Semester				Hours
BIOL	232	Anatomy and Physiology II <sup>(1)</sup>	4	
BIOL	211	Botany	5	
BIOL	253	Microbiology	4	
ALHE	125	Medical Terminology	1	
TOTAL HOURS			14	

### Recommended Electives

CHEM	240	Basic Organic Chemistry	5	
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<sup>(1)</sup>Two semesters of A&P (BIOL 231 and BIOL 232) are equivalent to Human Anatomy.

*Note: The following courses required for University of Missouri Kansas City (UMKC) Pre-Pharmacy are not available at Three Rivers – Organic Chemistry I (with lab), Organic Chemistry II (with lab) and Cell Biology. The minimum UMKC GPA requirements are a cumulative 2.75 and science/math 2.5. To be a competitive applicant, students should strive for a 3.6 cumulative and 3.5 or higher science/math; simply meeting the minimum requirement does not guarantee admission.*

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

# Pre-Sports Medicine (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Dr. Leslie Gragg [lgragg@trcc.edu](mailto:lgragg@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Pre-Sports Medicine concentration, is designed for students who plan to transfer to a four-year college or university to major in SPORTS MEDICINE.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
MATH	163	College Algebra	3	
PSYC	111	General Psychology	3	
CHEM	121	General Chemistry I	5	
HPER	110	Lifetime Wellness -OR- Two P. E. Activities	2	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course	3	
HPER	123	First Aid	2	
		General Elective	3	
<b>TOTAL HOURS</b>			<b>17</b>	

## SECOND YEAR

Fall Semester			Hours	
ENGL		Literature Elective	3	
BIOL	231	Anatomy & Physiology I	4	
IST	100	Computer Applications	3	
PHIL	200	Introduction to Philosophy	3	
ECON	211	Principles of Macroeconomics	3	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
ENGL		Literature Elective	3	
		Valuing Gen Ed course	3	
BIOL	232	Anatomy & Physiology II	4	
<b>TOTAL HOURS</b>			<b>17</b>	

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

# Psychology (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Gina Cagle [gcagle@trcc.edu](mailto:gcagle@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Psychology concentration, is designed especially for students who plan to transfer to a four-year college or university to major in PSYCHOLOGY.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
PSYC	111	General Psychology	3	
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
BIOL		Natural Sciences Gen Ed course	3-5	
		Humanities Gen Ed course	3	
PSYC	112	Psychology of Personal Adjustment	3	
SOCI	111	General Sociology	3	
<b>TOTAL HOURS</b>			<b>15-17</b>	

## SECOND YEAR

Fall Semester			Hours	
PHYS	101	Physical Science -OR-	5	
CHEM	111	Introductory Chemistry		
		Humanities Gen Ed course	3	
		Valuing Gen Ed course	3	
PSYC	233	Adolescent Psychology	3	
SOCI	223	Marriage and the Family	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
SOCI	234	Social Problems	3	
PSYC	223	Child Psychology	3	
HIST	122	World Civilization since the Renaissance	3	
<b>TOTAL HOURS</b>			<b>16</b>	

*NOTE: Students transferring to Arkansas State University should be aware of the transfer limitations of lower level departmental courses.*

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

# Religious Studies (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Mark Sanders [msanders@trcc.edu](mailto:msanders@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Religious Studies concentration, is designed for students who plan to transfer to a four-year college or university to major in a RELIGIOUS STUDIES.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
MATH	163	College Algebra	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
		Natural or Physical Sciences Gen Ed course	5	
HPER	110	Lifetime Wellness	2	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
		Natural or Physical Sciences Gen Ed course <sup>(1)</sup>	3-5	
SCOM	110	Public Speaking	3	
PSYC	111	General Psychology	3	
PHIL	200	Introduction to Philosophy	3	
<b>TOTAL HOURS</b>			<b>15-17</b>	

## SECOND YEAR

Fall Semester			Hours	
ENGL	221	World Literature to 1600	3	
PHIL	243	Religions of the World	3	
		Valuing Gen Ed course	3	
HIST	121	World Civilization to the Renaissance	3	
PHIL	223	Introduction to Biblical Studies	3	
LBSC	100	Managing Information Resources	1	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
GOVT	121	National and State Government	3	
HIST	122	World Civilization since the Renaissance	3	
PHIL	233	Ethics	3	
SOCI	223	Marriage and the Family	3	
SCOM	213	Advanced Public Speaking	3	
<b>TOTAL HOURS</b>			<b>16</b>	

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

<sup>(1)</sup>Students who use a 3 credit Natural of Physical Science Gen Ed Course will need one additional General Education Elective in order to complete the required credit hours for degree achievement.

# Social Work (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Kristy Niblock [kniblock@trcc.edu](mailto:kniblock@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Social Work concentration, is designed for students who plan to transfer to a four-year college or university to major in SOCIAL WORK. It is designed especially for students who plan to transfer to the University of Missouri-Columbia.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
BIOL	101	General Biology	5	
		Humanities Gen Ed course	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
PSYC	111	General Psychology	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

## SECOND YEAR

Fall Semester			Hours	
GOVT	121	National and State Government	3	
ECON	211	Principles of Macroeconomics	3	
		Humanities Gen Ed course	3	
		Humanities Gen Ed course	3	
		Social and Behavioral Sciences Gen Ed course	3	
SOCI	223	Marriage and the Family	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
PHYS	101	Physical Science	5	
		Valuing Gen Ed course	3	
SOCI	234	Social Problems	3	
PSYC	112	Psychology of Personal Adjustment	3	
<b>TOTAL HOURS</b>			<b>15</b>	

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

# Social Work (AA) – Hannibal-LaGrange University

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Kristy Niblock [kniblock@trcc.edu](mailto:kniblock@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Social Work concentration, is designed especially for students who plan to transfer to Hannibal LaGrange University to major in a SOCIAL WORK.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
BIOL	101	General Biology	5	
		Humanities Gen Ed course	3	
HPER	110	Lifetime Wellness	2	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
PSYC	111	General Psychology	3	
<b>TOTAL HOURS</b>			<b>15</b>	

## SECOND YEAR

Fall Semester			Hours	
GOVT	121	National and State Government	3	
ECON	211	Principles of Microeconomics	3	
		Humanities Gen Ed course	3	
		Humanities Gen Ed course	3	
		Social and Behavioral Science Gen Ed Course	3	
		Pre-Social Work Elective	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
PHYS	101	Physical Science	5	
MATH	223	Probability and Statistics	3	
		Valuing Gen Ed Course	3	
		Pre-Social Work Elective	3	
<b>TOTAL HOURS</b>			<b>15</b>	

### Recommended Electives

PSYC	112	Psychology of Personal Adjustment	3	
PSYC	223	Child Psychology	3	
PSYC	233	Adolescent Psychology	3	
PSYC	243	Human Development Across the Life Span	3	
SOCI	221	Race and Ethnicity	3	
SOCI	223	Marriage and the Family	3	
SOCI	230	Criminology	3	
SOCI	234	Social Problems	3	
SWRK	100	Introduction to Social Work	3	
SWRK	201	Social and Economic Justice	3	
SWRK	221	Interviewing Skills for General Practice	3	

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



# Social Work (AA) – Southeast Missouri State University

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Kristy Niblock [kniblock@trcc.edu](mailto:kniblock@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Social Work concentration, is designed especially for students who plan to transfer to Southeast Missouri State University to major in a SOCIAL WORK.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
BIOL	110	Human Biology	3	
		Humanities Gen Ed course	3	
SWRK	100	Introduction to Social Work	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
MATH	163	College Algebra	3	
SCOM	110	Public Speaking	3	
SOCI	111	General Sociology	3	
PSYC	111	General Psychology	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

## SECOND YEAR

Fall Semester			Hours	
GOVT	121	National and State Government	3	
		Humanities Gen Ed course	3	
		Humanities Gen Ed course	3	
MATH	223	Probability and Statistics	3	
SOCI	221	Race and Ethnicity	3	
SOCI	223	Marriage and the Family	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
PHYS	101	Physical Science	5	
SWRK	201	Social Justice	3	
SWRK	221	Interviewing Skills for Generalist Practice	3	
SOCI	234	Social Problems	3	
PSYC	223	Child Psychology	3	
<b>TOTAL HOURS</b>			<b>18</b>	

### Additional Recommended University Parallel Courses

PSYC	112	Psychology of Personal Adjustment	3	
PSYC	233	Adolescent Psychology	3	
PSYC	243	Human Development Across the Life Span	3	
SOCI	230	Criminology	3	

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

# Sociology (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Kristy Niblock [kniblock@trcc.edu](mailto:kniblock@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Sociology concentration, is designed for students who plan to transfer to a four-year college or university to major in SOCIOLOGY.

## FIRST YEAR

Fall Semester			Hours
ENGL	111	College Writing	3
MATH	163	College Algebra	3
HIST	111	American History to 1877 -OR-	3
HIST	112	American History since 1877	
SOCI	111	General Sociology	3
SCOM	110	Public Speaking	3
HPER		P. E. Activity	1
<b>TOTAL HOURS</b>			<b>16</b>

Spring Semester			Hours
ENGL	112	Advanced College Writing	3
GOVT	121	National and State Government	3
BIOL	101	General Biology	5
		Valuing Gen Ed course	3
PSYC	111	General Psychology	3
<b>TOTAL HOURS</b>			<b>17</b>

## SECOND YEAR

Fall Semester			Hours
CHEM	111	Introductory Chemistry	5
		Humanities Gen Ed course	3
		Humanities Gen Ed course	3
SOCI	223	Marriage and the Family	3
HPER		P. E. Activity	1
<b>TOTAL HOURS</b>			<b>15</b>

Spring Semester			Hours
CPST	290	General Education Capstone	1
		Humanities Gen Ed course	3
SOCI	234	Social Problems	3
PSYC	112	Psychology of Personal Adjustment	3
ECON	212	Principles of Microeconomics -OR-	3
HIST	122	World Civilization since the Renaissance	
PSYC	223	Child Psychology	3
<b>TOTAL HOURS</b>			<b>16</b>

### Recommended Elective

SOCI	230	Criminology	3
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*NOTE: Two foreign languages are required for a B.A. at the University of Missouri-Columbia; SPAN 101/102 Elementary Spanish I/II.*

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

# Spanish (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Andrew Rivetti [arivetti@trcc.edu](mailto:arivetti@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Spanish concentration, is designed for students who plan to transfer to a four-year college or university to major in SPANISH.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	121	World Civilization to the Renaissance	3	
SCOM	110	Public Speaking	3	
		Humanities Gen Ed course <sup>(1)</sup>	3	
SPAN	101	Elementary Spanish I	3	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
HIST	122	World Civilization since the Renaissance	3	
		Natural or Physical Sciences Gen Ed course	5	
SPAN	102	Elementary Spanish II	3	
LBSC	100	Managing Information Resources	1	
HPER		P. E. Activity	1	
<b>TOTAL HOURS</b>			<b>16</b>	

## SECOND YEAR

Fall Semester			Hours	
ENGL	221	World Literature to 1600	3	
MATH	163	College Algebra	3	
HIST	111	American History to 1877 -OR-	3	
HIST	112	American History since 1877		
		Valuing Gen Ed course	3	
SPAN	201	Intermediate Spanish I <sup>(1)</sup>	3	
GEOG	111	Regional Eastern World Geography	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
		Natural or Physical Sciences Gen Ed course	3-5	
GOVT	121	National and State Government	3	
SPAN	202	Intermediate Spanish II	3	
		Social and Behavioral Sciences Gen Ed course	3	
ENGL	222	World Literature since 1600	3	
<b>TOTAL HOURS</b>			<b>16-18</b>	

<sup>(1)</sup>Choose one of the following: ARTS 123—History & Appreciation of Art; MUSC 123—History & Appreciation of Music; THEA 120—History & Appreciation of Theater; FILM 122—History & Appreciation of Film.

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

# Theatre (AA)

**Degree Type:** Associate of Arts Degree—University Parallel Major

**Contact:** Tim Thompson [tthompson@trcc.edu](mailto:tthompson@trcc.edu)

**Purpose:** Transfer. The Associate of Arts degree, Theatre concentration, is designed to give students who plan to transfer to a four-year college or university the tools and knowledge needed to pursue a BA or BFA or in pursuing a professional theatre career.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
HIST	111	American History to 1877 - or -	3	
HIST	112	American History since 1877		
SCOM	110	Public Speaking	3	
		Natural or Physical Sciences Gen Ed course (with lab)	5	
THEA	120	History and Appreciation of Theatre	3	
THEA	160	Theatre Performance I – or –	1	
THEA	140	Theatre Production I		
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
PSYC	111	General Psychology	3	
ENGL		Literature Elective <sup>(1)</sup>	3	
THEA	180	Acting	3	
THEA	161	Theatre Performance II – or -	1	
THEA	141	Theatre Production II		
HPER	110	Lifetime Wellness - or –	2	
HPER		Two (2) Activity Courses		
<b>TOTAL HOURS</b>			<b>15</b>	

## SECOND YEAR

Fall Semester			Hours	
MATH	163	College Algebra	3	
GOVT	121	National and State Government	3	
		Natural or Physical Sciences Gen Ed course <sup>(2)</sup>	3-5	
HIST	121	World Civilization to the Renaissance - or –	3	
HIST	122	World Civilization since the Renaissance		
THEA	223	Stage Makeup and Costuming	3	
THEA	162	Theatre Performance III – or -	1	
THEA	142	Theatre Production III		
<b>TOTAL HOURS</b>			<b>16-18</b>	

Spring Semester			Hours	
CPST	290	General Education Capstone	1	
ENGL		Literature Elective	3	
SCOM	213	Advanced Public Speaking	3	
		General Elective	1-3	
THEA	280	Stage Directing	3	
THEA	233	Oral Interpretation of Literature	3	
THEA	163	Theatre Performance IV – or -	1	
THEA	143	Theatre Production IV		
<b>TOTAL HOURS</b>			<b>15-17</b>	

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

<sup>(2)</sup>Students who use a 3 credit Natural of Physical Science Gen Ed Course will need one additional General Education Elective in order to complete the required credit hours for degree achievement.

### Recommended Literature Elective(s)<sup>(1)</sup>

ENGL	233	Shakespeare	3	
ENGL	242	American Literature since 1870	3	

# Associate of Applied Science Degrees

All programs in Career and Technical Education are highly specialized. They are specifically designed to give the necessary training and skills required in various occupations. The college shall assist all students in finding employment upon successful completion of their chosen programs; however, the college cannot promise employment to anyone. The college anticipates the addition of other curricula in career and technical education as conditions warrant.

	<b>Agriculture Systems</b>	<b>96</b>	<b>Early Childhood Development</b>
87	Agribusiness Option		
88	Agritechnology Option	<b>97</b>	<b>Environmental/Occupational and Health Technology</b>
89	Agriculture Science Option		
	<b>Business</b>	<b>98</b>	<b>Fire Science</b>
86	Accounting Technology		
90	Business Management		<b>Forestry Technology</b>
107	Information Systems Technology Medical Billing & Coding	99	Geographical Information Systems Option
108	Information Technology Specialist	100	Surveying Option
116	Office Administration	<b>101</b>	<b>Geographic Information Systems</b>
	<b>Criminal Justice</b>		<b>Industrial Technology</b>
91	Law Enforcement Option	102	Civil and Construction Technology Option
92	Corrections Option	103	Drafting Technology Option
93	P.O.S.T. Academy Option	104	Manufacturing and Industrial Systems Option
<b>94</b>	<b>Diversified Technology</b>	105	Power Plant Option
	Auto Collision Technology Option	106	Welding Option
	Automotive Service Technology Option	<b>109</b>	<b>Medical Laboratory Technology</b>
	Building Trades Technology Option	<b>111</b>	<b>Nursing</b>
	Computer Maintenance Technology Option	<b>115</b>	<b>Occupational Therapy Assistant</b>
	Cosmetology Technology Option	<b>117</b>	<b>Paramedic</b>
	Culinary Arts Option	<b>118</b>	<b>Paraprofessional Educator</b>
	Diesel Technology Option		
	Drafting Technology		
	Graphic Communications Technology Option		
	HVAC Technology Option		
	Machine Technology Option		
	Manufacturing Technology Option		
	Television/Radio Production Option		
	Welding Technology Option		

# Accounting Technology (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Terri Smith [tsmith@trcc.edu](mailto:tsmith@trcc.edu)

**Purpose:** Career and Technical Education. The Accounting Technology program is designed for students planning a career that requires expertise in accounting, information systems and/or communications. Possible areas of employment include health care, banking, manufacturing, merchandising and public accounting.

## FIRST YEAR

Fall Semester			Hours
ACCT	211	Principles of Accounting I	3
ENGL	111	College Writing	3
GOVT	121	National and State Government	3
IST	100	Computer Applications	3
MATH	103/153	Intermediate Algebra	4
<b>TOTAL HOURS</b>			<b>16</b>

Spring Semester			Hours
ACCT	212	Principles of Accounting II	3
BLAW	221	Legal Environment of Business	3
ENGL	112	Advanced College Writing	3
IST	268	Spreadsheet Applications	3
BIOL PHYS	101 101	General Biology - or - Physical Science	5
<b>TOTAL HOURS</b>			<b>17</b>

## SECOND YEAR

Fall Semester			Hours
ACCT	218	Payroll Accounting	3
ACCT	225	Intermediate Accounting I	3
ACCT	237	Income Tax Accounting	3
BUED	203	Business Communications	3
ECON ECON	211 212	Principles of Macroeconomics -or- Principles of Microeconomics	3
SCOM	110	Public Speaking	3
<b>TOTAL HOURS</b>			<b>18</b>

Spring Semester			Hours
ACCT	219	Accounting Management Software	3
ACCT	227	Financial Analysis and Budgeting	3
ACCT	258	Cost Accounting	3
ACCT	296	Certified Bookkeeper Review	3
ACCT	297	Internship	3
<b>TOTAL HOURS</b>			<b>15</b>

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

# Agriculture Systems (AAS)

## Agribusiness Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Joyce Rehkop [jrehkop@trcc.edu](mailto:jrehkop@trcc.edu)

**Purpose:** Career & Technical Education. This program is for students who want to develop management and technical skills to enter agricultural related industry or production. The curriculum is constructed so that students may concentrate in one of three areas: Agribusiness, Agritechnology or Agriculture Science.

### FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	3	
CIVL MATH	106 <sup>(1)</sup> 103/153 <sup>(1)</sup>	Technical Math I - or - Intermediate Algebra or higher	3-5	
AGRI	194	Career Planning Portfolio	1	
		Business Elective <sup>(3)</sup>	3	
<b>TOTAL HOURS</b>			<b>17-19</b>	

Spring Semester			Hours	
AGRI	110	Soil & Soil Fertility	3	
AGRI	232	Advanced Animal Science	3	
GOVT	121	National & State Government	3	
		Business Elective <sup>(2)(3)</sup>	3	
		Business Elective <sup>(2)(3)</sup>	3	
<b>TOTAL HOURS</b>			<b>15</b>	

### SECOND YEAR

Fall Semester			Hours	
AGRI	122	Natural Resource Management	3	
AGRI	240	Agriculture Economics & Marketing	3	
AGRI	260	General Horticulture	3	
		Business Elective <sup>(2)(3)</sup>	3	
		Business Elective <sup>(2)(3)</sup>	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
AGRI	172	Integrated Pest Management	3	
AGRI	234	Equine Science	3	
AGRI	297	Agriculture-Forestry Internship	6	
SCOM AGRI	110 100	Public Speaking - or - Introduction to Agribusiness Systems	3	
<b>TOTAL HOURS</b>			<b>15</b>	

<sup>(1)</sup>Students planning to transfer to a four-year institution should substitute MATH 163.

<sup>(2)</sup>Choose courses with the following prefixes: ACCT, BUAD, BLAW, BMGT, ECON or MKTG or AGRI 100.

<sup>(4)</sup>Students receiving an AAS degree may take more than the number of hours required.

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

# Agriculture Systems (AAS)

## Agritechnology Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Joyce Rehkop [jrehkop@trcc.edu](mailto:jrehkop@trcc.edu)

**Purpose:** Career & Technical Education. This program is for students who want to develop management and technical skills to enter agricultural related industry or production. The curriculum is constructed so that students may concentrate in one of three areas: Agribusiness, Agritechnology or Agriculture Science.

### FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	3	
CIVL MATH	106 <sup>(1)</sup> 103/153 <sup>(1)</sup>	Technical Math I Intermediate Algebra or higher	3-4	
AGRI	194	Career Planning Portfolio	1	
		Technology Elective <sup>(3)(4)</sup>	3	
<b>TOTAL HOURS</b>			<b>17-18</b>	

Spring Semester			Hours	
AGRI	110	Soil & Soil Fertility	3	
AGRI	232	Advanced Animal Science	3	
GOVT	121	National & State Government	3	
		Technology Elective <sup>(2)(3)</sup>	3	
		Technology Elective <sup>(2)(3)</sup>	3	
<b>TOTAL HOURS</b>			<b>15</b>	

### SECOND YEAR

Fall Semester			Hours	
AGRI	122	Natural Resource Management	3	
AGRI	240	Agriculture Economics & Marketing	3	
AGRI	260	General Horticulture	3	
		Technology Elective <sup>(2)(3)</sup>	3	
		Technology Elective <sup>(2)(3)</sup>	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
AGRI	172	Integrated Pest Management	3	
AGRI	234	Equine Science	3	
AGRI	297	Agriculture-Forestry Internship	6	
SCOM AGRI	110 100	Public Speaking - or - Introduction to Agribusiness Systems	3	
<b>TOTAL HOURS</b>			<b>15</b>	

<sup>(1)</sup>Students planning to transfer to a four-year institution should substitute MATH 163.

<sup>(2)</sup>Choose courses with the following prefixes: CIVL, ELEC, EOSH, GIS or MAFT or AGRI 100.

<sup>(3)</sup>Students receiving an AAS degree may take more than the number of hours required.

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



# Agriculture Systems (AAS)

## Agriculture Science Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Joyce Rehkop [jrehkop@trcc.edu](mailto:jrehkop@trcc.edu)

**Purpose:** Career & Technical Education. This program is for students who want to develop management and technical skills to enter agricultural related industry or production. The curriculum is constructed so that students may concentrate in one of three areas: Agribusiness, Agritechnology or Agriculture Science.

### FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
AGRI	120	Plant Science	4	
AGRI	130	Animal Science	3	
MATH	163	College Algebra	3	
AGRI	194	Career Planning Portfolio	1	
SCOM	110	Public Speaking	3	
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester				Hours
AGRI	110	Soil & Soil Fertility	3	
AGRI	232	Advanced Animal Science	3	
GOVT	121	National & State Government	3	
ENGL	112	Advanced College Writing	3	
BIOL	100	Intro to Biology - or - General Biology	3	
BIOL	101		5	
<b>TOTAL HOURS</b>			<b>15-17</b>	

### SECOND YEAR

Fall Semester				Hours
AGRI	240	Agriculture Economics & Marketing	3	
AGRI		Agriculture Elective <sup>(4)</sup>	3	
CHEM	111 <sup>(1)</sup>	Introductory Chemistry - or - General Chemistry I	5	
CHEM	121 <sup>(1)</sup>			
HIST	111	American History to 1877 - or - American History since 1877	3	
HIST	112			
			Humanities & Fine Arts Elective <sup>(2)</sup>	3
<b>TOTAL HOURS</b>			<b>17</b>	

Spring Semester				Hours
AGRI		Agriculture Elective <sup>(3)</sup>	3	
			Humanities & Fine Arts Elective <sup>(2)</sup>	3
			Humanities & Fine Arts Elective <sup>(2)</sup>	3
AGRI	190	World Food & Society	3	
HPER	110	Lifetime Wellness	2	
CPST	290	Capstone Experience	1	
			Social & Behavioral Science Elective <sup>(2)</sup>	3
<b>TOTAL HOURS</b>			<b>18</b>	

### Recommended Electives

AGRI	122	Natural Resource Management	3	
AGRI	172	Integrated Pest Management	3	
AGRI	234	Equine Science	3	
AGRI	260	General Horticulture	3	

<sup>(1)</sup>Students should consult with an advisor for the appropriate biology and chemistry classes.

<sup>(2)</sup>Refer to the college catalog for the list of humanities and fine arts electives and social & behavior science electives.

<sup>(3)</sup>Students receiving an AAS degree may take more than the number of hours required.

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

# Business Management (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Dr. Martha Kirkman [mkirkman@trcc.edu](mailto:mkirkman@trcc.edu)

**Purpose:** Career and Technical Education. The BUSINESS MANAGEMENT courses are designed to provide a two-year intensified business program. This program focuses on developing managerial skills needed for positions in the fields of marketing and management. Included in the BUSINESS MANAGEMENT program is an internship to provide specialized on-the-job work experience in the career for which the student is training. Students enrolled in the BUSINESS MANAGEMENT program will have the opportunity to join Collegiate DECA.

## FIRST YEAR

Fall Semester			Hours	
BMGT	105	Career Management	3	
BUAD	120	Introduction to Business	3	
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
MATH	103/153	Intermediate Algebra	4	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
ECON	211	Principles of Macroeconomics - or -	3	
ECON	212	Principles of Microeconomics		
MKTG	115	Principles of Marketing	3	
MKTG	119	Advertising	3	
MKTG	128	Professional Selling	3	
SCOM	110	Public Speaking	3	
<b>TOTAL HOURS</b>			<b>15</b>	

## SECOND YEAR

Fall Semester			Hours	
ACCT	216	Business Accounting	3	
BMGT	108	Human Resources Management	3	
BMGT	235	Customer Service Management	3	
GOVT	121	National and State Government	3	
MKTG	118	Retail Merchandising	3	
SCOM	125	Communications in the Workplace	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
ACCT	227	Financial Analysis Budgeting - or -	3	
ACCT	219	Accounting Management Software		
BLAW	221	Legal Environment of Business	3	
BMGT	215	Supervisory Development	3	
BMGT	239	Entrepreneurship	3	
MKTG	297 <sup>(1)</sup>	Internship	3	
<b>TOTAL HOURS</b>			<b>15</b>	

<sup>(1)</sup>Students currently working in approved management positions may substitute one business electives for the internship upon instructor approval.

Students needing additional information are advised to contact the Business Management Department directly. Faculty advisors will provide program information and enrollment assistance.

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

# Criminal Justice (AAS)

## Law Enforcement Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Shawn Westbrooks [swestbrooks@trcc.edu](mailto:swestbrooks@trcc.edu)

**Purpose:** Career and Technical Education. The Criminal Justice program prepares individuals for a career in law enforcement and police work. In addition to courses concerned primarily with the activities of police on the operational level, the curriculum includes the legal, social and philosophical basis for law enforcement. This program is applicable to both the pre-service student and the in-service officer. Students enrolling in CRJU 297 Criminal Justice Internship must submit to a criminal background check as part of the course requirements.

### FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
ADJU	100	Introduction to Law Enforcement	3	
CRJU		Criminal Justice Elective <sup>(2)</sup>	3	
SOCI	111	General Sociology	3	
MATH CIVL	103/153 106	Intermediate Algebra -or- Technical Math I	3-4	
<b>TOTAL HOURS</b>			<b>15-16</b>	

Spring Semester			Hours	
GOVT	121	National and State Government	3	
CRJU		Criminal Justice Elective <sup>(2)</sup>	3	
ADJU		Administration of Justice Elective <sup>(3)</sup>	3	
ADJU	114	Constitutional Law	3	
		Recommended Elective <sup>(1)</sup>	3	
<b>TOTAL HOURS</b>			<b>15</b>	

<sup>(1)</sup>Recommended Electives:

HIST 111–American History to 1877

HIST 112–American History since 1877

PSYC 111–General Psychology

PHIL 233–Ethics

MATH 163–College Algebra

BLAW 221–Legal and Ethical Environment of Business

ACCT 211–Principles of Accounting I

ACCT 212–Principles of Accounting II

EMDS 103–First Responder Rescue

<sup>(2)</sup>Criminal Justice Electives:

CRJC 105–Correction Systems and Practices

CRJC 129–Probation and Parole

CRJU 115–Ethics in Criminal Justice

CRJU 128–Forensic Science and Criminalistics

CRJU 138–Patrol Procedures

<sup>(3)</sup>Administration of Justice Electives:

ADJU 147 – Juvenile Procedures

ADJU 223–Community Policing and Homeland Security

ADJU 233–Criminal Investigation

ADJU 243–Police Administration

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

### SECOND YEAR

Fall Semester			Hours	
ADJU	113	Criminal Law	3	
ADJU		Administration of Justice Elective <sup>(3)</sup>	3	
CRJU		Criminal Justice Elective <sup>(2)</sup>	3	
CRJU		Criminal Justice Elective <sup>(2)</sup>	3	
SCOM	110	Public Speaking	3	
		Recommended Elective <sup>(1)</sup>	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
ADJU	213	Court Procedures	3	
CRJU		Criminal Justice Elective <sup>(2)</sup>	3	
CRJU	297	Criminal Justice Internship	6	
SOCI SOCI	234 230	Social Problems –or– Criminology	3	
<b>TOTAL HOURS</b>			<b>15</b>	

IST 100–Computer Applications

EOSH 215–Transportation, Storage and Handling of Hazardous Material

EOSH 225–Accident Investigation

EOSH 226–Emergency Preparedness/Planning

SPAN 101–Elementary Spanish I

SPAN 102–Elementary Spanish II

SOCI 230–Criminology

SOCI 234–Social Problems

CRJU 148–Vice and Narcotics

CRJU 158–Traffic Laws & Investigations

CRJU 185–Basic Handgun I

CRJU 205–Officer Safety

# Criminal Justice (AAS)

## Corrections Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Shawn Westbrooks [swestbrooks@trcc.edu](mailto:swestbrooks@trcc.edu)

**Purpose:** Career and Technical Education. The Criminal Justice Correction option program prepares individuals for a career in corrections, treatment and juvenile justice. In addition to courses concerned primarily with the activities of criminal justice system, the curriculum includes the legal, social and philosophical basis for community and residential treatment of offenders. This program is applicable to both the pre-service student and the in-service officer or treatment specialist. Students enrolling in CRJU 297 Criminal Justice Internship must submit to a criminal background check as part of the course requirement.

### FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
ADJU	100	Introduction to Law Enforcement	3	
CRJU		Criminal Justice Elective <sup>(2)</sup>	3	
SOCI	111	General Sociology	3	
MATH CIVL	103/153 106	Intermediate Algebra -or- Technical Math I	3-4	
<b>TOTAL HOURS</b>			<b>15-16</b>	

### SECOND YEAR

Fall Semester				Hours
ADJU	113	Criminal Law	3	
CRJC	105	Correction Systems and Practices	3	
CRJU	148	Vice and Narcotics <sup>1</sup>	3	
CRJU		Criminal Justice Elective <sup>(2)</sup>	3	
SCOM	110	Public Speaking	3	
		Recommended Elective <sup>(1)</sup>	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester				Hours
GOVT	121	National and State Government	3	
CRJC	129	Probation and Parole	3	
ADJU	114	Constitutional Law	3	
ADJU	147	Juvenile Procedures	3	
		Recommended Elective <sup>(1)</sup>	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester				Hours
ADJU	213	Court Procedures	3	
CRJU	297	Criminal Justice Internship	6	
ADJU	243	Police Administration	3	
SOCI SOCI	234 230	Social Problems -or- Criminology	3	
<b>TOTAL HOURS</b>			<b>15</b>	

<sup>(1)</sup>Recommended Electives:  
 HIST 111- American History to 1877  
 HIST 112- American History Since 1877  
 PSYC 111- General Psychology  
 PHIL 233- Ethics  
 MATH 163- College Algebra  
 EMDS 103 First Responder Rescue  
 IST 100- Computer Applications  
 EOSH 225 Accident Investigation  
 EOSH 226 Emergency Preparedness/Planning  
 SPAN 101- Elementary Spanish I  
 SPAN 102- Elementary Spanish II  
 SOCI 230- Criminology  
 SOCI 234- Social Problems

<sup>(2)</sup>Criminal Justice Electives:  
 CRJU 115- Ethics in Criminal Justice  
 CRJU 185 Basic Handgun I  
 CRJU 205- Officer Safety  
 ADJU 233- Criminal Investigation

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

# Criminal Justice (AAS)

## P.O.S.T. Academy Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Shawn Westbrook [swestbrooks@trcc.edu](mailto:swestbrooks@trcc.edu)

**Purpose:** Career and Technical Education. The Criminal Justice P.O.S.T. Academy option is designed for students who are enrolled in the Missouri State Sheriff's Association law enforcement academy. Students who complete the P.O.S.T. law enforcement academy will earn 24-credit hours toward an A.A.S. degree. This program curriculum includes legal, social, and philosophical areas of study needed for the student to complete the requirements for the associate of applied science degree.

### FIRST YEAR

Fall Semester				Hours	
ENGL	111	College Writing		3	
GOVT	121	National and State Government		3	
CRJU		Criminal Justice Elective <sup>(2)</sup>		3	
ADJU	114	Constitutional Law		3	
MATH CIVL	103/153 106	Intermediate Algebra Technical Math I	-or-	3-4	
<b>TOTAL HOURS</b>				<b>15-16</b>	

Spring Semester				Hours	
ADJU ADJU	147 223	Juvenile Procedures Community Policing and Homeland Security	-or-	3	
CRJU		Criminal Justice Elective <sup>(2)</sup>		3	
SOCI	111	General Sociology		3	
		Recommended Elective <sup>(1)</sup>		3	
SCOM	110	Public Speaking		3	
<b>TOTAL HOURS</b>				<b>15</b>	

<sup>(1)</sup>Recommended Electives:

HIST 111- American History to 1877

HIST 112-American History Since 1877

PSYC 111-General Psychology

PHIL 233-Ethics

MATH 163-College Algebra

BLAW 221-Legal and Ethical Environment of Business

ACCT-211-Principles of Accounting I

ACCT 212-Principles of Accounting II

<sup>(2)</sup>Criminal Justice Electives:

CRJU 128-Forensic Science and Criminalistics

CRJU 148-Vice and Narcotics

CRJU 158-Traffic Laws and Investigations

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

### SECOND YEAR

Fall Semester				Hours	
CRJU		Criminal Justice Elective <sup>(2)</sup>		3	
SOCI	243 230	Social Problems Criminology		3	
CRJU	295	Law Enforcement Academy I		12	
<b>TOTAL HOURS</b>				<b>18</b>	

Spring Semester				Hours	
ADJU	213	Court Procedures		3	
ADJU	243	Police Administration		3	
CRJU	296	Law Enforcement Academy II		12	
<b>TOTAL HOURS</b>				<b>18</b>	

Students who have previously completed a POST approved law enforcement training academy and currently hold a valid POST certification in Missouri shall receive the following 24 credit hours upon completion of the remaining required credit hours toward the Criminal Justice Degree:

Course No.	Course Title	Credit Hours
EMDS 103	First Responder Rescue	3
ADJU 100	Intro to Law Enforcement	3
ADJU 113	Criminal Law	3
ADJU 233	Criminal Investigations	3
CRJU 115	Ethics in Criminal Justice	3
CRJU 138	Patrol Procedures	3
CRJU 297	Internship in Criminal Justice	6
<b>- OR -</b>		
CRJU 295	Law Enforcement Academy I	12
CRJU 296	Law Enforcement Academy II	12

IST 100-Computer Applications

EOSH 215-Transportation, Storage and Handling of Hazardous Material

EOSH 225-Accident Investigation

EOSH 226-Emergency Preparedness/Planning

SPAN 101-Elementary Spanish I

SPAN 102-Elementary Spanish II

SOCI 230-Criminology

SOCI 234-Social Problems

CRJU 205-Officer Safety

ADJU 147-Juvenile Procedure

ADJU 223-Community Policing and Homeland Security

# Diversified Technology (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** DeAndre Prater [dprater@trcc.edu](mailto:dprater@trcc.edu)

**Purpose:** Allow students who have completed a two-year program at an area technical career center to receive free college credit for that work applied toward an Associate of Applied Science degree.

Three Rivers College's Diversified Technology Program allows high school and adult students at technical career centers in Southeast Missouri to earn credits toward an Associate of Applied Science Degree at no cost.

Students who complete a two-year program from a technical career center and are admitted to Three Rivers' Diversified Technology Program will receive 36 hours of credit toward an AAS degree absolutely FREE after meeting the criteria listed below. Students then need only complete a total of 32 hours of required courses at Three Rivers to earn an Associate of Applied Science degree. This is a savings of over \$5,000 to students enrolling in this program. The courses include a General Education block and a Technology Support block that includes a six-credit hour internship course at a career specific workplace.

## GENERAL EDUCATION BLOCK

			Hours	
SCOM	110	Public Speaking –or–	3	
SCOM	210	Interpersonal Communications		
ENGL	111	College Writing	3	
CIVL	106	Technical Math I –or–	3-4	
MATH	103/153	Intermediate Algebra		
IST	100	Computer Applications –or–	3	
IST	115	Introduction to Information Systems		
GOVT	121	National and State Government	3	
PHYS	100	Survey of Physics	3	
<b>TOTAL HOURS</b>			<b>18-19</b>	

## TECHNOLOGY SUPPORT BLOCK

			Hours	
DTEC	205	Trends and Issues in Technology	3	
DTEC	297	Internship	6	
DTEC	215	Occupational Leadership Development I	1	
DTEC	216	Occupational Leadership Development II	1	
		Technology Elective	3	
<b>TOTAL HOURS</b>			<b>14</b>	

**\*Articulated credit block: 36 hours.**

Please see individual course description for prerequisite, corequisites, and/or other requirements.

**To be admitted to the Diversified Technology Degree Program, the student must meet the following criteria:**

Scholastic attainment/achievement

- Must have attained an overall career center high school grade point average of "B Minus" or above.
- Must have attained a 95% attendance record for the applicable program or obtain the technical career center director's recommendation for a waiver.
- Must obtain a positive recommendation from the technical career center director (for all students) and the "home" high school principal (for high school students only).
- Must have completed a minimum of 80% of the applicable CTE program core competencies (for all students).
- Must apply for admission to Three Rivers College and meet admission criteria based on year of entry completing first articulated course at career center.
- Must provide an official transcript from career center showing a grade of B or better in program for which articulated credit is requested.

Following is a list of Programs of Study that will be accepted into Three Rivers' Diversified Technology degree, along with the technical career centers where each is offered. Please note that program offerings are subject to change due to enrollment. For information on these programs, contact the technical career center where it is offered.

Program of Study	Arcadia Valley	Cape Girardeau	Current River	Kennett	New Madrid	Pemiscot Co.	Poplar Bluff	Sikeston	South Central
Auto Collision Technology	X	X		X	X		X	X	X
Automotive Service Technology	X	X	X	X	X	X	X	X	X
Building Trades Technology		X	X		X		X	X	X
Computer Maintenance Technology	X		X	X			X		X
Cosmetology Technology							X		
Culinary Arts		X				X	X	X	X
Diesel Technology									X
Drafting Technology									
Graphic Communications Technology	X	X			X		X	X	
HVAC Technology		X					X		X
Machine Technology		X					X		X
Manufacturing Technology									X
Television/Radio Production		X	X					X	
Welding Technology	X	X	X		X	X	X	X	X

Following are the Options for the Associate of Applied Science Degree in Diversified Technology that combines articulated credit for technical/career programs completed at area career centers with general education and technology support courses offered at Three Rivers. All options provide technicians with the general education and technical training necessary for entry-level employment and a foundation for future advancement.

**Auto Collision Technology Option (AAS)**

Prepares technicians for the increasingly sophisticated auto collision industry where repairs, parts and materials continue to become more complex and technologically advanced.

**Auto Service Technology Option (AAS)**

The rapidly changing technologies in the automotive service field require highly trained technicians because of the sophistication and complexity of today's vehicles.

**Building Trades Technology Option (AAS)**

The rapidly changing technologies in the building trades industry require highly skilled individuals to build high quality, affordable and available residential and commercial structures.

**Computer Maintenance Technology Option (AAS)**

Computer support specialists provide technical assistance, support and advice to customers and other users. These troubleshooters interpret problems and provide technical support for hardware, software and systems.

**Cosmetology Technology Option (AAS)**

The overall employment of cosmetologists and other personal appearance workers is growing due to increasing population and demand for cosmetology services.

**Culinary Arts Option (AAS)**

Prepares students for a career in the culinary industry, where demand for skilled chefs and restaurant managers remains strong and is expected to increase rapidly in the future.

**Diesel Technology Option (AAS)**

This program prepares technicians to diagnose, repair, and maintain diesel engines. Diesel technician continues to be a high-demand and high-wage occupation.

**Drafting Technology Option (AAS)**

Drafting technicians have many options, including: residential, commercial and industrial fields. Computer-aided drafting software is used to create mechanical working drawings, floor plans, and 3D modeling.

**Graphic Communications Tech Option (AAS)**

Graphic communications technicians or designers use a variety of print, electronic and film media to create designs that meet clients' commercial needs. Using computer software, they develop the overall layout and design of magazines, newspapers, journals, corporate reports and other publications.

**HVAC Technology Option (AAS)**

The demand for skilled heating, ventilation and air conditioning (HVAC) technicians is high and is expected to remain high as systems become more complex and sophisticated.

**Machine Technology Option (AAS)**

Machinists use powerful manual and computer controlled machine tools, precision instruments and sophisticated software to produce and repair parts for a wide range of industries. Demand for machine tool technicians remains strong and is expected to increase in the future.

**Manufacturing Technology Option (AAS)**

As manufacturing becomes more high-tech, demand for skilled technicians in all areas of the manufacturing field is growing and is expected to remain a high-demand and high-wage occupation.

**Television/Radio Production Option (AAS)**

Prepares students for production jobs in the television/radio industry. The demand for skilled radio/television technicians remains strong and is expected to increase rapidly in the future.

**Welding Technology Option (AAS)**

Welders, cutters, and welding machine operators continue to be high-demand and high-wage occupations. The demand is expected to remain high in the future, especially in the manufacturing, transportation, industrial machinery, industrial equipment and fabricated metals industries.

**Area Technical/Career Centers**

Cape Career Center, 1080 S. Silver Springs Road, Cape Girardeau; 573-334-0826  
Current River Career Center, 301 Spring St., Doniphan; 573-996-2915  
Kennett Career Center, 1400 W. Washington, Kennett; 573-717-1123  
New Madrid County Career Center, 310 US Highway 61, New Madrid; 573-688-2165  
Poplar Bluff Technical Career Center, 3203 Oak Grove Road, Poplar Bluff; 573-785-2248  
Pemiscot Career Center, 1317 W. Highway 84, Hayti; 573-359-2601  
Perryville Career Center, 326 College Street, Perryville; 573-547-7500  
Sikeston Career Center, 1002 Virginia Street, Sikeston; 573-471-5442  
South Central Career, 610 E. Olden, West Plains; 417-256-6152

# Early Childhood Development (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Heather Cornman [hcornman@trcc.edu](mailto:hcornman@trcc.edu)

**Purpose:** Career and Technical Education. The Early Childhood Development curriculum is designed to both prepare students for employment and for leadership roles in licensed child centers. Although offered as a terminal degree, many courses also transfer into four-year degree institutions' Early Childhood Development programs. *NOTE: All students enrolling in ECD 205, ECD 208, ECD 237, ECD 295 and ECD 296 are required to submit proof of current First Aid or CPR certification and a clear criminal background check prior to doing any observations at centers.*

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
MATH	103/153	Intermediate Algebra	4	
IST	100	Computer Applications	3	
ECD	126	Child Health, Safety and Nutrition	3	
ECD	202	Survey of Early Childhood Development	3	
<b>TOTAL HOURS</b>			<b>16</b>	

## SECOND YEAR

Fall Semester			Hours	
SCOM	110	Public Speaking	3	
BIOL	101	General Biology	5	
ECD	237	Early Childhood Development Lab	5	
ECD	247	Early Childhood Curriculum	3	
EDUC	250	Children's Literature	3	
<b>TOTAL HOURS</b>			<b>19</b>	

Spring Semester			Hours	
GOVT	121	National and State Government	3	
PSYC	223	Child Psychology	3	
ECD	235	Special Children	3	
ECD		Early Childhood Development Elective course	3	
ECD		Early Childhood Development Elective course	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
PHYS	101	Physical Science	5	
ECD	245	Administration of Programs for Young Children	3	
ECD	295	Early Childhood Practicum I	5	
ECD	296	Early Childhood Practicum II	5	
<b>TOTAL HOURS</b>			<b>18</b>	

### Early Childhood Development Electives

ECD	205	Preschool CDA Lab	5	
ECD	208	Infant Toddler CDA Lab	5	
ECD	298	Special Seminar	3	
ARTS	223	Art for the Elementary Teacher	3	
MUSC	263	Music for the Elementary Teacher	3	
HPER	233	Physical Education for the Elementary Teacher	3	

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



# Environmental/Occupational Safety and Health Technology (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Elizabeth Deken [edeken@trcc.edu](mailto:edeken@trcc.edu)

**Purpose:** Career and Technical Education. The Environmental/Occupational Safety & Health Technology program prepares students for positions in occupational safety and health or environmental technology. Health and safety specialists work with federal, state, and/or local environmental and occupational regulatory programs. They address compliance issues, worker's compensation, monitoring, training, and recordkeeping in addition to many other requirements. Environmental technology addresses water, wastewater, air, solid waste, hazardous waste and other environmental programs.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
CIVL MATH	106 103/153	Technical Math I <sup>(1)</sup> –or– Intermediate Algebra –or– (or higher level Math course)	3-4	
GOVT	121	National and State Government	3	
BIOL BIOL BIOL CHEM CHEM	101 102 231 111 121	General Biology –or– Environmental Science –or– Anatomy & Physiology I –or– Introductory Chemistry –or– General Chemistry I	4-5	
<b>TOTAL HOURS</b>			<b>13-15</b>	

Spring Semester			Hours	
EMDS SCOM	103 125	First Responder Rescue –or– Communication in the Workplace	3	
PHYS	150	Environmental Geology	4	
MAFT	229	Introduction to Health and Safety	3	
EOSH	116	Introduction to Industrial Hygiene	3	
GIS	120	Introduction to Geographic Information Systems	3	
<b>TOTAL HOURS</b>			<b>16</b>	

## SECOND YEAR

Fall Semester			Hours	
SCOM	110	Public Speaking	3	
EOSH	205	Safety & Health Regulations	3	
EOSH	206	Environmental Regulation	3	
EOSH	215	Transportation, Storage & Handling of Hazardous Materials	3	
EOSH	216	Waste Management and RCRA	3	
BMGT	215	Supervisory Development	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
EOSH	225	Accident Investigation	3	
EOSH	226	Emergency Preparedness and Planning	3	
CIVL	248	Water and Wastewater Systems	3	
CIVL	198	Workplace Readiness	1	
MAFT	297	Internship <sup>(2)</sup>	6	
<b>TOTAL HOURS</b>			<b>16</b>	

<sup>(1)</sup>Students planning to transfer to a four-year institution should substitute MATH 163, MATH 164 or MATH 170

<sup>(2)</sup>Students with extensive full-time industry experience and instructor approval may substitute six credit hours of approved coursework.

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

# Fire Science (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Jack Armor [jarmor@trcc.edu](mailto:jarmor@trcc.edu)

**Purpose:** Career and Technical Education. The Fire Science program focuses on providing learning opportunities that introduce, develop and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention and advancement. This degree option prepares students for entry-level employment and a foundation for future advancement in the firefighting, fire inspection, fire instructor and fire investigation fields.

## FIRST YEAR

Fall Semester			Hours	
FIRE	115	Firefighter I and II <sup>(1)</sup>	12	
FIRE	119	Fire Behavior and Combustion	3	
HPER	151	Foundations of Fitness	1	
TOTAL HOURS			16	

Spring Semester			Hours	
EMDS	105	Emergency Medical Services I	9	
FIRE	118	Hazardous Materials Awareness and Operations <sup>(1)</sup>	3	
FIRE	126	Principles of Emergency Services	3	
FIRE	135	Fire Prevention	3	
TOTAL HOURS			18	

Approved Fire Science Electives			Hours	
FIRE	215	Tactics and Strategies	3	
FIRE	216	Fire Instructor	3	
FIRE	225	Hydraulics and Water	3	
FIRE	239	Search and Rescue (land, water, and structural collapse)	3	
FIRE	245	Fire Codes and Inspection	3	
FIRE	255	Leadership in the Fire Service	3	
FRST	225	Wildland Fire Management	3	
ADJU	113	Criminal Law	3	
ADJU	233	Criminal Investigations	3	
ADJU	128	Forensic Science and Criminalistics	3	

## SECOND YEAR

Fall Semester			Hours	
CIVL MATH	106 103/153	Technical Math I <i>-or-</i> Intermediate Algebra <i>-or-</i> higher	3-4	
FIRE	217	Building Construction for Fire Fighters	3	
FIRE	226	Principles of Emergency Services Safety and Survival	3	
HPER	152	Fitness Center I	1	
		Fire Science Elective <sup>(2)</sup>	3	
		Fire Science Elective <sup>(2)</sup>	3	
TOTAL HOURS			16-17	

Spring Semester			Hours	
CIVL	198	Workplace Readiness Seminar	1	
ENGL	111	College Writing	3	
FIRE	235	Fire Detection and Suppression	3	
GOVT	121	National and State Government	3	
SCOM	110	Public Speaking	3	
		Fire Science Elective <sup>(2)</sup>	3	
TOTAL HOURS			16	

<sup>(1)</sup>These courses require skills and written examinations by the Missouri Division of Fire Safety to obtain state certification. Students must meet all state requirements prior to taking certification tests. There is a \$200 course fee attached to FIRE 115 and a \$25 fee attached to FIRE 118. Prior to participating in any hands-on activities in FIRE 115 students must submit a physical consent and release form to the instructor.

<sup>(2)</sup>Students must choose from the approved fire science elective selection.

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

# Forestry Technology (AAS)

## Geographical Information Systems Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Joyce Rehkop [jrehkop@trcc.edu](mailto:jrehkop@trcc.edu)

**Purpose:** Career and Technical Education. This program is for students who want to develop management and technical skills to enter agricultural related industry or production. The curriculum is constructed so that students may concentrate in one of two areas: **Forestry Technology – Surveying** or **Forestry Technology – Geographical Informational Systems**.

### FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GIS	120	Introduction to GIS	3	
AGRI	120	Plant Science	4	
CIVL MATH	106 <sup>(1)</sup> 103/153	Technical Math I Intermediate Algebra (or higher level MATH course)	3-4	
AGRI	194	Career Planning Portfolio	1	
FRST	117	Dendrology	3	
<b>TOTAL HOURS</b>			<b>17-18</b>	

Spring Semester			Hours	
AGRI	110	Soil & Soil Fertility	3	
GIS	110	Introduction to Mapping Principles	3	
GIS		Elective	3	
FRST	115	Forest Utilization	3	
FRST	119	Forest Measurements	3	
FRST	225	Wildland Fire Management	3	
<b>TOTAL HOURS</b>			<b>18</b>	

### SECOND YEAR

Fall Semester			Hours	
AGRI	122	Natural Resources Management	3	
AGRI	260	General Horticulture	3	
GOVT	121	National and State Government	3	
GIS		Elective	3	
FRST	215	Forest Management Practices	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
AGRI AGRI	172 270	Integrated Pest Management –or– Agriculture Systems Management	3	
AGRI	297	Internship	6	
SCOM	110	Public Speaking	3	
FRST	217	Silviculture and Ecology	3	
<b>TOTAL HOURS</b>			<b>15</b>	

<sup>(1)</sup>Students planning to transfer to a four-year institution should substitute MATH 163, MATH 164 or MATH 170.

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

# Forestry Technology (AAS)

## Surveying Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Joyce Rehkop [jrehkop@trcc.edu](mailto:jrehkop@trcc.edu)

**Purpose:** Career and Technical Education. This program is for students who want to develop management and technical skills to enter agricultural related industry or production. The curriculum is constructed so that students may concentrate in one of two areas: **Forestry Technology – Surveying** or **Forestry Technology – Geographical Informational Systems**.

### FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
GIS	110	Introduction to Mapping Principles -or- Introduction to GIS	3	
	120			
AGRI	120	Plant Science	4	
CIVL MATH	106 <sup>(1)</sup> 103/153	Technical Math I - or - Intermediate Algebra (or higher level MATH course)	3-4	
AGRI	194	Career Planning Portfolio	1	
FRST	117	Dendrology	3	
TOTAL HOURS			17-18	

Spring Semester			Hours	
CIVL	107	Technical Math II <sup>(1)</sup>	3	
CIVL	116	Surveying I	3	
AGRI	110	Soil and Soil Fertility	3	
FRST	115	Forest Utilization	3	
FRST	119	Forest Measurements	3	
FRST	225	Wildland Fire Management	3	
TOTAL HOURS			18	

### SECOND YEAR

Fall Semester			Hours	
AGRI	122	Natural Resources Management	3	
AGRI	260	General Horticulture	3	
GOVT	121	National and State Government	3	
CIVL	216	Surveying II	3	
FRST	215	Forest Management Practices	3	
TOTAL HOURS			15	

Spring Semester			Hours	
AGRI	172	Integrated Pest Management –or– Agriculture Systems Management	3	
AGRI	270			
AGRI	297	Internship	6	
SCOM	110	Public Speaking	3	
FRST	217	Silviculture and Ecology	3	
TOTAL HOURS			15	

<sup>(1)</sup>Students planning to transfer to a four-year institution should substitute MATH 163, MATH 164 or MATH 170.

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

# Geographic Information Systems (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Elizabeth Deken [edeken@trcc.edu](mailto:edeken@trcc.edu)

**Purpose:** Career and Technical Education. This program provides students with the skills and knowledge for employment in geographic information systems (GIS) and mapping technology. The program prepares students for entry into a number of fields that utilize GIS technology which includes but is not limited to civil technology, forestry, agriculture, environmental science, criminal justice, emergency planning, and many other industries.

## FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
CIVL MATH	106 <sup>(1)</sup> 103/153	Technical Math I -or- Intermediate Algebra (or <i>higher level Math course</i> )	3-4	
GIS	110	Introduction to Mapping Principles	3	
GIS	120	Intro to Geographic Information Systems	3	
IST	125	Visual BASIC Programming	3	
GEOG	111	Regional Geography: Eastern World	3	
TOTAL HOURS			18-19	

Spring Semester			Hours	
CIVL MATH	107 <sup>(1)</sup> 163	Technical Math II -or- College Algebra (or <i>higher level Math course</i> )	3	
PHYS	150	Environmental Geology	4	
GEOG	112	Regional Geography: Western World	3	
IST	269	Database Applications	3	
GIS	140	Geographic Information Systems II	3	
TOTAL HOURS			16	

## SECOND YEAR

Fall Semester			Hours	
ENGL	112	Advanced College Writing	3	
GIS	210	WEB-Based GIS	3	
GIS	220	Introduction to Remote Sensing	3	
GIS	230	Spatial Analysis in GIS	3	
SCOM	110	Public Speaking	3	
GIS	240	Applications in GIS	3	
TOTAL HOURS			18	

Spring Semester			Hours	
GOVT	121	National and State Government	3	
GIS	250	Advanced GIS	3	
CIVL	198	Workplace Readiness Seminar	1	
MAFT	297	Internship <sup>(2)</sup>	6	
TOTAL HOURS			13	

<sup>(1)</sup>Students planning to transfer to a four-year institution should substitute MATH 163, MATH 164 or MATH 170.

<sup>(2)</sup>Students with extensive full-time industry experience and instructor approval may substitute six-credit hours of approved coursework.

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

# Industrial Technology (AAS)

## Civil & Construction Technology Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Ed Norton [cnorton@trcc.edu](mailto:cnorton@trcc.edu)

**Purpose:** Career and Technical Education. This option in the Industrial Technology program focuses on computer-aided drafting, surveying, general contracting and other civil and construction-related areas. This degree option prepares students for entry-level employment and a foundation for future advancement in civil engineering, construction or surveying, as well as entry into a university-level technology program. The option includes an internship for on-the-job training with area companies.

### FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
CIVL	106	Technical Math I <sup>(1)</sup>	3	
CIVL	118	Materials & Methods of Construction	3	
IST	100	Computer Applications	3	
ENGR	110	Engineering Graphics	3	
TOTAL HOURS			15	

Spring Semester			Hours	
SCOM	110	Public Speaking	3	
PHYS	100	Survey of Physics	3	
GOVT	121	National and State Government	3	
CIVL	107	Technical Math II <sup>(1)</sup>	3	
CIVL	116	Surveying I	3	
TOTAL HOURS			16	

Summer Term			Hours	
MAFT	297	Internship <sup>(2)</sup>	6	
TOTAL HOURS			6	

### SECOND YEAR

Fall Semester			Hours	
ELEC	115	Applied DC & AC Circuits –or– Computers in Surveying	3	
CIVL	236		4	
CIVL	208	Mechanical & Electrical Systems	3	
CIVL	216	Surveying II	3	
CIVL	228	Civil Drafting	3	
MAFT	258	Engineering Economy	3	
TOTAL HOURS			15-16	

Spring Semester			Hours	
CIVL	218	General Contracting	3	
CIVL	215	Residential Design	4	
CIVL	219	Estimating	3	
CIVL	226	Legal Principles of Surveying	3	
CIVL	198	Workplace Readiness Seminar	1	
TOTAL HOURS			14	

<sup>(1)</sup>Students planning to transfer to a 4-year institution should substitute MATH 163, MATH 164 or MATH 170.

<sup>(2)</sup>Students with extensive full-time industry experience and instructor approval may substitute six credit hours of approved coursework.

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

# Industrial Technology (AAS)

## Drafting Technology Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** DeAndre' Prater [dprater@trcc.edu](mailto:dprater@trcc.edu)

**Purpose:** Career and Technical Education. This option in the Industrial Technology program focuses on the knowledge and skills necessary for success in the computer-aided drafting field. This degree option prepares students for entry-level employment and a foundation for future advancement in the architectural, civil and manufacturing industries. The option includes an internship for on-the-job training with area companies.

### FIRST YEAR

Fall Semester			Hours	
CIVL	106	Technical Math I <sup>(1)</sup>	3	
CIVL	118	Materials & Methods of Construction	3	
ENGL	111	College Writing	3	
ENGR	110	Engineering Graphics	3	
IST	100	Computer Applications	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
CIVL	107	Technical Math II <sup>(1)</sup>	3	
CIVL MAFT	116 235	Surveying I –or– Manufacturing Processes	3	
CIVL	198	Workplace Readiness Seminar	1	
CIVL	215	Residential Design	4	
PHYS	100	Survey of Physics	3	
SCOM	110	Public Speaking	3	
<b>TOTAL HOURS</b>			<b>17</b>	

### SECOND YEAR

Fall Semester			Hours	
CIVL	228	Civil Drafting	3	
CIVL MAFT	236 255	Computers in Surveying –or– Hydraulics & Pneumatics	4 3	
GOVT	121	National and State Government	3	
MAFT	258	Engineering Economy	3	
MEDR	237	Mechanical CAD	3	
<b>TOTAL HOURS</b>			<b>15-16</b>	

Spring Semester			Hours	
GIS	120	Introduction to Geographic Information Systems	3	
MAFT	228	Quality Assurance	3	
MAFT	297	Internship <sup>(2)</sup>	6	
MEDR	246	Computer Aided Machining	3	
<b>TOTAL HOURS</b>			<b>15</b>	

<sup>(1)</sup>Students planning to transfer to a 4-year institution should substitute MATH 163, MATH 164 or MATH 170.

<sup>(2)</sup>Students with extensive full-time industry experience and instructor approval may substitute six credit hours of approved coursework.

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

# Industrial Technology (AAS)

## Manufacturing & Industrial Systems Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Dean Whitlow [lwhitlow@trcc.edu](mailto:lwhitlow@trcc.edu)

**Purpose:** Career and Technical Education. This option in the Industrial Technology program focuses on the knowledge and skills necessary for success in the installation and maintenance of commercial and industrial systems. This degree option prepares students for entry-level employment and a foundation for future advancement in the industrial technology and manufacturing sectors, as well as entry into university-level technology programs.

### FIRST YEAR

Fall Semester			Hours
CIVL MATH	106 103/153	Technical Math I <sup>(1)</sup> –or– Intermediate Algebra (or higher)	3-4
ELEC	115	Applied DC & AC Circuits	3
ENGL	111	College Writing	3
ENGR MEDR	110 135	Engineering Graphics –or– Blueprint Reading and Gauging	3
IST	100	Computer Applications	3
<b>TOTAL HOURS</b>			<b>15-16</b>

Spring Semester			Hours
CIVL MATH	107 163	Technical Math II <sup>(1)</sup> –or– College Algebra (or higher level Math course)	3
CIVL	198	Workplace Readiness Seminar	1
ELEC	117	Industrial Electrical Controls	3
GOVT	121	National and State Government	3
MAFT	255	Hydraulics & Pneumatics	3
MAFT	229	Introduction to Safety & Health	3
<b>TOTAL HOURS</b>			<b>16</b>

### SECOND YEAR

Fall Semester			Hours
ELEC	207	Industrial Electronics Applications	3
ELEC	216	Programmable Controller Systems	3
ELEC	218	Electrical Codes & Standards	2
MAFT	119	Robotics I	3
PHYS PHYS	100 101	Survey of Physics –or– Physical Science	3 5
SCOM	110	Public Speaking	3
<b>TOTAL HOURS</b>			<b>17-19</b>

Spring Semester			Hours
MAFT	215	Mechatronics Capstone	3
MAFT	219	Robotics II	3
MAFT	297	Internship <sup>(2)</sup>	6
MEDR	246	Computer Aided Machining	3
<b>TOTAL HOURS</b>			<b>15</b>

<sup>(1)</sup>Students planning to transfer to a four-year institution should substitute MATH 163, MATH 164 or MATH 170.

<sup>(2)</sup>Students with extensive full-time industry experience and instructor approval may substitute six credit hours of approved coursework.

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



# Industrial Technology (AAS)

## Power Plant Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Dean Whitlow [lwhitlow@trcc.edu](mailto:lwhitlow@trcc.edu)

**Purpose:** Career and Technical Education. This program is designed to enable students to develop skills and knowledge to enter power plant related fields. The curriculum may be completed in two years by a full-time student.

### FIRST YEAR

Fall Semester			Hours	
IST	100	Computer Applications	3	
CIVL	208	Mechanical and Electrical Systems	3	
ELEC	115	Applied DC & AC Circuits	3	
CIVL	106	Technical Math I <sup>(1)</sup>	3	
PPIT	115	Introduction to Power Plant Systems	3	
TOTAL HOURS			15	

Spring Semester			Hours	
MAFT	229	Introduction to Safety & Health	3	
ENGL	111	College Writing	3	
CIVL	107	Technical Math II <sup>(1)</sup>	3	
ELEC	207	Industrial Electronic Applications	3	
MEDR	135	Print Reading & Gauging	3	
PPIT	125	Power Plant Boilers & Operations	3	
TOTAL HOURS			18	

Summer Term			Hours	
MAFT	297	Internship <sup>(2)</sup>	6	
TOTAL HOURS			6	

### SECOND YEAR

Fall Semester			Hours	
ELEC	117	Industrial Electrical Controls	3	
GOVT	121	National and State Government	3	
ELEC	218	Electrical Codes & Standards	2	
MAFT	258	Engineering Economy	3	
PPIT	127	Power Plant Cycles <sup>(2)</sup>	3	
MAFT	255	Hydraulics & Pneumatics	3	
TOTAL HOURS			14-17	

Spring Semester			Hours	
PHYS	100	Survey of Physics	3	
ELEC	216	Programmable Controller Systems	3	
SCOM	110	Public Speaking	3	
PPIT	129	Power Plant Chemistry <sup>(2)</sup>	3	
CIVL	198	Workplace Readiness Seminar	1	
PPIT	235	Steam Turbines & Generators	3	
TOTAL HOURS			13-16	

<sup>(1)</sup>Students planning to transfer to a 4-year institution should substitute MATH 163, MATH 164 or MATH 170.

<sup>(2)</sup>Students must complete the 6-hour internship (MAFT 297) OR complete PPIT 127 and PPIT 129. The internship class can be taken in the summer or spring semester after the student has completed at least 30 hours toward the degree.

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

# Industrial Technology (AAS)

## Welding Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Michael Barrett [mbarrett@trcc.edu](mailto:mbarrett@trcc.edu)

**Purpose:** Career and Technical Education. This option in the Industrial Technology program focuses on the knowledge and skills necessary for success in the welding manufacturing and welding maintenance aspect of industry. This degree option prepares students for entry-level employment and a foundation for future advancement in the industrial technology and manufacturing sectors.

### FIRST YEAR

Fall Semester			Hours	
ENGL	111	College Writing	3	
CIVL MATH	106 103/153	Technical Math I <sup>(1)</sup> –or– Intermediate Algebra (or higher level Math course)	3-4	
IST	100	Computer Applications	3	
WELD	155	Introduction to MIG (Metal Inert Gas)	4	
TOTAL HOURS			13-14	

Spring Semester			Hours	
GOVT	121	National and State Government	3	
MAFT	228	Quality Assurance	3	
MAFT	229	Introduction to Safety & Health	3	
CIVL MATH	107 163	Technical Math II <sup>(1)</sup> –or– College Algebra (or higher level Math course)	3	
WELD	156	Introduction to SMAW (Shielded Metal Arc Welding)	4	
TOTAL HOURS			16	

### SECOND YEAR

Fall Semester			Hours	
PHYS	100	Survey of Physics	3	
WELD	157	Introduction to TIG (Tungsten Inert Gas)	4	
WELD	158	Introduction to GMAW (Gas Metal Arc Welding)	4	
WELD	159	Introduction to FCAW (Flux Cored Arc Welding)	4	
TOTAL HOURS			15	

Spring Semester			Hours	
SCOM	110	Public Speaking	3	
WELD	165	Welding Blueprint Reading	3	
WELD	255	Advanced MIG (Metal Inert Gas)	4	
WELD	256	Advanced SMAW (Shielded Metal Arc Welding)	4	
WELD	265	Welding Fabrication	3	
TOTAL HOURS			17	

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

# Information Systems Technology (AAS)

## Medical Billing and Coding Option

**Degree Type:** Associate of Applied Science Degree

**Contact:** Julie Becker [jbecker@trcc.edu](mailto:jbecker@trcc.edu)

**Purpose:** Career and Technical Education. The Medical Billing and Coding program prepares students with the knowledge of ICD and CPT coding to assign accurate codes for diagnosis, procedures, and other services. Students will also learn various clerical and administrative functions that relate to medical facilities. This program prepares the graduate to meet the challenges in today's health care billing and coding systems through the application of practical and theoretical general education, hands-on skill development, and a coordinated internship project.

### FIRST YEAR

Fall Semester			Hours	
BIOL	110	Human Biology	3	
BUED	103	Business English	3	
IST	100	Computer Applications	3	
IST	148	Office Procedures	3	
IST	149	Medical Terminology & Coding	3	
SCOM	110	Public Speaking - or -	3	
SCOM	101	Human Communication - or -		
SCOM	125	Communication in the Workplace		
TOTAL HOURS			18	

Spring Semester			Hours	
ENGL	111	College Writing	3	
IST	126	Word Processing	3	
IST	225	Medical Billing and Coding	5	
MATH	103/153	Intermediate Algebra	4	
		General Education Elective	3	
TOTAL HOURS			18	

### SECOND YEAR

Fall Semester			Hours	
BUED	203	Business Communication	3	
GOVT	121	National and State Government	3	
GOVT	121	National and State Government	3	
IST	275	Advanced Medical Billing and Coding	7	
TOTAL HOURS			16	

Spring Semester			Hours	
ECON	211	Principles of Macroeconomics -or-	3	
ECON	212	Principles of Microeconomics		
IST	268	Spreadsheet Applications	3	
IST	269	Database Applications	3	
IST	297	Coordinated Internship Project	3	
TOTAL HOURS			12	

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

# Information Technology Specialist (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Heather Carlton [hcarlton@trcc.edu](mailto:hcarlton@trcc.edu)

**Purpose:** Career and Technical Education. The IT Specialist program prepares students for entry-level positions in information technology field. IT Specialists work with the software and hardware of computer systems and networks, maintain and troubleshoot computer systems and networks, help install software and hardware, and provide customer service to end users within a network.

## FIRST YEAR

Fall Semester			Hours
CIVL MATH	106 103/153	Technical Math I <sup>(1)</sup> - or – Intermediate Algebra or higher	3-4
ENGL	111	College Writing	3
IST	100	Computer Applications	3
MST	115	IT Essentials	3
MST	118	Introduction to Networking	3
TOTAL HOURS			15-16

Spring Semester			Hours
CIVL	107	Technical Math II <sup>(1)</sup>	3
MST	128	Networking: Routing and Switching	3
MST	135	IT Customer Service and Support	3
MST	217	Network Security	3
PHYS PHYS	100 101	Survey of Physics - or – Physical Science or higher	3-5
TOTAL HOURS			12-17

Summer Semester			Hours
MST	197	Coordinated Internship Project I	3
SCOM	110	Public Speaking	3
TOTAL HOURS			6

## SECOND YEAR

Fall Semester			Hours
GOVT	121	National and State Government	3
MST	117	Linux Essentials	3
MST	218	Server Administration	3
MST	225	Scaling Networks	3
MST	227	IT Programming	3
TOTAL HOURS			15

Spring Semester			Hours
MST	219	Advanced Server Administration	3
MST	226	Connecting Networks	3
MST	235	IT Practicum and Survey	3
MST	297	Coordinated Internship Project II	3
TOTAL HOURS			12

<sup>(1)</sup>Students must take both CIVL 106 and CIVL 107 to fulfill Math requirement.

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

# Medical Laboratory Technology (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Dionne Thompson [dthompson@trcc.edu](mailto:dthompson@trcc.edu)

**Purpose:** Career and Technical Education. The Medical Laboratory program at Three Rivers College was developed to meet the increasing demand in the area for highly competent medical laboratory technicians. The purpose of this associate degree program is to prepare selected individuals to achieve an Associate of Applied Science degree, to be eligible to apply for national certification in Medical Laboratory Technology, and to demonstrate professional behaviors and technical skills required in today's health care laboratories.

Both general education and medical laboratory technology courses are included in the program of study; clinical laboratory experiences are planned in local health care facilities under the direct guidance of the Medical Laboratory Technology faculty. Health care facilities utilized for this program are:

- Poplar Bluff Regional Medical Center (North and South campuses)
- Kneibert Clinic—Poplar Bluff
- John J. Pershing Veterans Administration Medical Center—Poplar Bluff
- Missouri Delta Medical Center—Sikeston
- St. Francis Medical Center—Cape Girardeau
- Pemiscot Memorial Hospital Health Systems—Hayti
- Parkland Health Center—Farmington

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosmont, IL 60018, (773) 714-8880. Employment placement rates for 2012, 2013 and 2014 were 100%.

NOTE: MLT students are required to have one physical examination prior to the beginning of the second-year classes. Students must meet certain criteria for clinical practice in agencies including, but not limited to, random or for-cause drug screenings, negative pre-admission drug screen and criminal background check.

Students must be able to function with sufficient manual dexterity, visual acuity and communication skills to meet job requirements including drawing blood, manipulating specimens and equipment, viewing details under a microscope (including color differentiation), performing quality control measures, operating technical instruments, validating the results, and communicating clearly with patients, families and health care team members.

## Admission Criteria

Because of the number and nature of laboratory courses it is recommended, but NOT required, that applicants complete the general education requirements of the program while awaiting the next admissions cycle.

### 1. To become an eligible applicant, each individual must have on file no later than May 1:

- Completed college application.
- ACCUPLACER, ACT or SAT scores (current within 2 years), for placement in math and English courses.
- Final high school transcript or GED certificate.
- Transcripts of all previous university/college/technical school courses.
- Completed MLT application.

Both the college application and MLT application are at <http://trcc.edu/admissions/application.php>. Hand delivered applications must be received in the MLT Office by 4 p.m. on May 1 or the next Three Rivers business day if the deadline fall on either a weekend or holiday. Applications received by mail or other traceable means must be postmarked by midnight on the appropriate deadline dates.

### 2. Minimum requirements for initial screening of applicants:

- Completion of all prerequisite courses. with a grade of "B" or better or "credit":

Prerequisite Courses		Grade Required
CHEM 111	Introductory Chemistry (includes lab)	Grade of "B" or better
MATH 103/153	Intermediate Algebra	Grade of "C" or better

- Completion of a minimum cumulative grade point average (GPA) of 2.0 on all hours attempted.
- Satisfactory performance on the Test of Essential Academic Skills Test (TEAS V). **Minimum of 50<sup>th</sup> percentile composite scored. TEAS V scores must be current within two years of application deadline.**

**3. Applicants will be notified by letter of their admission status.** Final admission is contingent upon submission of a satisfactory confidential medical history and physical exam, a negative drug screen and a negative criminal background check.

NOTE: Eligible applicants who are residents of the college district will be given preference for admission. See statement on residence elsewhere in this catalog.

In addition to the college tuition and fees, MLT students will be charged \$15 per academic year for student malpractice insurance, \$75 per credit hour MDLB courses, and \$65 per semester for lab supplies, name badges, photos and registry review.

## Progression and Retention Policy

1. Students must maintain a cumulative grade point average of 2.0 throughout their enrollment in the MLT program in accordance with college policies regarding academic standing as outlined in the current Three Rivers Bulletin under ACADEMIC STANDING.
2. Students must achieve a minimum grade of "C" as well as a satisfactory grade for the clinical component of each MLT course. In the instructional Med Lab courses, a laboratory evaluation of the following percentages must be achieved.

Hematology	70%
Introduction to Laboratory Sciences	70%
Microbiology	70%
Chemistry Instrumentation	70%
Immunohematology	80%
Immunology	70%
Clinical Chemistry	70%

In the clinical practicum courses a 70% must be achieved on behavior/performance evaluation and all competencies must be completed. A grade of unsatisfactory as defined above will result in a non-passing grade for the course regardless of the theory grade.

3. Students must achieve a "C" in MLT related courses. Related courses are defined as: Anatomy and Physiology I and II, Organic Chemistry, Introduction to Chemistry and Intermediate Algebra.

4. Any student who earns a final grade lower than "C" in any MLT or MLT-related course must repeat the course and earn a final grade of "C" or higher before that course can be used as a prerequisite for any other MLT course or before that student can graduate from the program. Students who must repeat a course will be admitted to that course on a space available basis.

### FIRST YEAR

Fall Semester				Hours	
MDLB	118	Hematology and Coagulation	5.5		
MDLB	115	Introduction to Laboratory Science	1		
ENGL	111	College Writing	3		
CHEM	240	Basic Organic Chemistry	5		
TOTAL HOURS			14.5		

Spring Semester				Hours	
MDLB	128	Clinical Microbiology	4.5		
GOVT	121	National and State Government	3		
BIOL	231	Anatomy and Physiology I	4		
MDLB	138	Immunohematology	5		
TOTAL HOURS			16.5		

Summer Term				Hours	
BIOL	232	Anatomy and Physiology	4		
		Psychology or Sociology	3		
IST	100	Computer Applications	3		
TOTAL HOURS			10		

### SECOND YEAR

Fall Semester				Hours	
MDLB	248	Clinical Chemistry	4.5		
Two (2) of the Following					
MDLB	296 <sup>(1)</sup>	Hematology and Coagulation Clinical Practicum	4		
MDLB	297 <sup>(1)</sup>	Clinical Chemistry Practicum	4		
MDLB	298 <sup>(1)</sup>	Immunohematology Clinical Practicum	4		
MDLB	299 <sup>(1)</sup>	Microbiology Clinical Practicum	4		
TOTAL HOURS			12.5		

Spring Semester				Hours	
MDLB	245	Laboratory Sciences Seminar	1.5		
MDLB	228	Immunology	3		
Two (2) of the Following					
MDLB	296 <sup>(1)</sup>	Hematology and Coagulation Clinical Practicum	4		
MDLB	297 <sup>(1)</sup>	Clinical Chemistry Practicum	4		
MDLB	298 <sup>(1)</sup>	Immunohematology Clinical Practicum	4		
MDLB	299 <sup>(1)</sup>	Microbiology Clinical Practicum	4		
TOTAL HOURS			12.5		

<sup>(1)</sup>Two of the four courses are completed in the fall semester and the remaining two in the spring semester. Courses are four weeks in length.

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

# Nursing (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Kim Shackelford [kshackelford@trcc.edu](mailto:kshackelford@trcc.edu)

**LPN-RN Bridge Contact:** Michelle Hall [nhall@trcc.edu](mailto:nhall@trcc.edu)

**Purpose:** Career and Technical Education. The purpose of this nursing program is to prepare students to achieve an Associate of Applied Science degree, to apply for licensure by examination\* as a registered nurse, and to use the nursing process in providing safe and effective nursing care for clients in structured primary or secondary care settings.

Both general education and nursing education courses are included in the program of study; clinical laboratory experiences are planned in local health care facilities under the direct guidance of the Nursing faculty. Students enrolled in the nursing program have the same privileges and responsibilities accorded all students of the College.

The Poplar Bluff Associate Degree Nursing Program and the Sikeston LPN-RN Bridge program are conditionally approved by the Missouri State Board of Nursing (573) 751- 0681: [www.pr.mo.gov](http://www.pr.mo.gov). Both programs are accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404-975-5000): [www.acenursing.org](http://www.acenursing.org).

NOTE: Nursing students are required to have two physical examinations, one as part of the admission process and the second prior to the beginning of second-year classes. Students must meet certain health criteria for clinical practice in agencies, including but not limited to random or for-cause drug screening. Students are required to be certified at the BLS for Healthcare Providers (BLS-HCP) level. Proof of successful completion of the BLS-HCT course must be in the form of an official CPR card document issued by an authorized AHA or Red Cross Training Center. Cards issued by private companies that state the course was “taught in accordance with AHA (or Red Cross) guidelines” are not sufficient evidence of course completion and will not satisfy this requirement.

\*The requirements for licensure, as set forth in the Missouri Statutes 335 RSMo 2015 9th Nurse Practice Act), including being of good moral character, completion of the high school course of study or the equivalent, successful completion of the basic professional nursing curriculum in an approved school of nursing (however, successful completion does not guarantee eligibility to take the licensure examination). + Non-English speaking candidates are required to submit evidence of proficiency in the English language. There are also questions related to adjudication of any crime other than traffic violations, including unlawful use or possession of controlled substances or alcoholic beverages to an extent that one is impaired, fraud, dishonesty, acts of violence, bribery, deception, misconduct, insanity, incompetence, and placement on employee disqualification lists by a state or federal agency. Affirmative answers may result in the applicant being denied access to the licensure examination by the State Board of Nursing. For further information, consult the department chair.

*+The requirements for nursing licensure are set forth in Missouri Statutes 335.066 and 335.046.1, a paper copy of which is available from the Three Rivers Nursing Department and an electronic copy can be found at [www.trcc.edu](http://www.trcc.edu).*

## Admission Criteria

All candidates must meet the regular admission requirements as stated in the current catalog:

To become an eligible nursing applicant, each individual must have the following on file in the admissions office no later than **March 1<sup>st</sup> for the Poplar Bluff day program and Evening LPN-RN Bridge program, May 1<sup>st</sup> for the Poplar Bluff evening program, September 1<sup>st</sup> for the Sikeston and Poplar Bluff Day LPN-RN Bridge programs** time of application:

- Completed college application;
- ACCUPLACER, ACT, SAT, ACCUPLACER scores (current within 2 years) for placement in math and English courses
- Final high school transcript or GED certificate;
- Transcripts of all previous university/college/technical schools; and
- Completed current nursing application

Both the college application and the nursing application can be found at <http://trcc.edu/admissions/application.php>. Hand delivered applications must be received in the Poplar Bluff or Sikeston Nursing Office by 4 p.m. on the appropriate deadline date or the next Three Rivers College business day if the deadline falls on either a weekend or a holiday. Applications received by mail or other traceable means must be postmarked by midnight on the appropriate deadline dates.

The Nursing Admissions Committee uses the following minimum requirements for the initial screening of applicants:

1. Applicants will be required to have a “B” or higher in Intermediate Algebra, Anatomy and Physiology I, and Anatomy and Physiology II.
2. Cumulative Grade Point Average (GPA) of 2.75, or if current high school student, with no college GPA, rank in the upper one third of their high school graduating class.
3. Satisfactory performance on the NLN Pre-Admission Examination-RN (minimum 68<sup>th</sup> percentile “AD” composite score or 110 composite score). NLN scores must be current within two years of application deadline. Students can register at <https://ondemand.questionmark.com/400030/ext/nlntesting/user>. Examination must be completed by application deadline.

In the event that two or more applicants receive the same composite percentile score, the applicants will be ranked according to the NLN verbal ability category score, and then if necessary by the NLN science category score and finally math category score. Selection as an alternate does not guarantee admission into the program or placement into the following year’s selection process. Selected alternates remain eligible by completion of pre-nursing courses with a maintained cumulative GPA of 2.75. Alternates will replace students in the ranked order as space becomes available and will be notified by letter. If not granted admission, the alternate must reapply.

Transfer Requests must be received in writing by May 1 for fall courses and by December 1<sup>st</sup> for spring courses for credential evaluation. Contact the Nursing Department for transfer packets and instructions. Readmission requests must be received in writing by the finals week of the current semester from which the student has failed or withdrawn.

Applicants will be notified of their admission status by letter. Individuals selected are required to have a physical examination, preadmission drug screen and criminal background check prior to starting their first nursing course. Final admission is contingent upon submission of a satisfactory confidential medical history and examination, negative drug screen, a negative criminal background check and completion of pre-nursing courses with a cumulative GPA of 2.75 or higher (see curriculum guide).

LPN-RN Bridge applicants must meet the same admission criteria as other nursing applicants. To qualify, the selected student must additionally:

- Have an active, unencumbered license as a Licensed Practical Nurse with privileges to practice in the state of Missouri. (Applicants that have an authorization to test for the NCLEX-PN may apply pending successful completion of the licensure exam).
- Demonstrate satisfactory performance on the screening assessment.

In addition to the College tuition and fees, nursing students will be charged \$15 per academic year for malpractice insurance, \$175 per credit hour clinical fee for courses with clinical components, and \$50 per credit hour fee for nursing courses to cover the cost of lab supplies, computerized testing, photos, school pins, and the NCLEX live review, and \$25 per credit hour simulation lab fee for all nursing courses with a clinical component to cover the cost of maintenance, consumables, and software updates.

### **Progression and Retention Criteria**

1. Students must maintain a cumulative GPA of 2.0 throughout their enrollment in the nursing program. Students must also comply with college policies regarding probation and suspension, as outlined in the Three Rivers College Catalog.
2. In order to progress in the nursing sequence:
  - a. Students must achieve satisfactory clinical performance, satisfactory skills lab performance, and a minimum grade of “C” for each nursing course in order to progress to the next nursing course.
  - b. Students failing to achieve satisfactory clinical performance or skills laboratory performance will receive a course grade of “F” regardless of the grade in the theory portion of the course.
  - c. A student can fail or withdraw from a nursing course one time. A student can only be readmitted to the nursing program one time. A student who fails or withdraws from more than one nursing course (whether in the same semester or different semesters) is ineligible for readmission.
  - d. Students must achieve a minimum grade of “B” in nursing related courses including Anatomy and Physiology I and II and Intermediate Algebra.
  - e. Supporting general education courses must be taken in the sequence listed in the student’s program option (refer to curriculum outlines) if not completed before acceptance into the nursing program.



## Nursing Day Program Curriculum

### Summer Term

				Hours
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	103/153	Intermediate Algebra	4	
<b>TOTAL HOURS</b>			<b>14</b>	

### FIRST YEAR

#### Fall Semester

				Hours
BIOL	232	Anatomy and Physiology II	4	
NURS	109	Critical Thinking in Nursing	2	
NURS	116	Foundations of Nursing	7	
<b>TOTAL HOURS</b>			<b>13</b>	

#### Spring Semester

				Hours
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	6	
NURS	135	Pharmacology for Nurses	3	
<b>TOTAL HOURS</b>			<b>12</b>	

### SECOND YEAR

#### Fall Semester

				Hours
NURS	218	Maternal Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
<b>TOTAL HOURS</b>			<b>13</b>	

#### Spring Semester

				Hours
NURS	238	Medical Surgical Nursing III	5	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition Into Professional Nursing	4	
<b>TOTAL HOURS</b>			<b>12</b>	

General Education Credit: 21

Nursing Education Credit: 43

**TOTAL CREDIT HOURS: 64**

## Nursing Evening Program Curriculum

### FIRST YEAR

#### Fall Semester

				Hours
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
MATH	103/153	Intermediate Algebra	4	
<b>TOTAL HOURS</b>			<b>14</b>	

#### Spring Semester

				Hours
BIOL	232	Anatomy and Physiology II	4	
NURS	109	Critical Thinking in Nursing	2	
NURS	116	Foundations of Nursing	7	
<b>TOTAL HOURS</b>			<b>13</b>	

#### Fall Semester

				Hours
NURS	128	Mental Health Nursing	3	
NURS	129	Medical Surgical Nursing I	6	
NURS	135	Pharmacology for Nurses	3	
<b>TOTAL HOURS</b>			<b>12</b>	

### SECOND YEAR

#### Spring Semester

				Hours
NURS	218	Maternal Child Health Nursing	3	
NURS	219	Medical Surgical Nursing II	7	
PSYC	243	Human Development Across the Lifespan	3	
<b>TOTAL HOURS</b>			<b>13</b>	

#### Fall Semester

				Hours
NURS	238	Medical Surgical Nursing III	5	
NURS	239	Preceptor in Nursing	3	
NURS	245	Transition Into Professional Nursing	4	
<b>TOTAL HOURS</b>			<b>12</b>	

General Education Credit: 21

Nursing Education Credit: 43

**TOTAL CREDIT HOURS: 64**

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

## LPN-RN Bridge - Day & Sikeston

Spring Semester			Hours
BIOL	231	Anatomy and Physiology I	4
ENGL	111	College Writing	3
GOVT	121	National and State Government	3
MATH	103/153	Intermediate Algebra	4
<b>TOTAL HOURS</b>			<b>14</b>

Summer Term			Hours
BIOL	232	Anatomy and Physiology II	4
NURS	108	LPN-RN Bridge	4
<b>TOTAL HOURS</b>			<b>8</b>

Fall Semester			Hours
NURS	218	Maternal Child Health Nursing	3
NURS	219	Medical Surgical Nursing II	7
PSYC	243	Human Development Across the Lifespan	3
<b>TOTAL HOURS</b>			<b>13</b>

Spring Semester			Hours
NURS	238	Medical Surgical Nursing III	5
NURS	239	Preceptor in Nursing	3
NURS	245	Transition into Professional Nursing	4
<b>TOTAL HOURS</b>			<b>12</b>

Articulated Credit			Hours
NURS	116	Foundations of Nursing	6
NURS	135	Pharmacology for Nurses	3
NURS	128	Mental Health Nursing	3
NURS	129	Medical Surgical Nursing I	5

General Education Hours: 21  
 Nursing Hours: 26  
 Articulated Credit: 17  
**TOTAL CREDIT HOURS: 64**

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

## LPN-RN Bridge - Evening

Summer Term			Hours
BIOL	231	Anatomy and Physiology I	4
ENGL	111	College Writing	3
GOVT	121	National and State Government	3
MATH	103/153	Intermediate Algebra	4
<b>TOTAL HOURS</b>			<b>14</b>

Fall Semester			Hours
BIOL	232	Anatomy and Physiology II	4
NURS	108	LPN-RN Bridge	4
<b>TOTAL HOURS</b>			<b>8</b>

Spring Semester			Hours
NURS	218	Maternal Child Health Nursing	3
NURS	219	Medical Surgical Nursing II	7
PSYC	243	Human Development Across the Lifespan	3
<b>TOTAL HOURS</b>			<b>13</b>

Fall Semester			Hours
NURS	238	Medical Surgical Nursing III	5
NURS	239	Preceptor in Nursing	3
NURS	245	Transition into Professional Nursing	4
<b>TOTAL HOURS</b>			<b>12</b>

Articulated Credit			Hours
NURS	116	Foundations of Nursing	6
NURS	135	Pharmacology for Nurses	3
NURS	128	Mental Health Nursing	3
NURS	129	Medical Surgical Nursing I	5

General Education Hours: 21  
 Nursing Hours: 26  
 Articulated Credit: 17  
**TOTAL CREDIT HOURS: 64**

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

# Occupational Therapy Assistant (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Staci Campbell [scampbell@trcc.edu](mailto:scampbell@trcc.edu)

**Purpose:** The Occupational Therapy Assistant program is a one-plus-one degree program which prepares students to practice as Certified Occupational Therapy Assistants (COTA) after meeting certification and state licensure standards. Three Rivers College is one of five colleges in the Missouri Health Professions Consortium (MHPC) currently selected to offer the program coordinated through the University of Missouri. Three Rivers offers and enrolls students in the general education coursework; sophomore level (professional level) coursework typically originates from a classroom in Columbia, MO and is conveyed to Three Rivers' students via interactive television and internet based technology. Through the combination of general education, professional level coursework, classroom and laboratory practice, and clinical fieldwork experiences, students will learn the profession of occupational therapy assistant. Travel to other campuses for laboratory practice will be required. The professional year does not run on a traditional academic cycle. Classes will begin the Monday after New Year's Day and will run through the end of the fall semester. Completion of professional coursework takes one full calendar year.

## FIRST YEAR

### Spring Semester

			Hours	
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
MATH	103/153	Intermediate Algebra	4	
PSYC	111	General Psychology	3	
ALHE	125	Medical Terminology	1	
TOTAL HOURS			15	

### Fall Semester

			Hours	
BIOL	232	Anatomy and Physiology II	4	
SCOM	110	Public Speaking –or- Human Communication	3	
SCOM	101			
PSYC	243	Human Development Across the Lifespan	3	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
TOTAL HOURS			16	

### Accreditation

The MHPC OTA Program has been granted accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE), the accrediting body of the American Occupational Therapy Association (AOTA). Following successful completion of coursework and passing of the certification exam, individuals will be a Certified Occupational Therapy Assistant (COTA). Even with successful coursework completion students may be prohibited from sitting for the NBCOT Certification Exam if they have a felony conviction. In Missouri, state licensure is required in order to practice and acquisition of a license is contingent upon passing the NBCOT Certification Exam. For more information regarding accreditation, please contact: ACOTE, c/o Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, Phone: 301-652-2682, TDD: 800-377-8555. [www.acoteonline.org](http://www.acoteonline.org) [accred@aota.org](mailto:accred@aota.org)

### Admission Process

Enrollment in the MHPC Occupational Therapy Assistant program is selective and an informational packet with application materials is available online (<http://trcc.edu/admissions/application.php>) or at the Three Rivers campus. **Students must complete all general education coursework PRIOR to entry into the professional level program.** However, students can complete coursework in the semester prior to the start of the program; under these circumstances, program admission would be contingent upon successful completion of general education prerequisite coursework and maintenance of the required 2.5 GPA. Transcript evidence of satisfactory completion of general education/prerequisite coursework must be received with the application packet. Three Rivers may not be able to offer admission to all qualified applicants. Only students meeting all admission criteria and submitting completed application packets within the established timeframe will be considered. The Selection Committee meetings are conducted the summer before the start of the professional year. Admission decisions of the Selection Committee are final. Applicants will receive a letter regarding admissions status following committee review. **Application Deadline: May 31<sup>st</sup>**

### Transfer Options

This degree will articulate to a Bachelor of Health Science (BHS) degree at the University of Missouri-Columbia (UMC). While a bachelor's degree is not required to practice as an OTA, 60 credit hours will transfer to UMC if graduates wish to pursue their additional degree.

## SECOND YEAR

### Spring Semester

			Hours	
OTA	200	Foundations of Occupational Therapy	4	
OTA	205	Medical Conditions in Occupational Therapy	3	
OTA	210	Analysis of Occupations	2	
OTA	215	Mental Health and Psychosocial Practice	4	
OTA	220	Pediatric and Adolescent Practice	4	
TOTAL HOURS			17	

### Summer Semester

			Hours	
OTA	250	Functional Kinesiology	2	
OTA	255	Physical Disabilities Practice	4	
OTA	260	Community Practice	3	
OTA	265	Ethics, Management and Leadership	3	
OTA	270	Professional Skills	3	
TOTAL HOURS			15	

### Fall Semester

			Hours	
OTA	290	Level II A Fieldwork	8	
OTA	295	Level II B Fieldwork	8	
TOTAL HOURS			16	

**Total Hours: 79 credit hours**

# Office Administration (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Julie Becker [jbecker@trcc.edu](mailto:jbecker@trcc.edu)

**Purpose:** Career and Technical Education. The OFFICE ADMINISTRATION program is designed for individuals who are currently employed in an office environment and for high school graduates planning a career as an office administrative assistant. This program prepares students to meet the challenges of the modern office through the application of practical and theoretical general education, hands-on skill development, and a coordinated internship project.

## FIRST YEAR

Fall Semester			Hours	
BUED	103	Business English	3	
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
IST BLAW	149 221	Medical Terminology & Coding - or - Legal Environment of Business	3	
IST	148	Office Procedures	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester			Hours	
ACCT ACCT	211 216	Principles of Accounting I - or - Business Accounting	3	
ECON ECON	211 212	Principles of Macroeconomics - or - Principles of Microeconomics	3	
IST	126	Word Processing	3	
IST	269	Database Applications	3	
MATH	103/153	Intermediate Algebra or higher	3-4	
<b>TOTAL HOURS</b>			<b>15-17</b>	

## SECOND YEAR

Fall Semester			Hours	
BMGT	108	Human Resources Management	3	
BMGT	235	Customer Service Management	3	
BUAD	120	Introduction to Business	3	
BUED	203	Business Communications	3	
IST	268	Spreadsheet Applications	3	
SCOM SCOM SCOM	110 101 125	Public Speaking - or - Human Communication - or - Communication in the Workplace	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Spring Semester			Hours	
		General Education Elective	3	
GOVT	121	National and State Government	3	
IST	256	Administrative Transcription	3	
IST	296	Office Administrative Applications	3	
IST	297	Coordinated Internship Project	3	
<b>TOTAL HOURS</b>			<b>15</b>	

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

# Paramedic (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Tami Cunningham [tcunningham@trcc.edu](mailto:tcunningham@trcc.edu)

**Purpose:** Career and Technical Education. This program prepares EMTs to achieve an Associate of Applied Science degree, to apply for National Registry Examination for paramedic licensure, and to provide safe and effective pre-hospital emergency care for sick and injured adults and children. Both general education and paramedic courses are included in the program of study. Clinical internship experiences are planned in local health care facilities under direct guidance of experienced preceptors. The Three Rivers College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals ([www.coaemsp.org](http://www.coaemsp.org)).

**Admission Criteria:** To become an eligible applicant, individuals must:

- Have a program application on file in the EMS Coordinator's Office by May 1. (Find application at <http://trcc.edu/admissions/application.php>.)
- Be a Missouri licensed EMT.
- Have current Basic Life Support for Healthcare Providers status.
- Place into college writing and beginning algebra on the ACT or ACCUPLACER Placement Tests (ACT scores are valid for 2 years).
- Complete the Health Occupations Basic Entrance Test (TEAS) through the college Testing Center.
- Satisfactorily complete a confidential medical history; physical examination, negative pre-admission drug screen and clear criminal background check after acceptance in the program.

*Selection of students occurs during the spring semester with paramedic courses beginning in June. Students must meet certain criteria for internship practice in agencies, including but not limited to random or for-cause drug screenings.*

## FIRST YEAR

Fall Semester			Hours	
EMDS	105	EMS I	9	
ENGL	111	College Writing	3	
BIOL	231	Anatomy & Physiology I	4	
TOTAL HOURS			16	

Spring Semester			Hours	
GOVT	121	National & State Govt.	3	
MATH	103/153	Intermediate Algebra	4	
IST	100	Computer Applications	3	
PSYC	243	Human Development Across the Lifespan	3	
TOTAL HOURS			13	

Summer Semester			Hours	
EMDS	150	Pharmacology for Pre-Hospital Professionals	3	
TOTAL HOURS			3	

## SECOND YEAR

Fall Semester			Hours	
EMDS	201	EMS II	14	
EMDS	202	EMS Internship I	4	
TOTAL HOURS			18	

Spring Semester			Hours	
EMDS	204	EMS III	14	
EMDS	205	EMS Internship II	4	
TOTAL HOURS			18	

Summer Semester			Hours	
EMDS	207	EMS IV	6	
EMDS	208	EMS Internship III	6	
TOTAL HOURS			12	

**TOTAL CREDIT HOURS: 80**

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

*Graduates of the AAS degree program are eligible to take the National Registry Advanced Level practical and written examinations for Paramedic licensure. There are questions on the Missouri licensure application related to the conviction of any crime (traffic violations, drugs, and/or alcohol, etc.) Affirmative answers may result in the applicant being denied licensure by the Department of Health and Senior Services Bureau of EMS.*

*NOTE: Other fees are associated with the Paramedic program in addition to regular college tuition and fees.*

# Paraprofessional Educator (AAS)

**Degree Type:** Associate of Applied Science Degree

**Contact:** Faye Sanders [asanders@trcc.edu](mailto:asanders@trcc.edu)

**Purpose:** Career and Technical Education. The Paraprofessional Educator program prepares students for paraprofessional positions in the public elementary, middle and high schools, preschools and private schools. Paraprofessional educators work alongside the regular classroom teacher helping students with their studies. They often work extensively with special needs children.

## FIRST YEAR

Fall Semester				Hours
ENGL	111	College Writing	3	
GOVT	121	National and State Government	3	
SCOM	110	Public Speaking	3	
MATH		Any 100-level Mathematics course	3-4	
PSYC	111	General Psychology	3	
HPER	110	Lifetime Wellness	2	
<b>TOTAL HOURS</b>			<b>17-18</b>	

Spring Semester				Hours
ENGL	112	Advanced College Writing	3	
EDUC	201	Teaching Profession with Field Experience	3	
BIOL PHYS		Biological Science –or– Physical Science	5	
HIST HIST	111 112	American History to 1877 –or– American History since 1877	3	
ECD	126	Child Health, Safety and Nutrition	3	
<b>TOTAL HOURS</b>			<b>17</b>	

## SECOND YEAR

Fall Semester				Hours
ARTS	223	Art for the Elementary Teacher	3	
EDUC	210	Educational Psychology	3	
EDUC	230	Foundations of Education	3	
PSYC	223	Child Psychology	3	
MUSC	263	Music for the Elementary Teacher	3	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester				Hours
HPER	233	Physical Education for the Elementary Teacher	3	
EDUC	250	Children's Literature	3	
EDUC	260	Education of Exceptional Learners	3	
EDUC	270	Technology for Teachers	3	
EDUC	297	Paraprofessional Educator Practicum <sup>(1)</sup>	3	
<b>TOTAL HOURS</b>			<b>15</b>	

### Additional Suggested Electives

ECD	202	Survey of Early Childhood Development & Education	3	
HPER	233	Physical Education for the Elementary Teacher	3	

<sup>(1)</sup>Practicum experience requires 100 hours under the supervision of a certified teacher in a K-12 setting. Instructor consent only.

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

# One-Year Certificate Programs

All programs in Career and Technical Education are highly specialized. They are specifically designed to give the necessary training and skills required in various occupations. The college shall assist all students in finding employment upon successful completion of their chosen programs; however, the college cannot promise employment to anyone. The college anticipates the addition of other curricula in career and technical education as conditions warrant.

<b>Business</b>		123	Industrial Technician*
122	Hospitality and Tourism*	124	Maintenance Welding*
123	Information Technology Specialist*	124	Manufacturing Welding*
124	Management and Supervision*	125	Office Assistant*
125	Marketing and Merchandising*	127	Plumbing Technology*
132	Sales*	129	Precision Agriculture*
<b>Career Education</b>		<b>Nursing and Allied Health</b>	
120	Criminal Justice – P.O.S.T. Academy*	126	Paramedic*
120	Electrical Technology*	128	Practical Nurse*
120	Enhanced Education	130	Pre-Medical Laboratory Technology
122	Environmental/Occupational Safety and Health Technology*	131	Pre-Nursing
121	Fire Science*	131	Pre-Physical Therapist Assistant
121	Geographic Information Systems Technology*	132	Pre-Occupational Therapy Assistant
122	Green Diesel*	129	<b>Pre-Dental Hygiene</b>
122	Heating, Ventilation, Air Conditioning/Refrigeration*	130	<b>Pre-Medicine</b>

\* Federal regulations require institutions to provide certain information regarding Gainful Employment programs. Links are provided for further information regarding the estimated cost of the program and jobs available.

# Short-Term Certificate Programs

All programs in Career and Technical Education are highly specialized. They are specifically designed to give the necessary training and skills required in various occupations. The college shall assist all students in finding employment upon successful completion of their chosen programs; however, the college cannot promise employment to anyone. The college anticipates the addition of other curricula in career and technical education as conditions warrant.

<b>133</b>	<b>Applied Technology</b>	<b>134</b>	<b>Geographic Information Systems Technology</b>
	<b>Business</b>		
133	Accounting	135	<b>Global Studies</b>
136	Medical Billing and Coding	135	<b>Green Diesel Technology</b>
<b>133</b>	<b>Criminal Justice</b>	<b>136</b>	<b>Industrial Technology</b>
<b>133</b>	<b>Early Childhood Development</b>		Electrical Technician
<b>134</b>	<b>Emergency Medical Services</b>		Industrial Technician
			Quality Control Technician
<b>134</b>	<b>Environmental/Occupational Safety and Health Technology</b>	<b>136</b>	<b>Surveying</b>
	Environmental Technology		
	Occupational Safety and Health Technology		

# Criminal Justice – P.O.S.T. Academy

**Certificate Type:** One-Year

**Contact:** Tom Burns [tburns@trcc.edu](mailto:tburns@trcc.edu)

**Purpose:** Career and Technical Education. The Criminal Justice P.O.S.T. Academy one-year certificate will be awarded upon satisfactory completion of the Missouri State Sheriff's Association P.O.S.T. training academy.

CURRICULUM			Hours	
CRJU	295	Law Enforcement Academy I	12	
CRJU	296	Law Enforcement Academy II	12	
TOTAL HOURS			24	

# Electrical Technology

**Certificate Type:** One Year

**Contact:** Dean Whitlow [lwhitlow@trcc.edu](mailto:lwhitlow@trcc.edu)

**Purpose:** Career and Technical Education. The Electrical Technology program prepares students for entry level employment as an electrician. Students will acquire knowledge and skills required to work in residential, commercial, and industrial electricity. The National Electrical Code (NEC) along with local regulations will be referenced throughout the program.

Fall Semester			Hours	
ELEC	105	Introduction to Electrical Technology	3	
ELEC	106	Basic Electricity	3	
ELEC	107	Electrical Materials and Methods	3	
CIVL	106	Tech Math I	3	
SCOM	125	Communications in the Workplace	3	
TOTAL HOURS			15	

Spring Semester			Hours	
ELEC	125	Blueprint Reading for Electricians	3	
ELEC	126	Residential Circuits	3	
ELEC	225	Electrical Systems	3	
IST	100	Computer Applications	3	
TOTAL HOURS			12	

Fall Semester			Hours	
ELEC	226	Electrical Construction	3	
ELEC	227	Commercial & Industrial Electrical Systems	3	
TOTAL HOURS			6	

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

[Gainful Employment Disclosure](#)

# Enhanced Education

**Certificate Type:** One Year

**Contact:** Faye Sanders [asanders@trcc.edu](mailto:asanders@trcc.edu)

**Purpose:** The Enhanced Education certificate will provide transparency for clear transferability purposes and degree completion.

CURRICULUM			Hours	
ARTS	223	Art for the Elementary Teacher	3	
ENGL	281	Old Testament Literature - or -	3	
ENGL	282	New Testament Literature		
GEOG	111	Regional Geography: Eastern World - or -	3	
GEOG	112	Regional Geography: Western World		
HIST	111	American History to 1877	3	
HIST	112	American History since 1877	3	
HPER	233	PE for the Elementary Teacher	3	
MATH	163	College Algebra	3	
MUSC	263	Music for the Elementary Teacher	3	
PHIL	243	Religions of the World	3	
TOTAL HOURS			27	

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

# Environmental/Occupational Safety & Health Technology

**Certificate Type:** One Year

**Contact:** Elizabeth Deken [edeken@trcc.edu](mailto:edeken@trcc.edu)

**Purpose:** Career and Technical Education. The EOSH Technology Certificate program prepares students for positions that oversee, administer, monitor, and ensure compliance with federal, state and/or local environmental and occupational safety and health regulatory programs.

CURRICULUM			Hours	
EOSH	116	Introduction to Industrial Hygiene	3	
EOSH	205	Safety & Health Regulations	3	
EOSH	206	Environmental Regulations	3	
EOSH	215	Transportation, Storage & Handling of Hazardous Materials	3	
EOSH	216	Waste Management	3	
EOSH	225	Accident Investigation	3	
EOSH	226	Emergency Preparedness and Planning	3	
CIVL	248	Waste and Wastewater Systems	3	
GIS	120	Introduction to Geographic Information Systems	3	
MAFT	229	Introduction to Safety and Health Programs	3	
TOTAL HOURS			30	

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

[Gainful Employment Disclosure](#)



# Fire Science

**Certificate Type:** One Year

**Contact:** Jack Armor [jarmor@trcc.edu](mailto:jarmor@trcc.edu)

**Purpose:** Career and Technical Education. The Fire Science certificate program focuses on providing students with skills in firefighting and emergency medical services and prepares students for entry-level employment and a foundation for future advancement in the fire-fighting field.

CURRICULUM			Hours
FIRE	115 <sup>(1)</sup>	Firefighter I and II	12
FIRE	118 <sup>(1)</sup>	Hazardous Materials Awareness & Operations	3
		Career Education Elective (s)*	9
<b>TOTAL HOURS</b>			<b>24</b>

<sup>(1)</sup>These courses require skills and written examinations by the Missouri Division of Fire Safety to obtain state certification. Students must meet all state requirements prior to taking certification tests.

### Recommended Electives(s)

FIRE	119	Fire Behavior and Combustion (FESHE)*	3
FIRE	217	Building Construction for Fire Protection (FESHE)	3
FIRE	226	Principles of Emergency Safety and Survival (FESHE)	3
FIRE	235	Fire Protection Systems (FESHE)	3
FIRE	135	Fire Prevention (FESHE)*	3
FIRE	126	Principles of Emergency Services (FESHE)*	3
FIRE	215	Tactics & Strategies	3
FIRE	216	Fire Instructor	3
FIRE	225	Hydraulics and Water	3
FIRE	239	Search and Rescue (land, water and structural collapse)	3
FIRE	245	Fire Codes and Inspection	3
FIRE	255	Leadership in the Fire Service	3
FRST	255	Wildlife Fire Management	3
ADJU	113	Criminal Law	3
ADJU	233	Criminal Investigations	3
ADJU	128	Forensic Science and Criminalistics	3
EMDS	105	Emergency Medical Services I	9

\*Preferred Elective Options for the all Fire Certificate

### [Gainful Employment Disclosure](#)

# Geographic Information Systems Technology

**Certificate Type:** One Year

**Contact:** Elizabeth Deken [edeken@trcc.edu](mailto:edeken@trcc.edu)

**Purpose:** Career and Technical Education. Program is designed to provide students with the skills and knowledge necessary for entry-level employment in the field. It will also provide opportunities for members of the workforce to upgrade and retrain in this rapidly expanding technological field. Students may combine the certificate with an A.A., A.A.S., or a Bachelor's degree.

CURRICULUM			Hours
GIS	110	Introduction to Mapping Principles	3
GIS	120	Intro to Geographic Information Systems	3
GIS	140	Geographic Information Systems II	3
GIS	210	WEB-Based GIS	3
GIS	220	Introduction to Remote Sensing	3
GIS	230	Spatial Analysis in GIS	3
GIS	240	Applications in GIS	3
GIS	250	Advanced GIS	3
IST	125	Visual BASIC Programming	3
IST	269	Database Applications	3
<b>TOTAL HOURS</b>			<b>30</b>

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

### [Gainful Employment Disclosure](#)

# Green Diesel

**Certificate Type:** One Year

**Contact:** Dean Whitlow [whitlow@trcc.edu](mailto:whitlow@trcc.edu)

**Purpose:** Career and Technical Education. Program focuses on providing students with skills in green diesel technology and prepares students for entry-level employment and a foundation for future advancement in the field.

CURRICULUM			Hours
GRDT	115	Green Diesel Technician	6
GRDT	215	Green Diesel Technician II	6
GRDT	225	Green Diesel Technician III	6
IST GIS	100 120	Computer Applications -or- Intro to Geographic Information Systems	3
CIVL MATH	106 103/153	Technical Math I -or- Intermediate Algebra	3-4
ENGL	111	College Writing	3
EOSH	216	Waste Management and RCRA	3
EOSH	206	Environmental Regulations	3
MAFT	229	Introduction to Health and Safety	3
<b>TOTAL HOURS</b>			<b>36-37</b>

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

[Gainful Employment Disclosure](#)

# Heating, Ventilation, Air Conditioning/Refrigeration

**Certificate Type:** One Year

**Contact:** Dean Whitlow [whitlow@trcc.edu](mailto:whitlow@trcc.edu)

**Purpose:** Career and Technical Education. The HVAC program prepares students for entry level employment as a Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) technician. Students will acquire knowledge and skills required to work as a HVAC/R technician on equipment in residential, commercial, and industrial settings. The program will provide instruction related to local, state, and federal codes/regulations.

Fall Semester			Hours
HVAC	105	Safety for HVAC/R Profession	3
HVAC	106	Basic Electricity for HVAC/R Technicians	3
HVAC	107	Heating, Ventilation, Air Conditioning/Refrigeration I	3
CIVL	106	Tech Math I	3
SCOM	125	Communications in the Workplace	3
<b>TOTAL HOURS</b>			<b>15</b>

Spring Semester			Hours
HVAC	115	Heating, Ventilation, Air Conditioning/Refrigeration II	3
HVAC	116	HVAC/R Motors and Controls	3
HVAC	215	Residential Heating, Air Conditioning/Refrigeration	3
IST	100	Computer Applications	3
<b>TOTAL HOURS</b>			<b>12</b>

Fall Semester			Hours
HVAC	216	Commercial Heating, Ventilation and Cooling	3
HVAC	217	Commercial Refrigeration	3
<b>TOTAL HOURS</b>			<b>6</b>

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

[Gainful Employment Disclosure](#)

# Hospitality & Tourism

**Certificate Type:** One-Year

**Contact:** Dr. Martha Kirkman [mkirkman@trcc.edu](mailto:m Kirkman@trcc.edu)

**Purpose:** Career and Technical Education. The Hospitality and Tourism certificate program prepares students for employment in the travel and hospitality industry. The courses include instruction in the different aspects of travel and theories and principles concerning the operation of hotels and resorts.

Courses			Hours
ACCT ACCT	216 211	Principles of Accounting I - or - Business Accounting	3
BLAW	221	Legal Environment of Business	3
BMGT	107	Hospitality and Tourism	3
BMGT	108	Human Resource Management	3
BMGT	235	Customer Service	3
MKTG	115	Principles of Marketing	3
MKTG	118	Retail Merchandising	3
IST	100	Computer Applications	3
<b>TOTAL HOURS</b>			<b>24</b>

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

[Gainful Employment Disclosure](#)

# Industrial Technician

**Certificate Type:** One Year

**Contact:** Dean Whitlow [whitlow@trcc.edu](mailto:whitlow@trcc.edu)

**Purpose:** Career and Technical Education. This program focuses on providing students with skills in using, maintaining, operating and installing different technical systems and components. Completion of the certificate prepares students for entry-level employment and provides a foundation for future advancement in the industrial technology and manufacturing sectors.

Fall Semester			Hours
IST	100	Computer Applications	3
BUED ENGL	103 111	Business English -or- College Writing	3
CIVL BUED MATH	106 110 103/153	Technical Math -or- Business Mathematics -or- Intermediate Algebra or higher	3-4
MEDR ENGR	135 110	Blue Print Reading and Gauging -or- Engineering Graphics	3
ELEC	115	Applied DC and AC Circuits	3
ELEC ELEC ELEC ELEC CIVL	117 207 218 216 198	<b>Take 6 hours from:</b> Industrial Electronic Controls (3) Industrial Electronic Applications (3) Electrical Codes and Standards (2) Programmable Logic Controllers (3) Workplace Readines Seminar (1)	6
MAFT	229	Introduction to Health and Safety Programs	3
MAFT	255	Hydraulics and Pneumatics	3
MAFT MAFT MAFT MAFT	228 235 258 267	<b>Take 3 hours from:</b> Quality Assurance Manufacturing Processes Engineering Economy Automated Manufacturing Systems	3
<b>TOTAL HOURS</b>			<b>30-31</b>

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

[Gainful Employment Disclosure](#)

# Information Technology Specialist

**Certificate Type:** One-Year

**Contact:** Heather Carlton [hcartlton@trcc.edu](mailto:hcartlton@trcc.edu)

**Purpose:** Career and Technical Education. The IT Specialist certificate program prepares students for entry-level positions in the information technology field. IT Specialists work with the software and hardware of computer systems, maintain and troubleshoot computer systems, help install software and hardware, and provide customer service to end users within a network.

Fall Semester			Hours
MST	115	IT Essentials	3
MST	117	Linux Essentials	3
MST	118	Introduction to Networking	3
MST	227	IT Programming	3
<b>TOTAL HOURS</b>			<b>12</b>

Spring Semester			Hours
MST	128	Networking: Routing and Switching	3
MST	135	IT Customer Service and Support	3
MST	197	Coordinated Internship Project I	3
MST	217	Network Security	3
<b>TOTAL HOURS</b>			<b>12</b>

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

[Gainful Employment Disclosure](#)

# Maintenance Welding

**Certificate Type:** One-Year

**Contact:** Michael Barrett [mbarett@trcc.edu](mailto:mbarett@trcc.edu)

**Purpose:** Career and Technical Education. This program gives the student a welding certificate they can present with their resume to employers. This certificate alone will not be considered as an industry welding certification but as proof of course completion. This certificate can be built upon in the seeking of industry certification. It can aid the student in securing employment in the manufacturing workplace in a maintenance setting.

BMGT	239	Entrepreneurship	3	
IST	100	Computer Applications	3	
MKTG	115	Principles of Marketing	3	
<b>TOTAL HOURS</b>			<b>24</b>	

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

[Gainful Employment Disclosure](#)

Courses		Hours	
CIVL	106	Technical Math I	3
CIVL	107	Technical Math II	3
MAFT	229	Introduction to Safety and Health	3
WELD	155	Introduction to MIG (Metal Inert Gas) - or - Introduction to SMAW (Shielded Metal Arc Welding) - or - Introduction to TIG (Tungsten Inert Gas)	4
WELD	156		
WELD	157		
WELD	158	Introduction to GMAW (Gas Metal Arc Welding) - or - Introduction to FCAW (Flux Cored Arc Welding)	4
WELD	159		
WELD	255	Advanced MIG (Metal Inert Gas) - or - Advanced SMAW (Shielding Metal Arc Welding)	4
WELD	256		
WELD	265	Welding Fabrication - or - Welding Blueprint Reading	3
WELD	165		
<b>TOTAL HOURS</b>			<b>24</b>

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

[Gainful Employment Disclosure](#)

# Management & Supervision

**Certificate Type:** One-Year

**Contact:** Dr. Martha Kirkman [mkirkman@trcc.edu](mailto:mkirkman@trcc.edu)

**Purpose:** Career and Technical Education. The Management and Supervision Certificate program provides the knowledge and skills necessary for effective supervisory performance. It is designed so currently employed persons can further their education and development of leadership qualities. Persons seeking the certificate to obtain entry-level position will have a functional academic background that will fit many areas of business. Persons interested in this program should enjoy working with people and accomplishing organizational objectives.

# Manufacturing Welding

**Certificate Type:** One-Year

**Contact:** Michael Barrett [mbarett@trcc.edu](mailto:mbarett@trcc.edu)

**Purpose:** Career and Technical Education. This program builds knowledge and skills in operating welding equipment and performing basic welding operations. Students will receive hands-on instruction in cutting processes; gas metal arc, gas tungsten arc, and shielded metal arc welding; shop safety; fabrication; oxy/acetylene fusion welding; quality assurance, and using blueprints. This certificate could be built upon in seeking industry certification, and the skills developed will prepare the student for such certification. The student can choose to take any course in steps that can be stacked one at a time or in multiples. The certificate could aid the student in securing employment in the manufacturing workplace.

Courses		Hours	
CIVL	106	Technical Math I - or - Technical Math II	3
CIVL	107		
MAFT	229	Introduction to Safety and Health	3
WELD	155	Introduction to MIG (Metal Inert Gas)	4
WELD	156	Introduction to SMAW (Shielded Metal Arc Welding)	4
WELD	157	Introduction to TIG (Tungsten Inert Gas)	4
WELD	159	Introduction to FCAW (Flux Cored Arc Welding)	4
WELD	165	Welding Blueprint Reading	3
WELD	255	Advanced MIG (Metal Inert Gas)	4
WELD	265	Welding Fabrication	3
<b>TOTAL HOURS</b>			<b>32</b>

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

[Gainful Employment Disclosure](#)

Courses		Hours	
ACCT	211	Principles of Accounting I - or - Business Accounting	3
ACCT	216		
BLAW	221	Legal Environment of Business	3
BMGT	108	Human Resource Management	3
BMGT	215	Supervisory Development	3
BMGT	235	Customer Service	3

# Marketing & Merchandising

**Certificate Type:** One-Year

**Contact:** Dr. Martha Kirkman [mkirkman@trcc.edu](mailto:mkirkman@trcc.edu)

**Purpose:** Career and Technical Education. The Marketing & Merchandising Certificate program provides the knowledge and skills necessary to prepare individuals to plan and satisfy long-term organizational objectives, such as profitability. This will be accomplished by coordinating and focusing all activities on identifying and satisfying customer needs and wants.

Courses			Hours
ACCT ACCT	211 216	Principles of Accounting I - or - Business Accounting	3
BLAW	221	Legal Environment of Business	3
BMGT	108	Human Resource Management	3
BMGT	235	Customer Service	3
MKTG	115	Principles of Marketing	3
MKTG	118	Retail Merchandising	3
MKTG	119	Advertising	3
IST	100	Computer Applications	3
<b>TOTAL HOURS</b>			<b>24</b>

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

[Gainful Employment Disclosure](#)

# Office Assistant

**Certificate Type:** One Year

**Contact:** Julie Becker [jbecker@trcc.edu](mailto:jbecker@trcc.edu)

**Purpose:** Career and Technical Education. The Office Assistant certificate focuses on marketable skills in the area of office assistant. The certificate program is a one-year certificate program consisting of core courses and one elective. Courses will be offered over a period of semesters. The certificate will be awarded upon satisfactory completion of the prescribed curriculum.

Fall Semester			Hours
BMGT	108	Human Resources Management	3
BUED	103	Business English	3
ENGL	111	College Writing	3
IST	100	Computer Applications	3
IST	148	Office Procedures	3
<b>TOTAL HOURS</b>			<b>15</b>

Spring Semester			Hours
BMGT	235	Customer Service Management	3
IST	126	Word Processing	3
IST	268	Spreadsheet Applications	3
SCOM SCOM SCOM	110 101 125	Public Speaking - or - Human Communication - or - Communication in the Workplace	3
		Elective course	3
<b>TOTAL HOURS</b>			<b>15</b>

## Recommended Electives

BLAW	221	Legal Environment of Business	3
IST	149	Medical Terminology & Coding	3
IST	256	Administrative Transcription	3
IST	269	Database Applications	3
IST	296	Office Administrative Applications	3

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

[Gainful Employment Disclosure](#)

# Paramedic

**Certificate Type:** One Year

**Contact:** Tami Cunningham [tcunningham@trcc.edu](mailto:tcunningham@trcc.edu)

**Purpose:** Career-Technical Education. The purpose of the program is to prepare graduates to apply for the National Registry Examinations for paramedic licensure and to provide safe and effective entry-level pre-hospital emergency care for sick and injured adults and children. The certificate program is a yearlong, three-semester program of study consisting of 48 credit hours of theory and clinical or internship courses. Clinical internship experiences are planned in local healthcare facilities under direct guidance of experienced preceptors.

The Three Rivers College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals ([www.coaemsp.org](http://www.coaemsp.org)).

**Admission Criteria:** To become an eligible applicant, individuals must:

- Have a program application on file in the EMS Coordinator's Office by May 1. (Find application at <http://trcc.edu/admissions/application.php>.)
- Be a Missouri licensed EMT.
- Have current Basic Life Support for Healthcare Providers status.
- Place into college writing and beginning algebra on the ACT or ACCUPLACER Placement Tests (ACT scores are valid for 2 years).
- Complete the Health Occupations Basic Entrance Test (TEAS) through the college Testing Center.
- Satisfactorily complete a confidential medical history; physical examination, negative pre-admission drug screen and clear criminal background check after acceptance in the program.

*Selection of students occurs during the spring semester with paramedic courses beginning in June. Students must meet certain criteria for internship practice in agencies, including but not limited to random or for-cause drug screenings.*

Summer Semester			Hours	
BIOL	231	Anatomy & Physiology I	4	
EMDS	150	Pharmacology for Pre-Hospital Professionals	3	
TOTAL HOURS			7	

Fall Semester			Hours	
EMDS	201	EMS II	14	
EMDS	202	EMS Internship I	4	
TOTAL HOURS			18	

Spring Semester			Hours	
EMDS	204	EMS III	14	
EMDS	205	EMS Internship II	4	
TOTAL HOURS			18	

Summer Semester			Hours	
EMDS	207	EMS IV	6	
EMDS	208	EMS Internship III	6	
TOTAL HOURS			12	

**General Education Credit hours: 4**

**EMS Education Credit hours: 51**

**TOTAL CREDIT HOURS: 55**

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

*Graduates of the AAS degree program are eligible to take the National Registry Advanced Level practical and written examinations for Paramedic licensure. There are questions on the Missouri licensure application related to the conviction of any crime (traffic violations, drugs, and/or alcohol, etc.) Affirmative answers may result in the applicant being denied licensure by the Department of Health and Senior Services Bureau of EMS.*

*NOTE: Other fees are associated with the Paramedic program in addition to regular college tuition and fees.*

**[Gainful Employment Disclosure](#)**

# Plumbing Technology

**Certificate Type:** One Year

**Contact:** Dean Whitlow [lwhitlow@trcc.edu](mailto:lwhitlow@trcc.edu)

**Purpose:** Career and Technical Education. The Plumbing Technology program prepares students for entry level employment in the occupation of plumber. Students will acquire knowledge and skills required to work in residential, commercial, and industrial plumbing. The program will present local, state, and national codes/regulations.

Fall Semester			Hours	
PLUM	105	Basic Plumbing	3	
PLUM	106	Plumbing Materials and Methods	3	
PLUM	107	Plumbing Construction	3	
CIVL	106	Tech Math I	3	
SCOM	125	Communications in the Workplace	3	
TOTAL HOURS			15	

Spring Semester			Hours	
PLUM	115	Plumbing II	3	
PLUM	116	Basic Electrical Technology for Plumbing	3	
PLUM	216	Plumbing System Service and Repair	3	
IST	100	Computer Applications	3	
TOTAL HOURS			12	

Fall Semester			Hours	
PLUM	215	Plumbing III	3	
PLUM	217	Advanced Plumbing Systems	3	
TOTAL HOURS			6	

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

[Gainful Employment Disclosure](#)

# Practical Nurse

**Certificate Type:** One Year

**Contact:** Kelly Bowling [kbowling@trcc.edu](mailto:kbowling@trcc.edu)

**Purpose:** Career and Technical Education. The purpose of this nursing program is to prepare students to achieve a one-year certificate, to apply for licensure by examination as a Licensed Practical Nurse, and to use the nursing process in providing safe and effective nursing care for clients in structured primary and secondary care settings.

Nursing education courses are included in the program of study; clinical laboratory experiences are planned in local healthcare facilities under the direct guidance of the nursing faculty. Students enrolled in the nursing program have the same privileges and responsibilities afforded all students of the college.

The Three Rivers College's Practical Nursing program is fully approved by the Missouri State Board of Nursing: 573-751-0681, [www.pr.mo.gov](http://www.pr.mo.gov).

Note: Nursing students are required to have a physical examination. Students must meet certain health criteria for clinical practice in agencies, including but not limited to random or for cause drug screening. CPR certification valid through the academic year is required of all students. Nursing students are also required to submit a criminal background check and negative pre-admission drug screen.

## Admission Criteria

- To become an eligible applicant, each individual must have the following on file in the Nursing office by March 31<sup>st</sup>.
  - Minimum of eighteen years of age
  - Complete written application ([www.trcc.edu/admissions/application.php](http://www.trcc.edu/admissions/application.php)) to the college (if not already a student) and to the Practical Nursing Program.
  - Official transcripts for any transfer credits (on file in the Registrar's Office) and official high school transcripts or equivalent certificate.
- The Nursing Admissions Committee will use the following minimum requirements for the initial screening of applicants.
  - Complete the Test of Essential Skills (TEAS-V) Exam. Minimum composite score of 58<sup>th</sup> percentile required. Scores are valid for two years.
- Eligible applicants will complete an interview with the Admissions committee.
- Applicants will be notified of their admission status by letter. Individuals selected are required to have a physical examination, confidential medical history and examination, drug screen, and criminal background check. Final admission is contingent upon submission of a satisfactory confidential medical history and examination, negative drug screen, and a negative criminal background check. Nursing students are also required to provide proof of Basic Life Support for Healthcare Providers certification.

In addition to the college tuition and fees, nursing students will be charge \$15 per academic year for malpractice insurance, \$85 per course fee, and \$40 per credit hour clinical fee for nursing courses to cover the cost of lab supplies, computerized testing, photos, school pin, and the NCLEX live review.

Summer Semester			Hours	
PSYC	243	Human Growth and Development Across Lifespan**	3	
TOTAL HOURS			5	

First Block			Hours	
PNRS	105	Personal and Vocational Concepts	2	
PNRS	107	Body Structure and Function*	5.5	
PNRS	115	Fundamentals of Nursing	14.5	
PNRS	117	Intravenous Therapy	1	
PNRS	127	Mental Health	3	
PNRS	129	Geriatrics	3.5	
TOTAL HOURS			29.5	

Second Block			Hours	
PNRS	116	Pediatric Nursing	4	
PNRS	118	Medical Surgical Nursing I	8	
PNRS	119	Medical Surgical Nursing II	8.5	
PNRS	125	Maternal Newborn Nursing	4	
PNRS	126	Pharmacology	4	
PNRS	128	Leadership and Management	4	
TOTAL HOURS			32.5	

*Option for PNRS 107 (Must Complete Both)			Hours	
BIOL	231	Anatomy and Physiology I**	4	
BIOL	232	Anatomy and Physiology II**	4	
TOTAL HOURS			8	

\*\*These courses require an A or B for progression in the Practical Nursing Program.

## Gainful Employment Disclosure



# Precision Agriculture

**Certificate Type:** One Year

**Contact:** Michael Barrett [mbarrett@trcc.edu](mailto:mbarrett@trcc.edu)

**Purpose:** Career and Technical Education. This certificate prepares students to work with global positioning satellite (GPS) systems, geographic information system (GIS) software, automatic tractor guidance systems, variable rate chemical input applicators, surveying equipment, and related computer software. Students will learn through hands-on, real world applications.

Fall Semester			Hours	
AGPR	115	Introduction to Precision Agriculture	3	
AGPR	116	Computer Applications in Agriculture	3	
AGRI	120	Plant Science	4	
CIVL MATH	106 103/153	Technical Math I - or - Intermediate Algebra or higher	3-5	
GIS	120	Introduction to Geographic Information Systems	3	
<b>TOTAL HOURS</b>			<b>16-18</b>	

Spring Semester			Hours	
AGPR	215	Advanced Precision Agriculture	3	
AGPR	225	Agriculture Chemical Application Systems	3	
AGRI	110	Soils and Fertility	3	
AGRI	172	Integrated Pest Management	3	
AGRI	270	Agricultural Systems Management	3	
GIS	140	Geographic Information Systems	3	
<b>TOTAL HOURS</b>			<b>18</b>	

Students planning to transfer to a four year institution should take MATH 103/153 or higher.

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

## Gainful Employment Disclosure

# Pre-Dental Hygiene

**Certificate Type:** One Year

**Contact:** Dr. Leslie Gragg [lgragg@trcc.edu](mailto:lgragg@trcc.edu)

**Purpose:** Career and Technical Education. This certificate provides the courses needed to prepare the student for Missouri Southern State University's Dental Hygiene Program.

Fall Semester			Hours	
BIOL	231	Anatomy and Physiology	4	
ENGL	111	College Writing	3	
IST	100	Computer Applications	3	
MATH	163	College Algebra*	3	
SCOM	110	Public Speaking	3	
<b>TOTAL HOURS</b>			<b>16</b>	

Spring Semester			Hours	
BIOL	232	Anatomy and Physiology II	4	
BIOL	253	Microbiology	4	
CHEM	121	General Chemistry I	5	
HPER	110	Lifetime Wellness	2	
<b>TOTAL HOURS</b>			<b>15</b>	

MSSU requires that applicants to their Dental Hygiene program earn a grade of "C" or higher in each of these courses, with an overall GPA of 2.75

\*MATH 103/153 Intermediate Algebra and CHEM 111 Introduction to Chemistry may be substituted in for the MATH 163 requirement

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

# Pre-Medical Laboratory Technology

**Certificate Type:** One Year

**Contact:** Dionne Thompson [dthompson@trcc.edu](mailto:dthompson@trcc.edu)

**Purpose:** Career and Technical Education. This certificate provides general education courses for students seeking admission to a Medical Laboratory Technology (MLT) program or health-related degree program. This certificate is not required prior to admission into the Three Rivers College's MLT AAS program. (Refer to the Associate of Applied Science Medical Laboratory Technology (MLT) degree plan for admission criteria).

Fall Semester			Hours	
CHEM	111	Introductory Chemistry*	5	
ENGL	111	College Writing	3	
MATH	103/153	Intermediate Algebra	4	
TOTAL HOURS			12	

Spring Semester			Hours	
CHEM	240	Basic Organic Chemistry	5	
BIOL	231	Anatomy and Physiology I	4	
GOVT	121	National and State Government	3	
TOTAL HOURS			12	

Summer Semester			Hours	
BIOL	231	Anatomy and Physiology I	4	
IST	100	Computer Applications	3	
PSYC SOCI	111 111	General Psychology - or - General Sociology	3	
TOTAL HOURS			10	

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

\* Must achieve a grade of "A" or "B"

# Pre-Medicine

**Certificate Type:** One-Year

**Contact:** Dr. Leslie Gragg [lgragg@trcc.edu](mailto:lgragg@trcc.edu)

**Purpose:** The certificate in Pre-Medicine prepares the student to take the AS in Pre-Pharmacy, the AS in Pre-Optometry, or the AS in Pre-Health Medicine at Three Rivers College.

Fall Semester			Hours	
ENGL	111	College Writing	3	
BIOL	231	Anatomy and Physiology I	4	
MATH	163	College Algebra	3	
PSYC SCOM	111 110	General Psychology <sup>(1)</sup> - or - Public Speaking <sup>(1)</sup>	3	
GOVT	121	National and State Government	3	
TOTAL HOURS			16	

Spring Semester			Hours	
ENGL	112	Advanced College Writing	3	
BIOL	190	Biology for Majors <sup>(2)</sup> - or -	5	
BIOL	232	Anatomy and Physiology II - or -	4	
BIOL	253	Microbiology	4	
CHEM	121	General Chemistry I	5	
MATH MATH	164 223	Trigonometry <sup>(3)</sup> - or - Probability and Statistics	3	
TOTAL HOURS			15-16	

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

<sup>(1)</sup>Those planning on Pre-Pharmacy should take SCOM 110; those planning to take Pre-Health Medicine or Pre-Optometry should take PSCY 111.

<sup>(2)</sup>Those planning on Pre-Pharmacy or Pre-Health Medicine may take BIOL 190, BIOL 232 or BIOL 253; those planning to take Pre-Optometry should take BIOL 190 or BIOL 253.

<sup>(3)</sup>Those planning to take Pre-Health Science or Pre-Pharmacy should take MATH 164; those planning to take Pre-Optometry should take MATH 223.

# Pre-Nursing

**Certificate Type:** One Year

**Contact:** Kim Shackelford [kshackelford@trcc.edu](mailto:kshackelford@trcc.edu)

**Purpose:** Career and Technical Education. This certificate provides general education courses for students seeking admission to a nursing program. Admission criteria for nursing program will be listed on the degree page. Completion of this certificate is not required prior to admission in the nursing program nor does it guarantee admission into the nursing program.

Fall Semester			Hours
BIOL	231	Anatomy and Physiology I	4
ENGL	111	College Writing	3
GOVT	121	National and State Government	3
MATH	103/153	Intermediate Algebra	4
<b>TOTAL HOURS</b>			<b>14</b>

Spring Semester			Hours
BIOL	232	Anatomy and Physiology II	4
IST	100	Computer Applications	3
PSYC	243	Human Development Across the Lifespan	3
<b>TOTAL HOURS</b>			<b>10</b>

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

# Pre-Physical Therapist Assistant

**Certificate Type:** One Year

**Contact:** Staci Campbell [scampbell@trcc.edu](mailto:scampbell@trcc.edu)

**Purpose:** Career and Technical Education. Program designed to meet the general education requirements for articulation into State Technical College's physical therapist assistant program.

## Admission Criteria

- To become an eligible applicant, each individual must have completed the following criteria by February 15.
  - Attend an Informational Session [www.statetechmo.edu/academic/pta/index.php](http://www.statetechmo.edu/academic/pta/index.php)
  - Application to State Technical College.
  - Verification of 40 hours (total) of observation in two (2) settings of physical therapy.
  - Three (3) recommendation forms.
  - Essay (1-2 pages); (topic on application).
  - All college transcripts for work completed.
  - ACT score (see application for requirements).
  - Maybe contacted for interview.
  - Maybe required to take the TEAS Allied Health Assessment.

- Supporting documents should be mailed to: State Technical College, ATTN: Admissions, One Technology Drive., Linn, MO 65051.
- All required forms for observation and recommendations are available at [www.statetechmo.edu/academic/pta/pta%20handout.pdf](http://www.statetechmo.edu/academic/pta/pta%20handout.pdf).
- Questions can be directed to the admissions representative at 1-800-743-8324.
- Curriculum requirements can be found at [www.statetechmo.edu/academic/pta/catalog](http://www.statetechmo.edu/academic/pta/catalog).

Fall Semester			Hours
ENGL	111	College Writing	3
BIOL	231	Anatomy & Physiology I	4
IST	100	Computer Applications	3
MATH	163	College Algebra	3
SCOM	110	Public Speaking -or-	3
SCOM	101	Human Communication	
ALHE	125	Medical Terminology	1
GNST	090	New Student Orientation	1
<b>TOTAL HOURS</b>			<b>18</b>

Spring Semester			Hours
BIOL	232	Anatomy & Physiology II	4
GOVT	121	National and State Government	3
PSYC	111	General Psychology	3
GNST	104	Career Explorations	1
CHEM	111	Introductory Chemistry -or-	5
CHEM	121	General Chemistry -or-	
PHYS	101	Physical Science	
<b>TOTAL HOURS</b>			<b>16</b>

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

**TOTAL CREDIT HOURS: 35**

# Pre-Occupational Therapy

## Assistant

**Certificate Type:** One Year

**Contact:** Staci Campbell [scampbell@trcc.edu](mailto:scampbell@trcc.edu)

**Purpose:** Career and Technical Education. Program designed to fulfill the general education requirements of the one plus one articulation into the Occupational Therapy Assistant Associate of Applied Science, a part of the Missouri Health Professions Consortium.

For detailed admission criteria to become an eligible applicant, visit [www.trcc.edu/admissions/application.php](http://www.trcc.edu/admissions/application.php).

Fall Semester				Hours
BIOL	231	Anatomy and Physiology I	4	
ENGL	111	College Writing	3	
MATH	103/153	Intermediate Algebra	4	
PSYC	111	General Psychology	3	
ALHE	125	Medical Terminology	1	
<b>TOTAL HOURS</b>			<b>15</b>	

Spring Semester				Hours
BIOL	232	Anatomy and Physiology II	4	
SCOM	110	Public Speaking -or-	3	
SCOM	101	Human Communications		
PSYC	243	Human Development Across the Lifespan	3	
GOVT	121	National and State Government	3	
SOCI	111	General Sociology	3	
<b>TOTAL HOURS</b>			<b>16</b>	

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

**TOTAL CREDIT HOURS: 30**

# Sales

**Certificate Type:** One-Year

**Contact:** Martha Kirkman [mkirkman@trcc.edu](mailto:mkirkman@trcc.edu)

**Purpose:** Career and Technical Education. The Sales Certificate program prepares students for sales positions in organizations that market industrial, technical and consumer goods and services. Students learn to apply practical techniques of selling in a range of situations, act as intermediaries between the customers and suppliers, and comprehend the complex interrelationship between the salesperson and the other components of a business. Persons interested in entering the sales field and those currently employed in sales will benefit from the knowledge and skills received in the course work provided in this certificate program.

Courses			Hours
ACCT	211	Principles of Accounting I - or -	3
ACCT	216	Business Accounting	
BLAW	221	Legal Environment of Business	3
BMGT	108	Human Resource Management	3
BMGT	235	Customer Service	3
IST	100	Computer Applications	3
MKTG	115	Principles of Marketing	3
MKTG	119	Advertising	3
MKTG	128	Professional Selling	3
<b>TOTAL HOURS</b>			<b>24</b>

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

[Gainful Employment Disclosure](#)

# Accounting

**Certificate Type:** Short-Term

**Contact:** Terri Smith [tsmith@trcc.edu](mailto:tsmith@trcc.edu)

**Purpose:** The Certificate of Accounting provides a basic knowledge of accounting principles combined with computer skills necessary for advancement in the field of accounting. The Certificate of Accounting will apply toward the Associate of Applied Science Degree in Accounting Technology. It could also be beneficial for persons with an Associate of Applied Science Degree in Information Systems.

Core Courses			Hours
ACCT	211	Principles of Accounting I	3
ACCT	212	Principles of Accounting II	3
IST	100	Computer Applications	3
<b>TOTAL HOURS</b>			<b>9</b>

Electives (select nine credit hours from the following list)			Hours
ACCT	219	Accounting Management Software	3
ACCT	217	Accounting Information Systems	3
ACCT	225	Intermediate Accounting I	3
ACCT	226	Intermediate Accounting II	3
ACCT	237	Income Tax Accounting	3
ACCT	258	Cost Accounting	3

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

# Applied Technology

**Certificate Type:** Short-Term

**Contact:** Dean Whitlow [lwhitlow@trcc.edu](mailto:lwhitlow@trcc.edu)

**Purpose:** Career and Technical Education. The Applied Technology Certificate program prepares students for entry-level positions in general technology positions in business and industry.

Courses			Hours
ELEC	115	Applied DC & AC Circuits	3
ENGR	110	Engineering Graphics	3
IST	119	PC Operating Systems	3
MAFT	229	Introduction to Health and Safety Programs	3
MAFT	228	Quality Assurance Fundamentals	3
<b>TOTAL HOURS</b>			<b>15</b>

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

# Criminal Justice

**Certificate Type:** Short-Term

**Contact:** Shawn Westbrooks [swestbrooks@trcc.edu](mailto:swestbrooks@trcc.edu)

**Purpose:** Career and Technical Education. The Criminal Justice certificate programs enable students to quickly obtain a post-secondary certificate, while allowing for future personal development at a degree level.

Courses			Hours
ADJU	100	Introduction to Law Enforcement	3
ADJU	113	Criminal Law	3
ADJU	114	Constitutional Law	3
ADJU	213	Court Procedures	3
CRJU	138	Patrol Procedures -or- Traffic Laws and Accident Investigation	3
CRJU	158		
ADJU	233	Criminal Investigations -or- Forensic Science and Criminalistics	3
CRJU	128		
<b>TOTAL HOURS</b>			<b>18</b>

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

# Early Childhood Development

**Certificate Type:** Short-Term

**Contact:** Heather Cornman [hcornman@trcc.edu](mailto:hcornman@trcc.edu)

**Purpose:** Career and Technical Education. The Early Childhood Development short-term certificate is designed to prepare the student to meet the national CDA requirements.

Note: The Early Childhood Development Program offers the necessary coursework and field experiences for the Child Development Associate (CDA) in the areas of infant/toddler and preschool ages. The CDA prepares students for immediate work in the field. The Council for Professional Recognition requires 120 hours of classroom instruction and 480 hours of work experience in a licensed childcare setting to qualify for the CDA. Students may complete these requirements by taking ECD 126, ECD 202, ECD 245, and ECD 205 or ECD 208. Three Rivers College does not award the CDA. The CDA is awarded by the Council for Professional Recognition. Students must be 18 years old and have a high school diploma or GED to begin ECD 205 or ECD 208 classes. All students enrolling in ECD 205 or ECD 208 are required to have a current first aid card and a clear criminal background check. ECD 202 is a prerequisite for ECD 205 or ECD 208.

Courses			Hours
ECD	202	Survey of Early Childhood	3
ECD	126	Child, Health, Safety, and Nutrition	3
ECD	245	Early Childhood Administration (spring only)	3
ECD	205	Preschool CDA (spring only) -or- Infant/Toddler CDA (summer only)	5
ECD	208		
<b>TOTAL HOURS</b>			<b>14</b>

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

# Emergency Medical Services

**Certificate Type:** Short-Term

**Contact:** Tami Cunningham [tcunningham@trcc.edu](mailto:tcunningham@trcc.edu)

**Purpose:** Career and Technical Education. This course prepare entry-level EMT for employment in the region. For further information about any of the EMS courses, contact the Program Director at 573-840-9672.

Three Rivers College is a Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services accredited EMS training entity.

NOTE: In addition to college tuition and fees, EMT students will be charged \$61.50 per academic year for student malpractice insurance and \$140 for EMDS course fee. Students are responsible for purchase of uniform.

## Emergency Medical Technician

The EMT-Basic course (EMDS 105) is a nine-credit-hour course offered each fall and spring semester. Tuberculin (PPD) skin test and criminal background check are required for clinical experience. Graduates are eligible to take the National Registry EMT-Basic practical and written examinations for licensure in Missouri. There are questions on the licensure application related to the conviction of any crime (traffic violations, drug and/or alcohol, etc.). Affirmative answers may result in the applicant being denied licensure by the Missouri Department of Health and Senior Services, Bureau of EMS.

# Environmental/Occupational Safety and Health Technology

**Certificate Type:** Short-Term

**Contact:** Elizabeth Deken [edeken@trcc.edu](mailto:edeken@trcc.edu)

**Purpose:** Career and Technical Education. The Environmental/Occupational Safety and Health Technology Certificate program prepares students for positions that oversee, administer, monitor and ensure compliance with federal, state, and/or local environmental and occupational safety and health regulatory programs.

## Environmental Technology

Courses			Hours	
EOSH	206	Environmental Regulations	3	
EOSH	215	Transportation, Storage & Handling of Hazardous Materials	3	
EOSH	216	Waste Management and RCRA	3	
EOSH	226	Emergency Preparedness and Planning	3	
CIVL	248	Waste and Wastewater Systems	3	
GIS	120	Introduction to Geographic Information Systems	3	
<b>TOTAL HOURS</b>			<b>18</b>	

# Occupational Safety & Health Tech

Courses			Hours	
BMGT SCOM	215 125	Supervisory Development –or– Communication in the Workplace	3	
EOSH	116	Introduction to Industrial Hygiene	3	
EOSH	205	Safety & Health Regulations	3	
EOSH	225	Accident Investigation	3	
EOSH	226	Emergency Preparedness and Planning	3	
MAFT	229	Introduction to Safety and Health	3	
<b>TOTAL HOURS</b>			<b>18</b>	

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

# Geographic Information Systems Technology

**Certificate Type:** Short-Term

**Contact:** Elizabeth Deken [edeken@trcc.edu](mailto:edeken@trcc.edu)

**Purpose:** Career and Technical Education. The GIS certificate is designed to provide students with the skills and knowledge necessary for entry-level employment for those interested in geographic information systems (GIS) and mapping technology. It will also provide opportunities for members of the workforce to upgrade and retrain in this rapidly expanding technological field. Students may also combine the certificate with an AA degree, and AAS degree or a Bachelor's degree to provide more flexibility for employment in forestry, agriculture, environmental science, criminal justice, and many other areas of study that incorporate GIS technology.

Courses			Hours	
GIS	110	Introduction to Mapping	3	
GIS	120	Introduction to Geographic Information Systems	3	
GIS	140	Geographic Information Systems II	3	
		Choose 3 courses: GIS 210, GIS 220, GIS 230, GIS 240, GIS 250	9	
<b>TOTAL HOURS</b>			<b>18</b>	

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

# Global Studies

**Certificate Type:** Short-Term

**Contact:** Andrew Rivetti [arivetti@trcc.edu](mailto:arivetti@trcc.edu)

**Purpose:** The Global Studies certificate is designed to accompany an Associate Degree to provide students who wish to expand their global cultural experiences and better prepare themselves to compete in a global economy.

Courses			Hours	
GLBL	120	Seminar in Global Studies	1	
SPAN		Spanish Course	3	
GEOG	111 112	Regional Geography: Eastern World -or- Regional Geography: Western World	3	
		Choose from courses below (No more than 2 courses with the same course prefix)	9-11	
AGRI	190	World Foods and Society		
ANTH	211	Introduction to Anthropology		
ARTS	123	History and Appreciation of Art		
BIOL	102	Environmental Science		
ENGL	221	World Literature to 1600		
ENGL	222	World Literature since 1600		
ENGL	223	Classical Mythology		
ENGL	231	English Literature to 1798		
ENGL	232	English Literature since 1798		
GOVT	233	International Relations		
HIST	121	World Civilization to the Renaissance		
HIST	122	World Civilization since the Renaissance		
MUSC	123	History and Appreciation of Music		
MUSC	221	Music Literature I		
MUSC	222	Music Literature II		
PHIL	233	Ethics		
PHIL	243	Religions of the World		
SPAN	101	Elementary Spanish I		
SPAN	102	Elementary Spanish II		
SPAN	201	Intermediate Spanish I		
SPAN	202	Intermediate Spanish II		
THEA	120	History and Appreciation of Theater		
<b>TOTAL HOURS</b>			16-18	

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

# Green Diesel Technology

**Certificate Type:** Short-Term

**Contact:** Dean Whitlow [lwhitlow@trcc.edu](mailto:lwhitlow@trcc.edu)

**Purpose:** Career and Technical Education. The program focuses on providing students with skills in green diesel technology and prepares students for entry-level employment and a foundation for future advancement in the field of green diesel technology.

Courses			Hours	
GRDT	115	Green Diesel Technician	6	
GRDT	215	Green Diesel Technician II	6	
GRDT	225	Green Diesel Technician III	6	
<b>TOTAL HOURS</b>			18	

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

# Industrial Technology

**Certificate Type:** Short-Term

**Contact:** Dean Whitlow [lwhitlow@trcc.edu](mailto:lwhitlow@trcc.edu)

**Purpose:** Career and Technical Education. The program focuses on providing students with skills in using, maintaining, operating and installing different electrical systems and components. Completion of the certificate prepares students for entry-level employment and provides a foundation for future advancement in the industrial technology and manufacturing sectors.

## Electrical Technician

Courses			Hours	
ELEC	115	Applied DC & AC Circuits	3	
ELEC	117	Industrial Electronic Controls	3	
ELEC	216	Programmable Controller Systems	3	
ELEC	218	Electrical Codes & Standards	2	
MAFT	267	Automated Manufacturing Systems	3	
MEDR ENGR	135 110	Blueprint Reading and Gauging -or- Engineering Graphics	3	
<b>TOTAL HOURS</b>			<b>17</b>	

## Industrial Technician

Courses			Hours	
ELEC	115	Applied DC & AC Circuits	3	
MEDR ENGR	135 110	Blueprint Reading and Gauging -or- Engineering Graphics	3	
MAFT	235	Manufacturing Processes	3	
MAFT	229	Introduction to Safety & Health	3	
ELEC ELEC	117 207	Industrial Electronic Controls -or- Industrial Electronics Applications	3	
MAFT	255	Hydraulics & Pneumatics	3	
<b>TOTAL HOURS</b>			<b>18</b>	

## Quality Control Technician

Courses			Hours	
MAFT	228	Quality Assurance	3	
MAFT EOSH	229 205	Introduction to Safety & Health -OR- Safety & Health Regulations and Standards	3	
MAFT	235	Manufacturing Processes	3	
IST	100	Computer Applications	3	
CIVL MATH	106 103/153	Technical Math I -or- Intermediate Algebra (or higher level Math course)	3-4	
MEDR ENGR	135 110	Blueprint Reading and Gauging -OR- Engineering Graphics	3	
<b>TOTAL HOURS</b>			<b>18</b>	

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

# Medical Billing and Coding

**Certificate Type:** Short-Term

**Contact:** Julie Becker [jbecker@trcc.edu](mailto:jbecker@trcc.edu)

**Purpose:** Career and Technical Education. The Medical Billing and Coding Certificate program prepares students for entry-level positions in the medical claims billing field.

Courses			Hours	
IST IST	126 119	Word Processing Applications -or- PC Operating Systems	3	
IST	149	Medical Terminology and Coding	3	
IST	225	Medical Billing and Coding	5	
IST	275	Advanced Medical Billing and Coding	7	
<b>TOTAL HOURS</b>			<b>18</b>	

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

# Surveying

**Certificate Type:** Short-Term

**Contact:** Ed Norton [cnorton@trcc.edu](mailto:cnorton@trcc.edu)

**Purpose:** Career and Technical Education. This program focuses on basic marketable skills in the surveying field. It prepares students for entry-level positions in the civil and construction technology field. Completion of the certificate satisfies the educational requirements portion of the Land Surveyors In Training (LSIT) program as set forth by the State of Missouri. All of the courses will apply toward an Associate in Applied Science degree in Industrial Technology—Civil and Construction Technology option.

Courses			Hours	
CIVL	106	Technical Math I	3	
CIVL	107	Technical Math II	3	
CIVL	116	Surveying I	3	
CIVL	216	Surveying II	3	
CIVL	226	Legal Principles of Surveying	3	
CIVL	236	Computers in Surveying	4	
<b>TOTAL HOURS</b>			<b>19</b>	

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



# Course Descriptions

## Course Information

### Course Credits

The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit. Each credit given for a course is based on approximately three hours of study in that course weekly. This may consist of lectures, out-of-class study or combinations thereof as follows:

- One hour of lecture plus an average of two hours of out-of-class study.
- Two hours of laboratory study plus an average of one hour of out-of-class study.
- Three hours of laboratory study with no regular out-of-class study.
- One to 10 credits with variable hours for general usage courses: e.g., Coordinated Internship, Occupational Work Experience, Seminar, Supervised Study, Cooperative Education, Special Problems, etc.

### Course Hours

The educational programs combine the teaching of theoretical concepts in “Lecture” with an application of principles and practical training in “Laboratory” under faculty supervision. The teaching of theoretical concepts in lectures, seminars, discussions and other similar classes is identified as “Lecture” and the application of principles and practical training in laboratories, shop, clinical training, supervised work experiences and other similar classes is identified as “Laboratory.”

The number of lecture hours in class each week (including lecture, seminar and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised study and coordinated internship) are indicated for each course in the course description. The numbers of lecture and laboratory hours in class each week are also called “contact” hours because it is time spent under the direct supervision of a faculty member. The contact hours for a course shall be the total of the lecture and laboratory hours. In addition to the lecture and laboratory hours in class each week as listed in the course description, each student also must spend some time on out-of-class assignments through his own direction. Usually each credit-hour per course requires an average of two hours of out-of-class preparation each week for lecture and 0 to 5 hours for laboratory.

### Course Prerequisites

If a prerequisite is required before enrolling in a course, the Prerequisites will be identified by the college in the course

description. Courses in special sequences (usually identified by the Roman Numeral I-II) usually require that a prior course or equivalent be completed before enrolling in the advanced course in the sequence. Faculty should be familiar with any courses that are exceptions to this procedure. When a corequisite is required for a course, usually the corequisites must be taken at the same time. The prerequisite or equivalent must be completed satisfactorily before enrolling in a course unless special permission is obtained from the instructional department.

### Course Numbering System

Three Rivers College uses a uniform course numbering system with two or three digit course numbers:

Courses numbered 01-10 are Transitional courses. Credits earned in these courses are not applicable toward associate degree programs; however, upon approval of the Vice President, some transitional courses may provide credit applicable to associate in applied science or certificate programs. Students may re-register for those courses in subsequent semesters as necessary until the course objectives are completed.

Courses numbered 100-199 are generally freshman courses applicable toward associate degree and certificate programs.

Courses numbered 200-299 are generally sophomore courses applicable toward associate degree and certificate programs.

Courses ending with the digits 0-4 are primarily for transfer to a four-year college or university. Courses ending with the digits 5-9 are primarily for entry into the job market upon completion of the associate of applied science degree or as part of a specialized associate of science degree that is intended for transfer into a pre-professional program or is a coherent self-sufficient component of a four-year occupational program. It is up to each baccalaureate degree-granting institution to determine what courses it will or will not accept for transfer.

### Course Offerings

Designations at the end of course descriptions identify the semesters in which the courses are offered. (“F” means fall semester, “SP” means spring semester, “S” means summer). Some courses are offered on a variable schedule or on demand.

## Course Prefixes

ACAD	Academic	GIS	Geographic Information Systems
ACCT	Accounting	GLBL	Global Studies
ADJU	Administration of Justice	GNST	General Studies
AGRI	Agriculture	GOVT	Government and Political Systems
AGPR	Precision Agriculture	HIST	History
ALHE	Allied Health	HNRS	Honors
ARTS	Art	HPER	Health, Physical Education and Recreation
BIOL	Biology	HVAC	Heating, Ventilation, Air Conditioning/Refrigeration
BLAW	Business Law	IST	Information Systems Technology
BMGT	Business Management	LBSC	Library Science
BUAD	Business Administration	MAFT	Manufacturing Technology
BUED	Business Education	MATH	Mathematics
CHEM	Chemistry	MCOM	Mass Communication
CIVL	Civil and Construction Technology	MDLB	Medical Laboratory Technology
CPST	Capstone	MEDR	Mechanical Drafting
CRJC	Corrections	MKTG	Marketing
CRJU	Criminal Justice	MST	Information Technology Specialist
DTEC	Diversified Technology	MUSC	Music
ECD	Early Childhood Development	MUSP	Music - Private Instruction
ECON	Economics	NURS	Nursing
EDUC	Education	PHIL	Philosophy and Religion
ELEC	Electronics	PHYS	Physics
EMDS	Emergency Medical Services	PLUM	Plumbing
ENGL	English	PNRS	Practical Nurse
ENGR	Engineering	PPIT	Power Plant
EOSH	Environmental/Occupational Health & Safety	PSYC	Psychology
FIRE	Fire Science	READ	Reading
FRST	Forestry	SCOM	Speech Communication
GEOG	Geography	SOCI	Sociology
		SPAN	Spanish
		SWRK	Social Work
		THEA	Theater Arts
		WELD	Welding

# Academic

## ACAD 101 – Academic Life Strategies (3 cr.)

This course aids the student with successful performance in college by understanding his or her personal learning style, effective study environments, and personality strengths as well as the awareness of multiple and emotional intelligence. Students will also learn about advising, college policies and procedures, setting goals, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing exam scores, thinking critically, listening effectively, and communicating well both orally, in writing and with technology. Lecture 3 hours per week. F, SP

# Accounting

## ACCT 211 - Principles of Accounting I (3 cr.)

*Prerequisite: MATH 01 or higher, or ACCUPLACER placement score of 44 or higher on Pre-Algebra section or 26 or higher on Algebra section, or ACT Math placement score of 9 or higher.*

This course is a study of generally accepted accounting principles as they apply to corporations. Concepts covered include: the accounting cycle, financial statements, corporate financing, and the elements of internal control. Lecture 3 hours per week. F, SP

## ACCT 212 - Principles of Accounting II (3 cr.)

*Prerequisite: Completion of ACCT 211 with a grade of "C" or higher.*

This course is a continuation of financial accounting subjects including the Statement of Cash Flows and Financial Statement Analysis. Also covered is the study of managerial accounting including job-order costing and process costing, management reporting, budgeting, performance analysis, pricing, and capital investment decisions. Lecture 3 hours per week. F, SP

## ACCT 216 – Business Accounting (3 cr.)

*Prerequisites: MATH 01 or Placement into MATH 02 or higher.*

This course is an introduction to financial and managerial accounting topics as needed for students seeking an AAS in Business Management or Information Systems Technology. Topics include: the accounting cycle, financial statements, merchandising, internal control, financial statement analysis, cost management systems, cost-volume-profit analysis, variable costing, budgeting, and capital investment decisions. Lecture 3 hours per week. F, SP

## ACCT 217 - Accounting Information Systems (3 cr.)

*Prerequisites: ACCT 212 and IST 100, both with a grade of "C" or higher.*

This course emphasizes the role, design, characteristics and uses of accounting information systems. After completing this course, the student will be able to design an accounting information system, use various software packages and have an awareness of the accounting related software on the market. Lecture 3 hours per week. SP

## ACCT 218 – Payroll Accounting (3 cr.)

*Prerequisites: ACCT 211 with a grade of "C" or better.*

This course introduces the subject of payroll by presenting the federal and state rules and regulations governing employment, compensation and payroll taxes. It takes the student step-by-step through the entire payroll process – from timekeeping, computation of gross earnings, determining federal income tax and other payroll tax withholdings; to preparing and distributing the payroll; to recording or accounting for wages, tax liabilities, and payment or deposits. F

## ACCT 219 - Accounting Management Software (3 cr.)

*Prerequisite: IST 100 and ACCT 211, either course with a grade of "C" or better.*

This course is a study and use of a commercial computerized accounting program. Students will use a computerized accounting program to complete a business cycle for a service, merchandising and manufacturing company. Using the accounting program they will also prepare payroll and employee records. Students will create reports and graphs from the end of the period data. As Needed

## ACCT 225 - Intermediate Accounting I (3 cr.)

*Prerequisite: ACCT 212 with a grade of "C" or higher.*

Financial accounting theory applications for accounting standards and the accounting process of corporations will be reviewed and practiced. Accounting for the balance sheet, income statement, and the statement of cash flows will be discussed, demonstrated, and applied. Emphasis will be placed on the use of financial statements analysis in decision making. Accounting for cash and receivables, inventory valuation, fixed assets, natural resources, and intangibles will be examined applied. Lecture 3 hours per week. F

## ACCT 226 - Intermediate Accounting II (3 cr.)

*Prerequisite: ACCT 225 with a grade of "C" or higher.*

Financial accounting theory and procedures concerning long-term liabilities, stockholders' equity, revenue recognition, statement of changes in financial position, investments, income taxes, compensation, leases and additional issues. Lecture 3 hours per week. SP

## ACCT 227 – Financial Analysis and Budgeting (3 cr.)

*Prerequisite: ACCT 212 with a grade of "C" or higher.*

This course emphasizes preparation of the three primary financial statements and supporting statements in the budgeting process as well as analysis of financial statements for decision-making purposes. SP

## ACCT 237 - Income Tax Accounting (3 cr.)

*Prerequisite: ACCT 211 with a grade of "C" or higher.*

A study of the history, theory and principles of federal taxation with an emphasis on current tax laws and their application to individual taxpayers. Lecture 3 hours per week. F

## ACCT 258 - Cost Accounting (3 cr.)

*Prerequisite: ACCT 212 with a grade of "C" or higher.*

This course is a study of the costs of production and the application of those costs to the process cost system. Complete preparation of a master and flexible budget for managerial decision making, analysis of current operations, and planning. Lecture 3 hours per week. F

## ACCT 296 – Certified Bookkeeper Review (3 cr.)

*Prerequisite: Minimum of 48 hours in Accounting Technology and staff approval.*

This course is a capstone for the accounting program and will prepare students for the Certified Bookkeeper Exam leading to a national certification in bookkeeping through the American Institute of Professional Bookkeepers (AIPB). This certification is a practical way to demonstrate a high level of skill and experience to advance an accounting career. Taking the Certified Bookkeeper national exam is optional and is not a requirement to pass this course. SP

## ACCT 297 - Internship (3 cr.)

*Prerequisite: Minimum of 48 hours in Accounting Technology and staff approval.*

This course is a study of generally accepted professional work behavior. Concepts covered include recognizing individual strengths and weaknesses, resume and cover letter writing, and interviewing techniques. Each student enrolled in this class will be required to complete a 120 hour internship which will provide an opportunity to apply and develop occupational skills through on-the-job work experience. SP

## ACCT 298 - Accounting Seminar (1 cr.)

*Prerequisite: Minimum of 48 hours in Accounting Technology and staff approval.*

This course is the culmination of the Accounting Technology degree program. Students will participate in assessments regarding the Accounting Technology program. Lecture 1 hour per week.

# Administration of Justice

## ADJU 100 - Introduction to Law Enforcement (3 cr.)

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

Introduction to Law Enforcement provides an overview of history, roles, tasks, and styles of policing. This course introduces students to the

fundamental principles of social control and the basic legal restrictions on law enforcement. Lecture 3 hours per week. As Needed

**ADJU 113 - Criminal Law (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course examines the legal principles and Constitutional restrictions on federal and state criminal law. Students will differentiate between various criminal offenses and explain the elements required of each law. Both model penal code and Missouri statutes are reviewed. Lecture 3 hours per week. As Needed

**ADJU 114 – Constitutional Law (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course examines the legal restrictions established by the U.S. Constitution. Supreme Court decisions impacting law enforcement and criminal procedures are reviewed. Lecture 3 hours per week.

**ADJU 147 - Juvenile Procedures (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

Discussion of major responsibilities of police work with children and youth, developing the student's understanding and appreciation of the intricacies of police functions and philosophy in working with juveniles, Introduction to Juvenile Laws in the State of Missouri. Lecture 3 hours per week. As Needed

**ADJU 213 - Court Procedures (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course explains the structure and hierarchy of the federal and state court systems. Each step of the trial process and landmark court decisions related to criminal procedures will be reviewed. Lecture 3 hours per week. As Needed

**ADJU 223 - Community Policing and Homeland Security (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course identifies the various policing strategies used throughout the history of the United States, with special emphasis on Community Policing and Homeland Security. This course begins by explaining how policing has evolved and what factors have impacted the various eras of policing. The philosophy of Community Policing and the role of police in Homeland Security will be described in detail. Lecture 3 hours per week. As Needed

**ADJU 233 - Criminal Investigation (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course reviews the basic procedures, laws, and court cases related to criminal investigations. The specific techniques used to investigate a variety of crimes will be discussed. Lecture 3 hours per week. As Needed

**ADJU 243 - Police Administration (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course identifies theories of management, the role of police managers, and the impact management has upon employees. A discussion of legal issues, the creation of a department budget and scheduling employees are covered. Lecture 3 hours per week. As Needed

## Agriculture

**AGRI 100 – Introduction to Agribusiness Systems (3 cr.)**

An introduction to the Agribusiness Systems career pathway. Topics covered include an overview of the agribusiness industry, economic principles in agribusiness and retail agribusiness sales.

**AGRI 110 - Soils & Soil Fertility (3 cr.)**

A study of the basics of soil development, classifications, management, fertility, testing and origin as related to plant growth. Lecture 3 hours per week. SP

**AGRI 120 - Plant Science (4 cr.)**

The study of scientific principles of plant anatomy, morphology, physiology. Genetics, reproduction, and evolution. Emphasis will be placed on agronomic, horticulture and forestry crops. Lecture 3 hours per week, Laboratory 2 hours, Total 5 hours per week. F

**AGRI 122 - Natural Resources Management (3 cr.)**

The application of skills and practices needed in the proper management of natural resources to provide maximum use of those resources while protecting them and the environment. Resources studied will include soils, water, forestry, and wildlife. Lecture 3 hours per week. F

**AGRI 190 - World Foods & Society (3 cr.)**

*Prerequisite: ENGL 111 with a grade of "C" or better.*

Students will examine the many facets of world food production and distribution and its relations to societal advancements in developed and developing nations. Analyzing ethical issues and recognizing conflicts in a variety of contexts, students study multiple human perspectives, understand the impacts and values on the individual and on society, and learn to make informed decisions through identifying personal values. Lecture 3 hours per week. F, SP

**AGRI 130 - Animal Science (3 cr.)**

A general overview of cattle, sheep, swine and horse industries. Topics include zoological classification, breed identification, selection fundamentals, digestive systems and disease prevention. Lecture 3 hours per week. F

**AGRI 172 - Integrated Pest Management (3 cr.)**

Study of the management systems in agriculture used to prevent animal and plant pest populations from causing economic injury. Specific topics include pesticide history, chemical and biological controls, safety, machinery calibrations and regulations. Lecture 3 hours per week. SP

**AGRI 194 – Career Portfolio Development (1 cr.)**

A course designed to prepare students to enter the agriculture or forestry industries. Specific topics will include development of short and long term career goals, research career occupations, create professional application materials and develop strategies for accomplishing ones goals. As Needed

**AGRI 232 - Advanced Animal Science (3 cr.)**

*Prerequisite: AGRI 130 or consent of instructor.*

This course will study livestock nutritional requirements, reproductive cycles, and performance record evaluations. Emphasis will be placed on ration formulations, selection tools, and reproductive evaluations of beef, swine, sheep and horses. Lecture 3 hours per week.

**AGRI 234 – Equine Science (3 cr.)**

A general overview of the equine industry. Topics will include history and development, breeds, selection fundamentals, health, nutritional and reproductive management strategies, and behavior characteristics. Lecture 3 hours per week.

**AGRI 240 - Agricultural Economics and Marketing (3 cr.)**

Introduction to the principles of agriculture economics. Topics will include an overview of macro and micro economic systems, policies affecting the money supply, business types, competition, supply and demand, futures marketing and world trade as they relate to agriculture production. Lecture 3 hours per week. F

**AGRI 260 - General Horticulture (3 cr.)**

A survey of the general field of horticulture; the growth and fruiting habits of horticultural plants; principles and practices of propagation and landscaping; planting, care and culture of fruit, vegetables and ornamental crops. Lecture 3 hours per week. F

**AGRI 270 - Agriculture Systems Management (3 cr.)**

Introduction to mechanical and engineering principles and their applications in agriculture. Topics include engine operations, machinery calibrations, electrical and HVAC systems, land descriptions, water runoff and waste management. Lecture 3 hours per week. SP

**AGRI 297 - Agriculture Internship (6 cr.)**

Supervised on-the-job training in selected agricultural business coordinated by college personnel. Student spends 240 clock hours on the job during the entire semester. SP

**AGRI 299 - Problems in Agriculture** (3 cr.)

*Prerequisite: Permission of the instructor.*

Advanced lab and occupation experience problems related to agriculture. Designed to provide opportunities for students who are interested in special problems in agriculture. Lecture 3 hours per week. As Needed

## Allied Health

**ALHE 115 - Basic Pharmacology for Allied Health Careers** (3 cr.)

*Prerequisite: EMDS 105 or Instructor's consent.*

An introduction to the study of drug and drug calculations. Classification of drugs, biological factors, metric and apothecaries systems, generic and brand names and abbreviations are emphasized. Lecture 3 hours per week. SP

**ALHE 125 – Medical Terminology** (1 cr.)

*Prerequisite: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course will provide a comprehensive study of medical terminology utilizing a body system approach. The student will be able to construct and define medical terms by identifying their word parts. Lecture 1 hour per week.

## Art

**ARTS 110 - Introduction to Art** (3 cr.)

This is an introductory studio course to the field of fine art. The student will work with composition in a variety of media. Art processes and techniques in both two and three-dimensional works will be examined. The documentation of work in digital media and development of a portfolio are covered. The student is responsible for materials required for this course. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week. F

**ARTS 123 - History and Appreciation of Art** (3 cr.)

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This is an introductory course emphasizing the appreciation of the visual arts through the study of the art and architecture of various geographical areas and cultures throughout history from antiquity through contemporary artist. A select number of significant artist, artistic movements, and cultures will be covered. The course will examine how art reflects and influences cultures throughout history. Lecture 3 hours per week. F, SP, S

**ARTS 131 - Drawing I** (2 cr.)

This is an introductory course providing studio instruction in drawing. Students will work in graphite, charcoal, pastels and other drawing media. Composition, subject matter, rendering, proportion and perspective are explored. The documentation of work in digital media and development of a portfolio are covered. The student will be responsible for materials required for this course. The student is provided an individual studio space. Laboratory 4 hours per week. F, SP

**ARTS 132 - Drawing II** (2 cr.)

*Prerequisite: ARTS 131.*

This is an advanced course providing studio instruction in drawing focusing on the specific interests of the student. The student will work in a drawing media of their choice concentrating on a thematic, in-depth development of studio work. Prerequisite Drawing I. Laboratory 4 hours per week. F, SP

**ARTS 141 - Color and Design I** (2 cr.)

This is an introductory studio course to the field of fine art. The student will examine the visual element color in both practical application and theory. The interaction of color, color mixing, color impact, digital media and composition will be covered. The student is responsible for materials required for this course. Laboratory 4 hours per week. SP

**ARTS 213 - Water Color** (3 cr.)

This is an introductory studio course in watercolor painting. The student will explore handling and control of watercolor processes. A variety of materials related to watercolor painting will be covered including paper, water media, and brushes. Composition and subject matter will be examined. The development of a portfolio and documentation of work in digital media and

are covered. Students will be responsible for materials required for this course. The student is provided an individual studio space. 3 credits. Laboratory 6 hours per week. F

**ARTS 223 - Art for the Elementary Teacher** (3 cr.)

A study of the elementary child's creative growth and development in art education. This course includes studio experience with materials and processes employed in elementary art education and the development of concepts regarding the role of art education in the total education of the child. Lecture 3 hours per week. F, SP, S

**ARTS 233 - Painting I** (3 cr.)

This is an introductory studio course in acrylic painting. The student will explore handling and control of acrylic painting processes and techniques. A variety of materials related to painting will be covered including canvas, stretcher frame construction, paint media, and brushes. Composition and subject matter will be examined. The documentation of work in digital media and development of a portfolio are covered. The student will be responsible for materials required for this course. The student is provided an individual studio space, easel, and tabort. Laboratory 6 hours per week. SP

**ARTS 243 - Painting II** (3 cr.)

*Prerequisite: ARTS 233 Painting I.*

This is an advanced course providing studio instruction in acrylic painting focusing on the specific interest of the student. The student will work with acrylic painting processes and techniques concentrating on a thematic, in-depth development of studio work. Composition and subject matter will be examined. The documentation of work in digital media and development of a portfolio are covered. The student will be responsible for materials required for this course. The student is provided an individual studio space, easel, and tabort. Prerequisite: Painting I. Laboratory 6 hours per week. SP

**ARTS 260 – Studio Art Experience I** (1 cr.)

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students will choose one area of concentration for the course – either painting, drawing, or watercolor – and will arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of four credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F, SP

**ARTS 261 – Studio Art Experience II** (1 cr.)

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students will choose one area of concentration for the course – either painting, drawing, or watercolor – and will arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of four credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F, SP

**ARTS 262 – Studio Art Experience III** (1 cr.)

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students will choose one area of concentration for the course – either painting, drawing, or watercolor – and will arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of four credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F, SP

**ARTS 263 – Studio Art Experience IV** (1 cr.)

This course provides a studio experience for those students wishing to continue studio art interests beyond art courses already completed. The course is also ideal for non-degree-seeking students who wish to pursue personal studio art interests. Students will choose one area of concentration for the course – either painting, drawing, or watercolor – and will arrange with the instructor to meet with other students enrolled in a course focusing on that area of concentration. A maximum of four credits may count toward the Associate of Arts degree. Laboratory 2 hours per week. F, SP

**ARTS 294 - Special Topics in Art (1-3 cr.)**

*Prerequisite: Permission of the Instructor.*

A variable content course consisting of lectures, demonstrations, studio projects, and/or field trips in variable areas of study in the field of Fine Art, Studio Art or Art History. Variable hours. As Needed

## Biology

**BIOL 100 - Survey of Biology (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course is a survey of the basic concepts of life science with emphasis on the human cell, tissues and organ system functions and the relationship between humans and the environment. Lecture 3 hours F, SP, S

**BIOL 101 - General Biology (5 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This general education course will utilize scientific inquiry to evaluate bio-ethical and environmental issues. The relationship between living beings and the physical environment will be explored through studies in cell biology, genetics, evolution, plant and animal classification, and ecology. Lecture 4 hours, Laboratory 2 hours, Total 6 hours per week. F, SP, S

**BIOL 102 - Environmental Science (5 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course examines the relationship between man and the environment through studies of ecological principles, human overpopulation, resource depletion and pollution. The course is recommended for non-science majors to fulfill the general education requirement for a laboratory science or may be used to fulfill the valuing component of the general education requirement. Lecture 4 hours, Laboratory 2 hours per week. As Needed

**BIOL 110 - Human Biology (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course emphasizes cell, tissue and organ system function. Discussions will focus on a system approach to human health and disease throughout the world. Students will explore how biological processes, interacting with psychological and social factors, contribute to human health and disease. This course is designed for non-science majors. Lecture 3 hours per week. F, SP

**BIOL 113 - Introduction to Process Science for Elementary and Middle School Teachers (1 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course will provide elementary and middle school teacher candidates with a working knowledge of the discipline of science, the nature of scientific knowledge, and the process of scientific investigation. Laboratory 1 hour per week. As Needed

**BIOL 190 - Biology for Majors (5 cr.)**

*Prerequisite: High school chemistry or CHEM 111. ENG 111.*

A course designed for biology majors and pre-professionals covering cell structure and function, the molecular basis of genetics, cellular energy systems, taxonomy, evolution, ecosystems and ecology. Laboratories will include group projects, case studies, and laboratories related to current topics in biology. Lecture 4 hours. Lab 2 hours. Total 6 hours per week. SP

**BIOL 211 - General Botany (5 cr.)**

*Prerequisite: BIOL 190 or consent of instructor. ENG 111.*

The science of plants including the structure, function, genetics, reproduction, and evolution within the plant kingdom. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week. SP

**BIOL 221 - General Zoology (5 cr.)**

*Prerequisite: BIOL 190 or consent of instructor. ENG 111.*

The science of animals including the structure, function, genetics, reproduction, and evolution within the animal kingdom. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week. F

**BIOL 231 - Anatomy and Physiology I (4 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

A study of the relationship between the structure and function of the human body encompassing the cell, tissues, integumentary system, skeletal system, muscular system and nervous system. . Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. F, SP, S

**BIOL 232 - Anatomy and Physiology II (4 cr.)**

*Prerequisites: BIOL 231. ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

A study of the relationship between the structure and function of the human body. Systems studied include the circulatory, respiratory, reproductive, renal, digestive, immune/lymphatic, and endocrine. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. SP

**BIOL 253 - Microbiology (4 cr.)**

*Prerequisites: ENGL 111, BIOL 101 with a "C" or higher or BIOL 190 with a "C" or higher or BIOL 231 with a "C" or higher.*

This course will study microorganisms with the main focus on human health and infectious diseases. The areas of study presented include bacteria, fungi, viruses and parasites that involve microbial structure, growth and nutrition, bacterial metabolism, genetics and a presentation of infectious diseases by anatomical systems. Bioethical issues involving microorganisms in human and animal health are emphasized. This course is designed for the health care professional and includes the basic role of the human immune system in fighting disease. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. F, SP, S

## Business Administration

**BUAD 120 – Introduction to Business (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course is a study of the various functions of management such as planning, organizing, leading, and controlling. Emphasis is also placed on sole proprietorships and partnerships and the ethical and socially responsible practices necessary for successful members of the business community. Lecture 3 hours per week. F, SP

**BUAD 221 - Fundamentals of Management (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course focuses on the various schools of management thought as they have evolved. Emphasis is placed on basic management functions and their relationship to conflict, leadership, change and ethical behavior. Lecture 3 hours per week. F, SP

**BUAD 230 - Business Statistics (3 cr.)**

*Prerequisite: MATH 163 or above with a "C" or better, or placement of MATH 164.*

Introduction to the basic concepts of statistics including: descriptive measures of location and dispersion, elementary probability distributions, estimation, hypothesis testing, correlation, analysis of variance, and linear regression. In various units of the course, the student will utilize computer statistical software to facilitate the analysis of data. Lecture 3 hours per week. SP

## Business Education

**BUED 100 - Contemporary Business Skills (1 cr.)**

Introduces students to keyboarding practices using alphabetic, numeric, symbols, and timed writings. Students will use keyboarding program supplied with textbook to complete all work via Internet.

### **BUED 103 - Business English (3 cr.)**

This course focuses on the language skills necessary for competency in the modern office. Lecture 3 hours per week. F, SP

### **BUED 110 - Business Mathematics (3 cr.)**

*Prerequisite: MATH 01 or higher, or ACCUPLACER placement score of 44 or higher on Pre-Algebra section or 26 or higher on Algebra section, or ACT Math placement score of 9 or higher or instructor consent.*

This course is a study of elementary mathematics in the field of business. Concepts covered include Review of Basic Arithmetic, Retailing, Business Financing, Accounting, and Consumer Topics. Lecture 3 hours per week. F, SP

### **BUED 203 - Business Communications (3 cr.)**

*Prerequisite: ENGL 111 and IST 100 or IST 115*

This course focuses on the principles and practices necessary for effective business communication. Students practice solving business problems through effective business letters, reports, and group activities. Lecture 3 hours per week. F, SP

## **Business Law**

### **BLAW 221 - Legal and Ethical Environment of Business (3 cr.)**

This course is a presentation of the basic principles of law as they relate to business. It emphasizes the background of law and the moral and ethical issues created when the law is applied in society. Additional topics include crime, torts, contracts, personal property, consumer protection, and environmental, constitutional and international law. Lecture 3 hours per week. F, SP

## **Business Management**

### **BMGT 105 - Career Management (3 cr.)**

This course should be completed in the first fall semester the student attends Three Rivers College. Introduces students to job search techniques by applying organization and time management skills. Students will learn to compose cover letters and resumes using success strategies developed in the semester. Students will discuss interviewing styles and techniques. Students are required to attend meetings for Marketing Management Association (Collegiate DECA); of which students are members. Lecture 3 hours per week. F

### **BMGT 107 - Hospitality and Tourism (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course is a study of the hospitality and tourism industry. Concepts covered include rail, sea, air, and automobile travel as well as the operations of the hotel and resort industries. Lecture 3 hours per week. As needed

### **BMGT 108 - Human Resource Management (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course is a study of the business organization emphasizing the interaction among workers and between workers and managers. Concepts covered include management/employee concerns such as pay-for-performance, effective teaming, employee benefits, reducing employee stress, employee rights and designing selection criteria. Lecture 3 hours per week. F

### **BMGT 215 - Supervisory Development (3 cr.)**

This course is a study of the principles of supervision. The key challenges facing supervisors including social, demographic, economic, technological, and global challenges are covered in detail. In addition students will also be introduced to the managerial functions of planning, organizing, staffing, leading, and controlling and how these functions are applied in supervisory roles. Lecture 6 hours per week. Course completed in 7 1/2 weeks. SP

### **BMGT 228 - Financial Management (3 cr.)**

*Prerequisite: ACCT 211 and IST 100 with a "C" or higher.*

This course discusses legal forms of American business organization, policies, methods, and institutions involved in financing business. The principles of financial management will be studied with emphasis on the corporation,

including cash flows, securities, financial structures and risk, capital budgeting and financial management. Lecture 3 hours per week. As needed

### **BMGT 235 – Customer Service Management (3 cr.)**

This course will introduce students to the importance of delivering excellent customer service. Emphasis will be placed on building, maintaining, and increasing an organization's customer base. This course will provide the guidelines and best practices for providing excellent customer service to enable employees to build, maintain, and increase a loyal customer base.

### **BMGT 239 - Entrepreneurship (3 cr.)**

Introduces students to academic skills, management concepts, and practices that are important for entrepreneur needs. Students will develop and apply their attitudes, abilities, and goals for entrepreneurial opportunities. Students will learn how to compose a business plan. Lecture 3 hours per week. As needed

### **BMGT 296 - Management Applications (3 cr.)**

*Prerequisite: MKTG 119 and enrolled in Business Management Department.*

This course allows students to develop their leadership and management skills learned throughout the business management program through participation in a marketing project. This course uses marketing activities to illustrate the theories of management. Students in this course are required to attend meetings for Marketing Management Association (Collegiate DECA) of which students are members. Lecture 3 hours per week. SP

## **Capstone**

### **CPST 290 - General Education Capstone (1 cr.)**

*Prerequisite: Completion of 36 hours in general education.*

This course is the culminating experience in the 42-hours general education program at TRCC. Students will participate in multiple assessments designed to provide evaluation of student learning and of the general education program. This class should be taken during the student's final semester at Three Rivers, following the completion of a minimum of 36 hours of general education coursework. Contact the Registrar for eligibility. Contact Registrar for eligibility. F, SP, S

## **Chemistry**

### **CHEM 111 - Introductory Chemistry (5 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111 and MATH 02 or placement of MATH 153.*

This course covers basic terminology and principles of chemistry. Topics include chemical equations, mole concept, gas laws, atomic theory, chemical bonding, acid-base theory, solutions, and stoichiometry. Laboratory experiences will reinforce the chemical principles presented in class. The course is recommended for non-science majors, nursing students and health related professionals. Lecture 4 hours, laboratory 2 hours, total 6 hours per week. F, SP, S

### **CHEM 121 - General Chemistry I (5 cr.)**

*Prerequisite: CHEM 111 or MATH 163 with a grade of "C" or higher or placement of MATH 164.*

This course uses basic chemical principles in order to solve chemical problems. Topics include the atomic theory, stoichiometry, thermochemistry, chemical bonding, kinetic molecular theory, gas laws, solutions, and electrolytes. Laboratory work appropriate to these topics is also covered in the course. The course is recommended for science and engineering majors, medical laboratory technology students and other health related professionals. Lecture 4 hours, laboratory 2 hours, total 6 hours per week. F, SP

### **CHEM 122 - General Chemistry II (5 cr.)**

*Prerequisites: CHEM 121 with a "C" or higher and ENGL 111.*

A continuation of CHEM 121. This course includes chemical kinetics, chemical equilibria, ionic equilibria, thermodynamics, electrochemistry, oxidation-reduction, and a survey of groups on the periodic table. Laboratory work appropriate to these topics including qualitative analysis will

also be covered. Lecture 4 hours, laboratory 2 hours, total 6 hours per week. SP

#### **CHEM 240 - Basic Organic Chemistry (5 cr.)**

*Prerequisite: CHEM 121 with a grade of "C" or higher or CHEM 111 with a grade of "B" or higher*

An introduction to the nomenclature and reactions of organic chemistry. Topics discussed include the hydrocarbon families, halogenated hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids, amines, amino acids, and various topics selected from biochemistry. Laboratory work pertaining to these topics will be covered during the semester. This course is recommended for nursing majors, science majors needing organic chemistry, medical laboratory technicians, and others in allied health medical professions. Lecture 4 hours, Laboratory 2 hours, Total 6 hours per week. SP of odd years.

## **Civil & Construction Technology**

#### **CIVL 106 - Technical Math I (3 cr.)**

*Prerequisites: MATH 01 or higher, or ACCUPLACER placement score of 44 or higher on Pre-Algebra section or 26 or higher on Algebra section, or ACT Math placement score of 9 or higher.*

A study of mathematical applications that includes fractions, decimals, percentages, powers and roots, SI system of units, signed numbers and algebra. The applications focus on different fields of technology such as electronics, mechanics, machine design, civil technology, forestry and computer operations. Lecture 3 hours per week. F

#### **CIVL 107 - Technical Math II (3 cr.)**

*Prerequisite: CIVL 106 or permission of instructor.*

An introduction and study of basic geometric figures and the calculation of perimeters, area, and volume. A study of the application of triangles, pythagorean theorem, trigonometric functions, law of sines and law of cosines. Lecture 3 hours per week. SP

#### **CIVL 116 - Surveying I (3 cr.)**

The theory and practice of plane surveying. Extensive field work using steel tape, level, and Total Station. Lab 2 hours. Total 4 hours per week. SP

#### **CIVL 118 - Materials and Methods of Construction (3 cr.)**

A study of the building construction industry and the materials and methods used in today's society. There is also a lesson on green building, exploring the new ways that construction is done with saving the earth in mind by using fewer natural resources and harmful chemicals. Lecture 3 hours per week. F

#### **CIVL 198 - Workplace Readiness Seminar (1 cr.)**

This course is an orientation to better prepare students to seek gainful employment upon graduation. Orientation includes preparation of "fact sheets", resume, job applications, and performing a job interview. Lecture 1 hour per week. SP

#### **CIVL 208 - Mechanical and Electrical Systems (3 cr.)**

This course is a study of mechanical & electrical systems as they affect the design & construction phases of buildings and other structures. Areas of study include water supply; sanitary & storm drainage; heat loss & gain; alternative heating & air conditioning systems; electrical systems; lighting; security, fire, & smoke detection systems; and sound control. Lecture 3 hours per week. F

#### **CIVL 215 - Residential Design (4 cr.)**

*Prerequisite: ENGR 110 or permission of instructor.*

An introduction to architectural drawing. Structural and mechanical elements of buildings are considered. Amateur design presentations are subject to a comprehensive critique at the end of the course. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week. SP

#### **CIVL 216 - Surveying II (3 cr.)**

*Prerequisite: CIVL 116.*

The theory and practice of land and construction surveying using modern instrumentation and electronic surveying equipment, such as Total Stations, Data Collectors, and Global Positioning Systems. Application of computer to

calculate traverse closures, areas, topographical information, and horizontal and vertical curve information. Lecture 2 hours, Laboratory 2 hours. Total 4 hours per week. F

#### **CIVL 218 - General Contracting (3 cr.)**

This course includes a study of construction financing, biddings, legal contracts, and various sub contracts. Additional topics covered will include problems in scheduling materials, scheduling equipment and labor supervision. Project planning will also be a focus for the course. Lecture 3 hours per week. SP

#### **CIVL 219 - Estimating (3 cr.)**

This course will be primarily concerned with the proper practices and procedures necessary to prepare a reliable construction estimate. The methods covered will address preparing material estimates for both residential and commercial construction projects. Estimation of labor costs for construction projects will also be addressed. Lecture 3 hours per week. SP

#### **CIVL 226 - Legal Principles of Surveying (3 cr.)**

*Prerequisite: CIVL 116 or Instructor Consent.*

This course introduces the student to history of boundaries; US Public Land systems; ownership, transfer, and description of real property; rules of easements; riparian boundaries; writing and interpreting descriptions; analysis of evidence and procedures for boundary locations; Missouri survey law; and the role of the surveyor. Lecture 3 hours per week. SP

#### **CIVL 228 - Civil Drafting (3 cr.)**

*Prerequisite: ENGR 110 or permission of instructor.*

A study of the materials, procedures and processes utilized in the civil drafting and surveying fields. Those include surveying techniques, plotting techniques, survey maps, contour maps, and volume and area calculating techniques. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week. F

#### **CIVL 236 - Computers in Surveying (4 cr.)**

*Prerequisite: CIVL 116 or consent of instructor.*

A study and application of various surveying software programs with emphasis on coordinate geometry, survey adjustments, file transfer, editing raw and coordinate files, horizontal and vertical curves, surface modeling, road layout, applicable drafting techniques, and printing and plotting. Lecture 4 hours per week. F

#### **CIVL 248 - Water and Wastewater Systems (3 cr.)**

The course covers the fundamental principles in water processing and distribution, wastewater collection and treatment, sludge processing and water reuse. Important aspects of chemistry, biology, hydraulics and hydrology are covered to prepare students to address water supply, wastewater disposal and water quality. Lecture 3 hours per week. As needed

#### **CIVL 299 - Special Problems (1-3 cr.)**

*Prerequisite: Permission of instructor and minimum of 20 semester hours completed within the department.*

This course provides the opportunity for students to expand their knowledge and skill in their field of study by completing a project proposed by an area employer. Students will be required to solve a proposed problem by applying the knowledge and skills they have acquired. The approach to solving the problem and methods used for completing the project will be developed by the student.

As needed

## **Corrections**

#### **CRJC 105 – Corrections Systems and Practices (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course reviews the history of corrections and the ideologies of punishment and rehabilitation in both residential and community-based settings. Current issues in corrections, including intermediate sanctions, the death penalty, offender rights and juvenile offenders will be examined. Lecture 3 hours per week.



**CRJC 129 - Probation and Parole (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course reviews the history of punishment and the development of community-based supervision. The specific techniques used to pre-sentence investigations, manage a caseload and conduct field work will be examined. Lecture 3 hours per week. As needed

## Criminal Justice

**CRJU 115 - Ethics in Criminal Justice (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

A discussion of professionalism, ethics, character, misconduct and corruption within law enforcement. Students will examine ethical concepts, review case studies and participate in discussions concerning ethical dilemmas and discretionary decisions often faced by law enforcement officers. Lecture 3 hours per week. As needed

**CRJU 128 - Forensic Science and Criminalistics (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course reviews specific principles used by investigators from the scene of the crime to the laboratory analysis of physical evidence. Students will demonstrate the techniques of forensic science and the ability to physically collect and preserve evidence from a crime scene. Lecture 3 hours per week. As needed

**CRJU 138 - Patrol Procedures (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

Patrol procedures provide an in-depth study of the procedures and techniques of police patrol. This course interprets the legal and professional frame-work of policing. Topics include: patrol methods, communication, traffic stops, DWI enforcement, crimes in progress, building searches, preliminary investigations, interviews/interrogations, arrests, officer safety, riot control and report writing. Lecture 3 hours per week. As needed

**CRJU 148 - Vice and Narcotics (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course reviews the history of vice and narcotics laws and the various impacts these activities have on society. Upon completion of the course, students will be able to categorize psychoactive drugs and describe the effects various drugs have on the human body. As needed

**CRJU 158 - Traffic Law and Accident Investigation (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

Traffic law and accident investigation reviews Missouri traffic laws and the techniques used in law enforcement. Students will learn to examine collision scenes and gather evidence for the purpose of determining the sequence of events. Mathematical and scientific principles are utilized to calculate vehicle speed and prepare a diagram. Students will also learn to complete accident reports. Lecture 3 hours per week. As needed

**CRJU 185 – Basic Handgun Shooting I (3 cr.)**

The course provides an introduction to the safe operation of handguns. Rules of gun safety, handgun operation, ballistics, and fundamentals of shooting are reviewed. Students will develop basic handgun shooting skills with the aid of a shooting simulator.

**CRJU 205 - Officer Safety (3 cr.)**

*Prerequisite: Completion of at least 9 hours of credit in ADJU or CRJU courses.*

This course provides a forensic analysis of actual cases of officer involved shootings and violent encounters. Each case is reviewed in-depth with a focus on tactical considerations and the proper mind-set to prevent or effectively respond to such an encounter. This course provides examples of officer safety, security, and survival tactics. Lecture 3 hours per week. As needed

**CRJU 295 – Law Enforcement Academy I (12 hr.)**

This course provides basic training in law enforcement and corrections approved by POST (Peace Officer Standards Training). Topics covered include those required under Missouri Revised Statutes (Sect. 590.100).

**CRJU 296 – Law Enforcement Academy II (12 hr.)**

*Prerequisite: CRJU 295*

This course provides basic training in law enforcement and corrections approved by POST (Peace Officer Standards Training). Topics covered include those required under Missouri Revised Statutes (Sect. 590.100).

**CRJU 297 - Criminal Justice Internship (6 cr.)**

*Prerequisite: Instructor consent, clear criminal background check and at least 45 hours credit with at least 2.0 overall GPA. READ 02 or Reading placement of ENGL 111.*

This course provides the student with an opportunity to develop and apply occupational skills and experiences in a work-place environment. Internship consists of 200 hours on-site experience. Students must submit to a criminal background check at least 4 months prior to enrolling. SP

## Diversified Technology

**DTEC 205 - Trends and Issues in Technology (3 cr.)**

A study of technological innovations, issues, and perspectives to increase the students' awareness of both the promises and the uncertainties associated with the use of technology as a creative human enterprise. Along with a study of recent developments and breakthroughs in biotechnology, information systems, space exploration, medicine, and manufacturing; and a discussion of significant international technology, global issues in technology, environmental policies and their effect on mankind. Lecture 3 hours per week. F, SP

**DTEC 215 - Occupational Leadership Development I (1 cr.)**

This course is a study of leadership practices and principles, goal setting, professional dress, workforce etiquette, and interpersonal communications. Students will prepare resume, cover letter, and typical business documents to prepare themselves for the workforce upon graduation. Lecture 1 hour per week. F

**DTEC 216 - Occupational Leadership Development II (1 cr.)**

*Prerequisite: DTEC 215.*

This course is a further study of leadership development and related areas of customer service, team negotiation, conflict resolution, workforce awareness in regards to cultural diversity and equity, and workplace ethics. Additionally, the course will cover parliamentary law and procedures as applied to the operation and conduct of Three Rivers' SkillsUSA Post-secondary chapter. Lecture 1 hour per week. SP

**DTEC 297 - Internship (6 cr.)**

*Prerequisite: Instructor consent required.*

Supervised on-the-job training to provide practical experience in application of knowledge, skills, and abilities learned through school based learning activities. Student will work in area business/industry with direct supervision of industry personnel and indirect personnel and indirect supervision of college staff. SP

## Early Childhood Development

**ECD 126 - Child Health, Safety, and Nutrition (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

Designed to emphasize health, safety, and nutrition with young children. Includes preparing safe environments, adequate nutrition, disease prevention, and space regulations. Proper hand washing, good hygiene, and childhood obesity are also addressed. Lecture 3 hours per week. As Needed

**ECD 202 - Survey of Early Childhood Development and Education (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course is designed to introduce the student to the roles and responsibilities of an early childhood caregiver. It gives an overall view of what early childhood education is along with the history of the profession. Theories and foundations of both curriculum development and practice are discussed and related to infant, toddler, preschool and primary grade program development. Lecture 3 hours per week. As Needed.

### **ECD 205 - Preschool CDA (5 cr.)**

*Prerequisite: ECD 202.*

Classroom instruction in early childhood that prepares the student for the Council for Professional Recognition National CDA Certificate. Coursework will help the student make the required resource file. Lab hours to include a classroom observation. A total of 480 hours of observation is required to complete the written assessment for CDA. A minimum of 60 hours is required for completion of course. Spring only class. As Needed

### **ECD 208 - Infant/Toddler CDA (5 cr.)**

*Prerequisite: ECD 202.*

Classroom instruction in early childhood that prepares the student for the Council for Professional Recognition National CDA Certificate. Coursework will help the student make the required resource file. Lab hours to include a classroom observation. A total of 480 hours of observation is required to complete the written assessment for CDA. A minimum of 60 hours is required for completion of course. Spring only class. As Needed

### **ECD 235 - Special Children (3 cr.)**

*Prerequisite: ECD 202.*

This course introduces the student to inclusion of children with special needs through theory, philosophy, and best practice. This course is designed to help the student recognize, refer, and help children and families who have special needs. Lecture 3 hours per week. As Needed

### **ECD 237 - Early Childhood Development (5 cr.)**

*Prerequisite: ECD 202.*

*Corequisite: First Aid and/or CPR and Criminal Background Check.*

This course focuses on the history of early childhood education as well as defining the young child. Students are required to make a professional commitment to teaching. The course includes 60 hours of observations. The course is designed for the students to be able to teach to the whole child. Laboratory 4 hours per week, Total contact 7 hours per week. As Needed

### **ECD 245 - Early Childhood Administration (3 cr.)**

*Prerequisite: ECD 202.*

Course provides students with organizational and managerial skills appropriate for planning and running a child care center. The course is designed to prepare students to lead quality programs. Lecture 3 hours per week. SP

### **ECD 247 - Early Childhood Curriculum (3 cr.)**

*Prerequisite: ECD 202.*

This course is designed to prepare the student to be able to implement developmentally appropriate curriculum. The main topics include early childhood environment, science, math, art, language, music and movement, literacy, and social studies. The student will understand how to develop a good curriculum and apply it to any early childhood setting. Lecture 3 hours per week. F

### **ECD 295 - Early Childhood Practicum I: Infants and Toddlers (5 cr.)**

*Prerequisite: ECD 237.*

*Corequisite: Current First Aid Card or CPR Card and Criminal Background Check.*

Designed to give the student the opportunity to gain practical experience in the role of child care provider with infants and toddlers. The student is required to document 70 observation hours. Lecture 3 hours per week. Laboratory 4 hours per week. Total 7 hours contact hours per week. SP

### **ECD 296 - Early Childhood Practicum II: Preschool (5 cr.)**

*Prerequisite: ECD 237.*

*Corequisite: Current First Aid Card or CPR Card and Criminal Background Check.*

Designed to give the student the opportunity to gain practical experience in the role of child care provider with preschoolers. The student is required to document 70 observation hours. Laboratory 4 hours per week. Total 7 hours contact per week. SP

### **ECD 298 - Special Topics in Early Childhood Development (3 cr.)**

Three Rivers will grant credit for completion of approved National and State workshops. This will be used as an Early Childhood Development program elective.

## **Economics**

### **ECON 211 - Principles of Macroeconomics (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

A study of the aggregate or total economy on a national scale. Topics include supply and demand, and contemporary socio-economic issues in the U. S. Lecture 3 hours per week. F, SP, S

### **ECON 212 - Principles of Microeconomics (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

A study of the economizing process in an individual firm or industry. Topics include price and wage determination, costs-output relationships, and various theories regarding competition within an industry. Lecture 3 hours per week. F, SP, S

## **Education**

### **EDUC 201 - Teaching Profession with Field Experience (3 cr.)**

*Prerequisites: ENGL 111 with a minimum grade of C.*

This course provides students an opportunity to observe teaching and learning for thirty (30) hours or more in K-12 classrooms. Students are introduced to their requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal. \$40 Background Check & Missouri Educator Profile Course Fee. A passed background check is required. Lecture 3 hours per week. F, SP

### **EDUC 210 - Educational Psychology (3 cr.)**

*Prerequisites: EDUC 201 and ENGL 111.*

This course is designed to help students relate the application of psychological principles to teaching, learning, and assessment and the education practice in P-12 classrooms. It will focus on the learner and the learning process, teacher characteristic, and classroom process that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. Lecture 3 hours per week. F, SP

### **EDUC 230 - Foundations of Education (3 cr.)**

*Prerequisites: ENGL 111 with minimum grade of C and EDUC 201 with minimum grade of C.*

This course is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system. Students will explore the nature of school environments, design, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied. Lecture 3 hours per week. F, SP

### **EDUC 240 – Integration of Art, Music and Physical Education in the Elementary Education Classroom (3 cr.)**

*Prerequisite: ENGL 111.*

Students will acquire an understanding of the role of art, music and physical education on childhood development in a diverse society. Students will develop the knowledge and skills necessary for the integration of art education, music education, and physical education in the early childhood and elementary education classroom connecting students' prior experiences, family, culture, and community. F, SP

### **EDUC 250 – Children's Literature (3 cr.)**

*Prerequisite: ENGL 111.*

This course is designed for Education Majors in Early Childhood, Elementary, Middle and Secondary Education. This course assists future teachers in choosing appropriate material to be read in classroom settings, creating activities that assist in literature studies and allows for confidence for the student to successfully facilitate a classroom of lifelong readers. Lecture 3 hours per week. F, SP

### **EDUC 260 - Education of Exceptional Learners (3 cr.)**

*Prerequisites: EDUC 210 with minimum grade of C.*

This course will provide an introduction of learners with exceptional needs and their education in grades P-12. Students will attain knowledge, skills, and dispositions that will enable them to work effectively with exceptional

learners in general education or special education classrooms. Lecture 3 hours per week. F, SP

### **EDUC 270 - Technology for Teachers (3 cr.)**

*Prerequisites: ENGL 111 with minimum grade of C.*

Students in this course will examine and explore technology integration strategies within K-12 educational environments. Content will include an examination of technology integration techniques using various application tools, instructional software, productivity software, and the Internet. Participants will also identify relative advantages for choosing technology integration strategies and resources for teachers to draw upon in developing their own technology integration activities; including lesson plans, and curriculum integration. Lecture 3 hours per week. F, SP

### **EDUC 297 - Paraprofessional Educator Practicum (3 cr.)**

*Prerequisites: Instructor Consent.*

This course will give direct experience with children in a school setting for a 100 hour practicum experience. Student responsibilities will include assisting a teacher and implementing curriculum components for children in their classroom. Lecture 3 hours per week. F, SP

## **Electronics**

### **ELEC 105 – Introduction to Electrical Technology (3 cr.)**

This course includes instruction and practice in the areas of general jobsite safety based on local, state, and national regulations, basic hand and power tool usage, introductory print reading, electrical safety, and simple electrical circuit construction. This course will also provide a brief overview of the National Electrical Code (NEC) and the role of an electrician. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

### **ELEC 106 – Basic Electricity (3 cr.)**

Electrical theory is applied to the duties of an electrician in this course. Fundamental laws of electricity, units of measure and simple circuit analysis are included. Students will study simple DC circuits and continue through single-phase and three-phase AC circuit principles. Laboratory activities will include the safe and correct use of electrical testing equipment and basic electrical construction tools. Upon completion, students will have a clear understanding of electrical properties, units of measure in electricity, series circuits, parallel circuits, as well as basic DC and AC circuit characteristics. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

### **ELEC 107 – Electrical Materials and Methods (3 cr.)**

An in-depth study of the proper selection of electrical circuit construction materials, and correct installation methods. Students will become familiar with materials such as electrical wire, conduit, circuit breakers, distribution centers, and many more hardware items used in the electrical construction industry. Methods are taught in a hands-on approach allowing students to become familiar with basic wire termination and splicing, circuit construction techniques, and the correct selection of materials for the circuit installation and application. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

### **ELEC 115 - Applied DC and AC Circuits (3 cr.)**

An introduction to fundamental properties in electronics, electronic components and circuits. Course includes uses of testing equipment, circuit troubleshooting and circuit repairs. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. F

### **ELEC 117 - Industrial Electrical Controls (3 cr.)**

*Prerequisite: ELEC 115 or permission of instructor.*

A comprehensive study of control devices, circuits, diagrams, motors, three-phase power systems and related hardware used in industrial power distribution and machine/process control. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. F

### **ELEC 125 – Blueprint Reading for Electricians (3 cr.)**

*Prerequisite: ELEC 105, ELEC 106, and ELEC 107 or Instructor consent*

Electrical diagrams, construction drawings, and related mechanical drawing reading and interpretation are presented in this lecture course. Students will be presented with standard symbols used throughout the electrical industry

as well as develop basic drawings for circuit construction in the lab setting. Students will acquire the knowledge and skill needed to translate drawings into real-world electrical circuit installations. Emphasis is placed on residential and light commercial print reading. However, industrial diagrams will be introduced in this course. Coursework prepares students for applicable SkillsUSA assessment. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. SP

### **ELEC 126 – Residential Circuits (3 cr.)**

*Prerequisite: ELEC 105, ELEC 106, and ELEC 107 or Instructor consent*

This course is a comprehensive study of residential electrical installations and the requirements of the applicable standards of the National Electrical Code (NEC). Topics include installation of electrical distribution equipment, lighting, overcurrent protection, conductors, branch circuits, conduit, and other materials and equipment utilized in a residential electrical system. Upon completion, students will have the knowledge and skills required to properly install wiring and electrical distribution equipment associated with residential electrical installations. Coursework prepares students for applicable SkillsUSA assessment. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. SP

### **ELEC 207 - Industrial Electronics Applications (3 cr.)**

*Prerequisite: ELEC 115 or permission of instructor.*

A study of electronic systems within industrial transducers, process controls, motor drives, motion controls and other advanced controls. Emphasis on complete system applications. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. SP

### **ELEC 216 - Programmable Controller Systems (3 cr.)**

*Prerequisite: ELEC 207 or permission of instructor.*

An applications-based study of programmable logic controllers, hardware, operator interfaces, communications networks and device interfacing as found in manufacturing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. SP

### **ELEC 218 - Electrical Codes and Standards for Manufacturing (2 cr.)**

*Prerequisite: ELEC 115 or permission of instructor.*

Applications of electrical code rules and related standards pertaining to manufacturing installations. Safe work practices, materials selections and design problems are presented. Lecture 2 hours per week. F

### **ELEC 225 – Electrical Systems (3 cr.)**

*Prerequisite: ELEC 105, ELEC 106, and ELEC 107 or Instructor consent*

This course is a comprehensive, introductory overview of all electrical wiring installed in residential, commercial, and industrial settings. Students will be provided with an introduction to systems such as used for HVAC/R equipment, fire alarm systems, communication wiring, industrial electrical raceways and controls, and other wiring systems used in today's electrical systems. A major emphasis will be placed on component identification and an introduction to National Electrical Code (NEC) standards that are applicable to each area. Lab activities are to include specialty areas such as fire alarm system installation, troubleshooting, and repair. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

### **ELEC 226 – Electrical Construction (3 cr.)**

*Prerequisite: ELEC 125, ELEC 126, ELEC 225 or Instructor consent*

Designed to provide the skills required to install devices in residential, commercial, and industrial settings, this course advance the student's knowledge and skills in use of specialized tools and techniques. Examples are use of conduit benders, wire pulling methods, panel installation, and installation of advanced circuit protection devices. All work is to be reference to the applicable National Electrical Code (NEC) standards. Coursework prepares students for applicable SkillsUSA assessment. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

### **ELEC 227 – Commercial and Industrial Electrical Systems (3 cr.)**

*Prerequisite: ELEC 125, ELEC 126, ELEC 225 or Instructor consent*

Introduction to the tools, methods, materials, and equipment unique to commercial and industrial systems. A strong emphasis is placed on topics specific to commercial and industrial electrical installations allowing students to acquire entry level knowledge and skill in these specialized areas. Basic motor control wiring, overload protection, commercial and industrial

lighting, and three-phase systems are to be included as topics in this course. Applicable National Electrical Code (NEC) standards will be presented. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

## Emergency Medical Services

### EMDS 105 - Emergency Medical Services I (9 cr.)

*Prerequisite:* READ 02 or placement of ENGL 111.

A study of all phases of basic emergency care including patient assessment, cardiopulmonary resuscitation, management of medical emergencies, trauma injuries, obstetric emergencies, infant and child emergencies, and ambulance operations. The course is based on the current Department of Transportation National Standard Curriculum for EMT-Basic courses. Students are required to complete a background check at \$15 and provide proof of immunizations.

### EMDS 150 – Pharmacology for Pre-Hospital Professionals (3 cr.)

*Prerequisite:* EMDS 105 or Instructor Consent

This course includes an introduction to the principles of pharmacology, medication math, and a discussion of medication (and medication classes) that the pre-hospital professional may encounter. Students will also participate in various laboratory and simulation experiences that emphasize the clinical application of pharmacological interventions for a wide variety of clinical situations. Lecture 2.75 hours per week, Laboratory .25 hours per week. SU

### EMDS 201 – Emergency Medical Services II (14 cr.)

*Prerequisite:* Possession of current State of Missouri EMT license, or eligibility and ability to obtain one by the first day of class and acceptance into the paramedic program, READ 02 or Reading placement of ENGL 111, MATH 01 or higher, or ACCUPLACER placement score of 44 or higher on Pre-Algebra section or 26 or higher on Algebra section, or ACT Math placement score of 9 or higher. *Corequisite:* EMDS 202

The course is based on the current Department of Transportation Paramedic National Standard Curriculum. This course is organized to cover the Preparatory, Airway Management, Patient Assessment and medical portion of the National Curriculum. The class time will include both didactic and hands-on training of the skills needed.

### EMDS 202 – Emergency Medical Services Internship I (4 cr.)

*Prerequisite:* Possession of current State of Missouri EMT license, or eligibility and ability to obtain one by the first day of class and acceptance into the paramedic program, READ 02 or Reading placement of ENGL 111, MATH 01 or higher, or ACCUPLACER placement score of 44 or higher on Pre-Algebra section or 26 or higher on Algebra section, or ACT Math placement score of 9 or higher. *Corequisite:* EMDS 201

The course is based on the current Department of Transportation Paramedic National Standard Curriculum. A scheduled hospital clinical experience during which the paramedic student will utilize the knowledge and skills learned in the classroom and college lab. The student will be evaluated by hospital staff while performing intravenous access and/or fluid and medication administration, basic and advanced airway management, assisting with childbirths, newborn care and postpartum patient care in the hospital setting. The course is based on the current Department of Transportation Paramedic National Standard Curriculum.

### EMDS 204 – Emergency Medical Services III (14 cr.)

*Prerequisite:* EMDS 201 and EMDS 202

*Corequisite:* EMDS 205

The course is based on the current Department of Transportation Paramedic National Standard Curriculum. This course is organized to cover a continued in-depth study of advanced life support techniques with a concentration on prehospital cardiac medical emergencies and traumatic injuries.

### EMDS 205 – Emergency Medical Services Internship II (4 cr.)

*Prerequisite:* EMDS 201 and EMDS 202

*Corequisite:* EMDS 204

The course is based on the current Department of Transportation Paramedic National Standard Curriculum. A scheduled hospital clinical experience during which the student will use the knowledge and skills learned in the classroom and college lab. The student will be evaluated by hospital staff

while performing the advanced skills in intubation, suctioning, venipuncture, IV insertion, mixing IV additives, medication administration, dysrhythmia interpretation defibrillation and management of medical/traumatic emergencies.

### EMDS 207 – Emergency Medical Services IV (6 cr.)

*Prerequisite:* EMDS 204 and EMDS 205

*Corequisite:* EMDS 208

The course is based on the current Department of Transportation Paramedic National Standard Curriculum. A continued in-depth study of advanced life support techniques with a concentration on patients with special considerations and EMS Operations.

### EMDS 208 – Emergency Medical Services Internship III (6 cr.)

*Prerequisite:* EMDS 204 and EMDS 205

*Corequisite:* EMDS 207

The course is based on the current Department of Transportation Paramedic National Standard Curriculum. A scheduled hospital emergency room experience and an internship on advanced life support ambulances providing observational and skill performance opportunities under direct supervision. The student will be evaluated by emergency room staff in performance of skills learned in the college lab and by paramedic preceptors in the performance of advanced life support skills in the prehospital setting.

## Engineering

### ENGR 110 - Engineering Graphics (3 cr.)

Basic course in graphics and design with intensive practice in sketching orthographic and pictorial representation. Problem solving in perspective and parallel projections, auxiliary and sectional views, dimensioning, tolerances, reproduction and working drawings utilizing computer aided design systems. Lecture 1 hour. Lab 4 hours. Total 5 hours per week. F, SP

## English

### ENGL 01 - English as a Second Language (3 cr.)

A class for students whose native language is not English. Learners will develop coherent speaking, reading, writing, and listening skills while interacting with peers and the instructor. Learners will develop conversational skills through participation in group activities, interviews, and panel discussions. Learners will monitor speech for errors in pronunciation, grammar, and discourse. Not acceptable for degree credit or for transfer. Course grade is recorded credit, no pass, incomplete, or in progress. May be repeated. Lecture 3 hours per week. F, SP

### ENGL 02 – Transitional College Writing (4 cr.)

*Prerequisite:* READ 01 or Placement score of READ 02

*Corequisite:* ACAD 101

This course provides computer-assisted instruction in basic grammar and writing, coupled with classroom instruction in the conventions of college level writing. Special attention is paid to the organization of ideas, the modes of writing, and standard written English. The course is designed to move developmental students quickly toward ENGL 111 and other credit classes.

### ENGL 08 – Advanced Transitional College Writing (2 cr.)

*Prerequisite:* ACCUPLACER Writing Score 65 to 69 or ACT English score 16 to 17

*Corequisite:* ACAD 101 and ENGL 111 (section identified)

This course provides individualized instruction for students who have been identified as candidates for an accelerated learning program. Instruction in this course will include step by step processes of writing, planning, and the conventions of college level writing. The course is designed to move transitional students who are nearly ready for ENGL 111 into that class and other credit bearing classes. Lecture 2 hours per week. F, SP, SU

**ENGL 111 - College Writing (3 cr.)**

*Prerequisite: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course introduces students to college level writing and establishes standards for writing essays in the rhetorical modes. Expository writing is used as a basis for study and discussion with extensive practice in reading critically and improving essays through revision. Students will also learn to conduct research using library and internet sources following MLA guidelines. Students should have basic keyboarding skills. Lecture 3 hours per week. F, SP, S

**ENGL 112 - Advanced College Writing (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

This course focuses on extended critical inquiry, in-depth library and electronic research, and extensive practice with argumentative academic writing. Students will apply concepts of critical thinking to argumentative and persuasive communication. In addition, students will apply appropriate research and documentation techniques and evaluate source materials. Lecture 3 hours per week. F, SP, S

**ENGL 140 - Creative Writing (3 cr.)**

*Prerequisite: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

Beginning creative writers will be introduced to the techniques, structures, and basic elements of poetry, short fiction, and drama. Learners will examine character, plot, dialog, theme, setting, and voice in fiction. Learners will critique works of experienced writers and their peers. With emphasis on preparation, criticism, and revision, learners will write poetry, a short story, and a drama. Throughout the semester, students will compile a portfolio of their writings. Does not fulfill the general education requirement for Humanities but may be used as an elective. Lecture 3 hours per week. As Needed

**ENGL 210 - Introduction to Literature (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

Learners will examine the basic elements of fiction, poetry, drama, and the essay and will use a variety of critical perspectives to interpret, analyze, and write about works from those four genres of literature. Learners will study the literature of societies and cultures as representative responses to universal questions relevant to the human experience. Lecture 3 hours per week. F, SP

**ENGL 221 - World Literature to 1600 (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

This course is a survey of the backgrounds of the literature of the Western world from the ancient Near East, Mediterranean, and Western European regions before 1600 A.D. Students will apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze literary works. Lecture 3 hours per week. F, S

**ENGL 222 - World Literature since 1600 (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

This course is a survey of the development of the literature of the Western world since the Renaissance including influences from Europe and from colonial Asia and Africa. Students will apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze literary works. Lecture 3 hours per week. SP, S

**ENGL 223 - Classical Mythology (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

Classical Mythology introduces students to the characters, events and interpretive meanings of classical mythology as well as the ancient civilizations that comprise the classical world and composed its mythology. With an emphasis on the mythologies of the ancient Mediterranean cultures of Greece and Rome, students will identify the common qualities of world mythologies and appraise the influence of classical mythology on contemporary culture. Lecture 3 hours per week. F, SP, S

**ENGL 231 - English Literature to 1798 (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

This class is a survey of the Literature of Great Britain from the Middle Ages through the Eighteenth Century. The class will apply biographical, cultural,

and historical contexts as students conduct literary research, evaluate, and analyze literary works. Lecture 3 hours per week. F, S

**ENGL 232 - English Literature since 1798 (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

This class is a survey of English Literature from the Eighteenth Century through present day. The class will apply biographical, cultural, and historical contexts as students conduct literary research, evaluate, and analyze literary works. Lecture 3 hours per week. SP, S

**ENGL 233 - Shakespeare (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

Shakespeare introduces students to selected plays by William Shakespeare, including comedies, histories and tragedies. Through a combination of reading, discussion and video performances, students will apply biographical, cultural and historical contexts to Shakespeare's life and works, as well as engage in analysis and evaluation of the selected plays. Lecture 3 hours per week. F

**ENGL 241 - American Literature to 1870 (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

This class is a survey of the Literature of America from its beginnings through the Civil War. The class will apply biographical, cultural, and historical contexts as students conduct literary research, evaluate, and analyze literary works. Lecture 3 hours per week. F, S

**ENGL 242 - American Literature since 1870 (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

This class is a survey of American Literature from the Civil War through the present. The class will apply biographical, cultural, and historical contexts as students conduct literary research, evaluate, and analyze literary works. Lecture 3 hours per week. SP, S

**ENGL 281 - Old Testament Literature (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

This course is a survey of the literature of the Old Testament of the Judeo-Christian Bible. Students will apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze various works within the canon. Lecture 3 hours per week. F

**ENGL 282 - New Testament Literature (3 cr.)**

*Prerequisite: ENGL 111 with grade of "C" or better.*

This course is a survey of the literature of the New Testament of the Christian Bible. Students will apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze various works within the canon. Lecture 3 hours per week. SP, S

## Environmental/Occupational Health and Safety

**EOSH 115 - Communication/Training Methods for Safety and Health Professionals (3 cr.)**

The course is designed to develop the skills needed to create, deliver, and evaluate safety and health training. The course will provide information on training methods, identifying training outcomes and preparation of materials for use in training. Different methods utilized for identifying training effectiveness will also be addressed. Lecture 3 hours per week. F

**EOSH 116 - Introduction to Industrial Hygiene (3 cr.)**

This course provides an introduction to the recognition, evaluation, and control of workplace health hazards. Identification, evaluation, and control of stressors in the workplace that pose a health hazard to employees will be the main focus of the course. Methods of control, tools, test equipment and resources available to perform workplace health hazard assessments will be addressed. Lecture 3 hours per week. SP

**EOSH 205 - Safety and Health Regulations & Standards (3 cr.)**

This course is a study of the legislation and standards established to protect the safety and health of employees in a work environment. The Occupational Safety and Health (OSH) Act will be covered. Compliance with regulations

established by Occupational Safety and Health Administration (OSHA) will be reviewed in detail. Course will address acceptable work practices, rights and responsibilities, and compliance requirements for most work environments. Lecture 3 hours per week. F

#### **EOSH 206 - Environmental Regulations (3 cr.)**

This course examines statutory requirements for different environmental media, associated compliance issues, enforcement activities and governmental regulations such as those promulgated by the U.S. Environmental Protection Agency (EPA). The purpose of different environmental laws and programs will be addressed along with the basic framework of implementation for each program will be addressed. Common law impacts from environmental issues and terminology specific to environmental regulations will also be covered. Lecture 3 hours per week. F

#### **EOSH 215 - Transportation, Storage and Handling of Hazardous Materials (3 cr.)**

This course introduces regulatory requirements for transportation of hazardous materials and handling of hazardous materials by employees. Specific requirements and terminology pursuant to the U. S. Department of Transportation (DOT) Hazardous Materials Regulations will be covered. OSHA requirements for employees who handle hazardous materials and terminology specific to these regulations will also be addressed (HAZWOPER). Use of reference materials and regulations will be included in the course. Lecture 3 hours per week. F

#### **EOSH 216 - Waste Management and RCRA (3 cr.)**

This course introduces students to the available options for properly minimizing, recycling, or disposing of all solid wastes under RCRA (Resource Conservation Recovery Act). Students will focus on management of materials to minimize waste production. Recycling and recovery issues will be addressed. Students will explore application of pollution prevention techniques. The course will address hazardous waste including generation, storage, disposal, and associated regulatory issues. Waste identification, manifesting and tracking will be covered. Lecture 3 hours per week. F

#### **EOSH 225 - Accident Investigation (3 cr.)**

This course provides an introduction to the fundamental requirements and techniques used in investigating accidents involving environmental or occupational safety and health issues. Students will also explore causes and prevention methods that can be used for these types of events. A variety of methods for analyzing information and for assessing program effectiveness will be addressed. Lecture 3 hours per week. SP

#### **EOSH 226 - Emergency Preparedness and Planning (3 cr.)**

This course addresses the legal responsibilities of environmental, facility and human protection. Responsibilities and functions of employees during an emergency are emphasized. The course will explore different approaches to emergency planning. A variety of techniques to perform analysis, auditing, and hazard assessment are addressed. Lecture 3 hours per week. SP

## **Fire Science**

#### **FIRE 115 - Fire Fighter I and II (12 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111*

This course is based on the National Fire Protection Association 1001, Standard for Fire Fighter Professional Qualifications, 2013 Edition. The performance requirements and practical skills necessary to perform the duties of a firefighter are thoroughly covered. Topics include fire service orientation, safety, fire behavior, self-contained breathing apparatus, ropes, hoses, ladders, rescue, ventilation, salvage overhaul, portable fire extinguishers, emergency medical care, fire control, water supply and fire prevention. Individuals successfully completing this course and meeting the requirements of Missouri Division of Fire Safety will be eligible for certification as Firefighter I and II by the Division of Fire Safety. As Needed

#### **FIRE 118 - Hazardous Materials Awareness and Operations (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course is based on the National Fire Protection Association 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Edition and 29 CFR 1910-120(g). Course

covers both awareness level and operations level hazardous materials training based on a combination of practical skills assessment and course work to prepare students for certification through the Missouri State Fire Marshall, Division of Fire Safety. Students will be able to recognize and size-up any incident involving hazardous materials or weapons of mass destruction and understand the fire fighter role within the response plan. Lecture 3 hours per week. As Needed

#### **FIRE 119 – Fire Behavior and Combustion (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. This course follows the National Fire Academy FESHE (Fire and Emergency Services Higher Education) Model curriculum for the Associates' core Fire Behavior and Combustion. Lecture 3 hours per week. F

#### **FIRE 126 – Principles of Emergency Services (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. This course follows the National Fire Academy FESHE (Fire and Emergency Services Higher Education) Model curriculum for the Associates' core Principles of Emergency Services. Lecture 3 hours per week. SP

#### **FIRE 135 - Fire Prevention (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course provides fundamental knowledge relating to the field of fire prevention. Topics covered in the course include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. The course follows the National Fire Academy FESHE (Fire and Emergency Services Higher Education) Model curriculum for the Associate's core Fire Prevention class. Lecture 3 hours per week. As Needed

#### **FIRE 215 - Tactics and Strategies (3 cr.)**

*Prerequisite: FIRE 115 or consent of the instructor.*

This course covers the specific strategies and tactical considerations that are used in different fire situations. Topics covered will include pre-incident planning, size-up, technical operations, scene control, high risk populations, and industrial and commercial occupancies. Lecture 3 hours per week. As Needed

#### **FIRE 216 – Fire Instruction (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111*

This course introduces instructional concepts and prepares the instructor candidate for the responsibilities of developing and teaching fire and emergency service training programs. The material is based on NFPA 1041, Standard for Fire Service Instructor Professional Qualifications. Topics addressed include development of training outlines and course development, using visual aids, presentation skills and testing procedures. Lecture 3 hour per week. FA

#### **FIRE 217 - Building Construction for Fire Protection (3 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. This course follows the National Fire Academy FESHE (Fire and Emergency Services Higher Education) Model Curriculum for the Associate's core Building Construction for Fire Protection class. Lecture 3 hours per week. As Needed

**FIRE 225 - Hydraulics and Water** (3 cr.)

*Prerequisite: FIRE 115 and MATH 01 or higher, or placement of CIVL 106 or consent of the instructor.*

This course provides a detailed understanding of the physical characteristics of water and its movement as it relates to fire suppression. Topics covered include principles of water flow, calculating required fire flows, types of fire streams, fire service pump design, types of fire streams, fire hose nozzles and other related topics. Lecture 3 hours per week. As Needed

**FIRE 226 – Principles of Emergency Services Safety and Survival** (3 cr.)

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. This course follows the National Fire Academy FESHE (Fire and Emergency Services Higher Education) Model curriculum for the Associates' core Principles of Emergency Services Safety and Survival. Lecture 3 hours per week. SP

**FIRE 235 - Fire Protection Systems** (3 cr.)

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

This course provides information relating to the features of design and operations of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. This course follows the National Fire Academy FESHE (Fire and Emergency Services Higher Education) Model Curriculum for the Associate's core Fire Protection Systems class. Lecture 3 hours per week. As Needed

**FIRE 239 - Search and Rescue** (3 cr.)

*Prerequisite: FIRE 115 or consent of the instructor.*

This course provides the information necessary to meet the Operations-Level requirements under NFPA Standard 1670, Standard on Operations and Training for Technical Search and Rescue Incidents. Topics include search and rescue incident management, rescue vehicles and equipment, rope rescue, confined space search and rescue, wilderness search and rescue plus many other search and rescue scenarios. Lecture 3 hours per week. As Needed

**FIRE 245 - Fire Codes and Inspection** (3 cr.)

*Prerequisite: FIRE 115 or consent of the instructor.*

This course covers the principles and techniques of fire prevention and code enforcement compliance. It addresses NFPA 1031, Standards for Professional Qualifications for Plan Examiner (2009 edition). Topics covered also meet the Fire and Emergency Services Higher Education Principles of Code Enforcement. The course addresses duties, authority, standards, codes, permits, construction types and occupancy classifications, site access, inspection procedures and other related topics. Lecture 3 hours per week. As Needed

**FIRE 255 – Leadership in the Fire Service** (3 cr.)

*Prerequisite: FIRE 115 or consent of the instructor.*

This course covers NFPA 1021 Standard for Fire Officer Professional Qualifications. The topics covered include leadership, supervision, ethics, decision making, legal responsibilities and liabilities, interpersonal communications, organizational structure, records management, safety and health issues, and other related material. Lecture 3 hours per week. As Needed

## Forestry

**FRST 115 - Forest Utilization** (3 cr.)

Introduction to the multiple use aspects in the overall field of forestry. Emphasis will be placed on management policies at the local and national levels, forestry ecological systems, and the interrelationships of forestry to other disciplines. Lecture 3 hours per week. SP

**FRST 117 - Introduction to Dendrology** (3 cr.)

Field and lab identification of native and exotic trees and woody vines using leaves, twigs, bark, and fruit characteristics. Lecture 3 hours per week. F

**FRST 119 - Forest Measurements** (3 cr.)

Introduction to forest measuring techniques to include measuring equipment, log scaling practices, forest product measurements, cruising and inventory techniques. Lecture 3 hours per week. SP

**FRST 215 - Forest Management Practices** (3 cr.)

Introduction to forest management practices to include governmental roles with the emphasis on local and regional regulations, principles of the ecosystem, sustainable forest concepts and multiple use management. Lecture 3 hours per week. F

**FRST 217 - Silviculture and Ecology** (3 cr.)

A detailed study of the concepts and techniques utilized in the silvicultural treatment of forests. Lecture 3 hours per week. SP

**FRST 225 - Wildland Fire Management** (3 cr.)

This course is designed to provide entry level firefighting skills. Instruction will be provided in the primary factors that affect the start and spread of a wildfire. Students will learn fire suppression techniques for wildland fires. In addition students successfully completing the class will have the opportunity to become certified wildland firefighters. Lecture 3 hours per week.

## General Studies

**GNST 090 - New Student Orientation** (1 cr.)

This course will give students the opportunity to develop knowledge of the enrollment process, student rights and responsibilities college policies and procedures and to gain exposure to activities and services available at Three Rivers College. This course is offered to first-time freshmen to ensure timely and accurate enrollment assistance. F, SP, S

**GNST 102 - Leadership Development** (1 cr.)

This course enhances campus and community leadership through orientation and participation in service projects and social activities. Enrollment is restricted to students participating in campus/community organizations and requires instructor consent. Lecture 1 hour per week. F, SP

**GNST 104 - Career Exploration** (1 cr.)

In this course, students explore career opportunities and prepare for seeking employment after graduation. This course combines 8 weeks on independent study with 8 weeks of lecture and discussion. Lecture 1 hour per week. F, SP

**GNST 111 - Personal Finance** (3 cr.)

This course will attempt to challenge all students to use critical thinking in the analysis and development of complex financial solutions to the many challenges associated with Personal Finance. Through indicated assignments and projects, students are expected to gain technical and managerial skills that will allow them to succeed in the financial world. Personal Finance is not just about textbook learning; it challenges students to use their critical/creative skills in all aspects of Personal Finance, not just those covered in this course. As Needed

## Geographic Information Systems

**GIS 110 – Introduction to Mapping Principles** (3 cr.)

This course provides an introduction to geographic information systems and methods of creating, maintaining, and displaying geospatial data and imagery using ArcGIS software. The course will include a broad survey of applications. Creating maps from a variety of data sources will be a focus for the course. Lecture 3 hours per week.

**GIS 120 - Introduction to Geographic Information Systems** (3 cr.)

This course provides an introduction to geographic information systems and methods of creating, maintaining, and displaying geospatial data and imagery using ArcGIS software. The course will include a broad survey of applications. Course topics include elements of GIS, analysis of spatial information, map creation and analysis, GIS data types, map projections and coordinate systems and other related topics. Lecture 2 hours, Lab 2 hours, Total 4 hours per week. Lecture 3 hours per week

### **GIS 140 - Geographic Information Systems II (3 cr.)**

*Prerequisite: GIS 120.*

This course combined with GIS 120 provides students with a solid foundation in GIS concepts and the use of GIS. Students gain necessary skill and knowledge to use GIS concepts and software to solve problems. Emphasis will be on hands-on applications. Topics covered include data models, data acquisition, spatial data editing, attribute management, vector and raster data analysis, spatial interpolation and other related concepts. Lecture 3 hours per week.

### **GIS 210 – WEB-Based GIS (3 cr.)**

*Prerequisite: GIS 120.*

This course addresses delivery of geographical data via the Internet. Students will compose maps using mapping services available on-line. The course introduces the use of markup language to customize web-based GIS applications for a specific use. Lecture 3 hours per week.

### **GIS 220 - Introduction to Remote Sensing (3 cr.)**

*Prerequisite: GIS 120.*

This course provides an introduction to remote sensing. The topics covered will include image processing techniques used for remote sensing, applications of remote sensing, and the relationships between GIS image processing and remote sensing. Case studies and hands-on exercises will be used to illustrate various remote sensing and image processing applications in practice. Lecture 3 hours per week.

### **GIS 230 – Spatial Analysis in GIS (3 cr.)**

*Prerequisite: GIS 120.*

This course builds problem solving and analysis skills. Course topics cover various spatial analysis techniques that are used to provide support for decision making in solving problems in a variety of fields. Students will develop skills through project and lab activities. Lecture 3 hours per week.

### **GIS 240 - Applications in GIS (3 cr.)**

*Prerequisite: GIS 120.*

This course provides an introduction to applications of GIS using ArcView. Emphasis of the course will be on solving problems with GIS. Students will complete projects in their field of study. Topics covered will include data sources and accuracy, manipulation of databases, creation of charts and graphs, and presentation of data in map layouts. Other related topics will also be addressed. Lecture 3 hours per week.

### **GIS 250 – Advanced GIS (3 cr.)**

*Prerequisite: GIS 120.*

This course introduces students to more of the advanced capabilities of ArcGIS. Topics covered will include designing geodatabases for use, working with data, optimizing workflow, and other related concepts. Students will develop skills through hands-on activities and projects. Lecture 3 hours per week.

## **Geography**

### **GEOG 111 - Regional Geography: Eastern World (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

This introductory survey of world regional geography explores essential geographical characteristics and major cultural, social, and economic problems of Africa south of the Sahara, North Africa, Southwestern Asia, and Southern Asia. Lecture 3 hours per week. F

### **GEOG 112 - Regional Geography: Western World (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

This introductory survey of world geography explores essential geographical characteristics and major cultural, social, and economic problems of Europe, Anglo America, and Latin America. Lecture 3 hours per week. SP

## **Global Studies**

### **GLBL 120 - Seminar in Global Studies (1 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This seminar explores the interconnectedness of the human experience, showing how all humans, past, present, and future are united in their humanity, no matter where they reside or when they exist. The course offers students the opportunity to better prepare themselves to compete in a global economy and expand their global cultural experiences. This course is required for completion of the Global Studies Certificate.

## **Government & Political Science**

### **GOVT 121 - National and State Government (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

The course is a survey of the Federal Government and the political system of the United States through its organization and function from colonial institutions through its present-day powerful development. This course satisfies the state legislative requirement for graduation. Lecture 3 hours per week. F, SP, S

### **GOVT 220 - Missouri Government (1 cr.)**

*Prerequisite: READ 02 or Reading placement of ENGL 111.*

The course is for students who transferred a course equivalent to GOVT 121 but have not had the Missouri Constitution/government component as mandated by the state legislature. This course is designed to meet that mandate. GOVT 220 is not a substitute for GOVT 121. Lecture 1 hour per week.

### **GOVT 233 - International Relations (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

The study of basic factors governing international relationships among nations and how those factors figure in current world problems. Lecture 3 hours per week. SP

## **Green Diesel Technology**

### **GRDT 115 - Green Diesel Technician I (6 cr.)**

This course provides training to beginning diesel technicians. Students gain extensive hands-on training and experience in working with diesel engines including a complete tear down of a diesel engine, including inspection, measurement and use of special tools. The student will be made aware of all aspects of proper shop operation, environmental issues, fuel efficiency standards and safety. Lecture 6 hours per week.

### **GRDT 215 - Green Diesel Technician II (6 cr.)**

*Prerequisite: GRDT 115.*

This course provides training for the technician in the proper design of diesel fuel systems and the function of its components. Students will learn to diagnose problems as well as preventive maintenance. Students will be able to test, install and adjust fuel injectors and will learn operating principles of governor controlled fuel systems, inline pump systems, multiple pump systems and tune-up procedures. Lab work will provide the experience of disassembling, checking, repairing and reassembling the different fuel systems. Special emphasis will be placed on the analysis and control of emissions, alternative fuel types, and federal emission standards. Lecture 6 hours per week.

### **GRDT 225 - Green Diesel Technician III (6 cr.)**

*Prerequisite: GRDT 215.*

This program provides training for diesel technicians in turbochargers, Roots blowers, air intake and exhaust systems, in line pump timing and distributor pump tune up procedures. The student will learn tune up procedures for three of the major diesel engines. Lab work provides the opportunity to disassemble, inspect and reassemble blowers, turbochargers and injection pump training aids.



# Heating, Ventilation, Air Conditioning/Refrigeration

## **HVAC 105 – Safety for HVAC/R Profession (3 cr.)**

Course provides instruction and application in the safe use and care of hand tools, specialized tools, materials, and equipment used in HVAC/R installation, troubleshooting, maintenance, and repair. The course will address all applicable state, local, and national safety regulations and proper compliance. Orientation to job entry specification and occupational opportunities is included in this course. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

## **HVAC 106 – Electricity for HVAC/R Technicians (3 cr.)**

A practical study of electricity, electrical hardware, and electrical test instruments used in the heating, air conditioning and refrigeration industry. Coursework includes instruction and practical application in basic electricity, troubleshooting circuits, interpreting schematics, power distribution systems, electrical control components, and motors. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

## **HVAC 107 – Heating, Ventilation, Air Conditioning, and Refrigeration I (3 cr.)**

An introduction to the operation of HVAC/R systems. Course will include an introduction to the equipment used in systems for Heating, Ventilation, Air Conditioning, and Refrigeration. Students will acquire a working knowledge of the most common system designs. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

## **HVAC 115 – Heating, Ventilation, Air Conditioning, and Refrigeration II (3 cr.)**

*Prerequisite: HVAC 105, HVAC 106, and HVAC 107 or Instructor consent*  
An introduction to the operation of HVAC/R systems. Course will include an introduction to the equipment used in systems for Heating, Ventilation, Air Conditioning, and Refrigeration. Students will acquire a working knowledge of the most common system designs. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. SP

## **HVAC 116 – HVAC/R Motors and Controls (3 cr.)**

*Prerequisite: HVAC 105, HVAC 106, and HVAC 107 or Instructor consent*  
This course is a concentration in the study of control circuitry found in all forms of HVAC/R equipment. Students will learn to interpret electrical diagrams, become familiar with common control devices and electronic control systems will be introduced. Practical troubleshooting techniques for HVAC/R motors and controls will be the primary emphasis of this course. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. SP

## **HVAC 215 – Residential Heating, Air Conditioning and Refrigeration (3 cr.)**

*Prerequisite: HVAC 105, HVAC 106, and HVAC 107 or Instructor consent*  
An in-depth study of residential systems. Students will gain the knowledge and skills required for proper installation and servicing of residential systems. Refrigerant and cooling gas handling and reclaiming methods will be included in this course to permit students to become certified in this area. Course will emphasize HVAC Excellence Certification. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

## **HVAC 216 – Commercial Heating, Ventilation and Cooling (3 cr.)**

*Prerequisite: HVAC 115, HVAC 116, and HVAC 215 or Instructor consent*  
An in-depth study of commercial systems to include ventilation but will exclude refrigeration. Students will gain the knowledge and skill required for proper installation and servicing of commercial systems. Course will emphasize HVAC Excellence Certification. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

## **HVAC 217 – Commercial Refrigeration (3 cr.)**

*Prerequisite: HVAC 115, HVAC 116, and HVAC 215 or Instructor consent*  
This course is designed to provide students with coursework exclusive to commercial systems. Commercial refrigerant-flow diagrams, commercial symbol diagrams, commercial electrical schematics, hermetic and semi-hermetic systems, and commercial system applications will be studied. This includes the study of commercial freezers and walk-in units, commercial refrigeration equipment, water coolers, and ice makers. Course will emphasize HVAC Excellence Certification. Lecture 2 hours. Laboratory 2 hours. Total 3 hours per week. F

# Health, Physical Education, and Recreation

## **PROFESSIONAL COURSES**

### **HPER 110 - Lifetime Wellness (2 cr.)**

The course is designed to assist the student in recognizing psychosocial and physiological health issues in order to assess health status. In addition, the student is encouraged to explore attitudes about health related matters and make informed decisions about health enhancing behaviors. Lecture 2 hours per week. F, SP, S

### **HPER 113 - History and Principles of Physical Education (2 cr.)**

An introductory study of the history, principles, and philosophy of modern physical education and sports. Recommended for students majoring or minoring in physical education. Lecture 2 hours per week. F

### **HPER 123 - First Aid (2 cr.)**

This course offers the student preparation in first aid care and life-saving emergency concepts. Emphasis is placed on caring for sprains, strains and breaks; as well as various emergency responses. American Red Cross First Aid and CPR certification is obtained upon successful completion of the course. Lecture 2 hours per week. SP

### **HPER 213 - Basketball Coaching Techniques (2 cr.)**

This course is designed to teach the fundamentals of coaching organized basketball to all age groups. Recommended for all students whose major or minor is in physical education. Lecture 2 hours per week. SP

### **HPER 214 - Baseball Coaching Techniques (2 cr.)**

Development of a baseball team, selection of players by position, team drills, offensive and defensive strategies, scouting, and player management. Lecture 2 hours per week. SP

### **HPER 223 - Camping and Camp Counseling (2 cr.)**

Introduction to the history and objectives of organized camping with emphasis on the role of the modern camp counselor. Lecture 2 hours per week. SP

### **HPER 233 - Physical Education for the Elementary Teacher (3 cr.)**

This course is designed for the student to gain an understanding of the theories and in the application of physical education for the elementary student. The student will develop and teach a lesson following observation of a physical education teacher. Lecture 3 hours per week. F, S

### **HPER 243 - Sports Officiating (2 cr.)**

A course offered for students to become acquainted with and knowledgeable of the rules and techniques of officiating in the fields of basketball, baseball, and volleyball. Lecture 2 hours per week. F

## **ACTIVITY COURSES**

Students are limited to two activity and/or varsity courses per semester for credit. Students may not repeat activity courses. Students of either sex may register for any course. Laboratory 2 hours per week for all courses.

### **HPER 102 Basketball (1 cr.)**

### **HPER 111 Volleyball/Softball (1 cr.)**

### **HPER 112 Advanced Volleyball (1 cr.)**

### **HPER 121 Tennis (1 cr.)**

### **HPER 122 Badminton and Table Tennis (1 cr.)**

### **HPER 131 Beginning Golf (1 cr.)**

### **HPER 132 Bowling (1 cr.)**

### **HPER 150 Walking For Fitness (1 cr.)**

### **HPER 151 Foundations Of Fitness (1 cr.)**

This course provides present information about the beneficial effects and how to implement and live a healthy lifestyle through lecture, cardio exercises, and weight workouts. General topics covered include diet and exercise, cardiovascular fitness, and weight training. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Individualized program are developed by the student. Students will meet in the class for the first eight weeks of the course and then

continue with their individualized program for the next eight weeks with the coach tracking their progress. F, SP

#### **HPER 152 Fitness Center I (1 cr.)**

*Prerequisite: HPER 151*

This course provides instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. This is an introductory course where students will gain the knowledge of a wide variety of fitness equipment. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students will meet with an instructor during first week and last week of classes. F, SP

#### **HPER 251 Fitness Center II (1 cr.)**

*Prerequisite: HPER 152*

This course provides instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students will meet with an instructor during the first week and last week of classes. F, SP

#### **HPER 252 Athletic Fitness (1 cr.)**

*Prerequisite: HPER 151*

*Corequisite: HPER 2691-2693; HPER 2791-2793; HPER 2891-2896; or HPER 2991-2996*

The course focuses on continued implementation of personal fitness plan with emphasis on improving strength through use of weights.

#### **HPER 192 - Movement Fundamentals (1 cr.)**

Mechanics of the movement process related to efficient and effective physical performance. Covers movement patterns correlated to human anatomical and physiological design and properties, the processes of motor learning and motor behavior and the principles of motion with application to human movement and physical activity.

#### **VARSITY SPORTS**

##### **HPER 2491-2496 Varsity Rodeo (1 cr.)**

*Prerequisite: Approval of Coach*

This course is designed for the experienced athlete and participation in restricted to students who are on the rodeo team. New team members are selected on a yearly basis. Members are required to attend practices, scheduled rodeos, and other team events. Members will improve skills within their event. One hour of physical education credit is granted for each full semester the student competes on the team. SP

##### **HPER 2591-2596 Spirit Squad (1 cr.)**

*Prerequisite: Approval of Coach*

This course is designed for the experienced athlete and participation is restricted to students who are on the spirit squad. Tryouts are held each year. Members are required to attend practices, scheduled games, and other team events. Members of the squad will develop tumbling skills, vocal projection, and crowd participation cheers and/or chants in practice and game situations. One hour of physical education credit is granted for each full semester the student completes on the team. F, SP

##### **HPER 2691-2693 Women's Varsity Softball (1 cr.)**

*Prerequisite: Approval of Coach*

This course is designed for the experienced athlete and participation in restricted to students who are on the softball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Player will develop hitting, fielding, throwing, pitching, and team strategy skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. SP

##### **HPER 2791-2793 Men's Varsity Baseball (1 cr.)**

*Prerequisite: Approval of Coach*

This course is designed for the experienced athlete and participation is restricted to students who are on the baseball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players will develop hitting, fielding, throwing, pitching, and team strategy skills in practice and game situations. One hour of

physical education credit is granted for each full semester the student competes on the team. SP

##### **HPER 2891-2896 Women's Varsity Basketball (1 cr.)**

*Prerequisite: Approval of Coach*

This course is designed for the experienced athlete and participation is restricted to students who are on the women's basketball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players will develop shooting, passing, dribbling, defensive, and rebounding skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

##### **HPER 2991-2996 Men's Varsity Basketball (1 cr.)**

*Prerequisite: Approval of Coach*

This course is designed for the experienced athlete and participation is restricted to students who are on the women's basketball team. Tryouts are held each year. Players are required to attend daily practices, scheduled games, and other team events. Players will develop shooting, passing, dribbling, defensive, and rebounding skills in practice and game situations. One hour of physical education credit is granted for each full semester the student competes on the team. F, SP

## **History**

#### **HIST 111 - American History to 1877 (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

A general survey of the history of the United States from discovery and exploration through the Civil War and Reconstruction, emphasizing political, economic, social and cultural factors. Lecture 3 hours per week. F, SP, S

#### **HIST 112 - American History since 1877 (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

A general survey of the history of the United States from the period of the growth of big business following the Civil War to the present day, stressing political, economic, social and cultural factors in the growth of America. Lecture 3 hours per week. F, SP, S

#### **HIST 121 - World Civilization to the Renaissance (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course is designed to provide the student with the essential information relating to the history of human civilization, how civilizations form, how they develop, and how they decline, and possibly, cease to exist. In the process of this, the student will be able to demonstrate a level of competency relating to specific features of the civilizations, both those that rose to dominance and those that functioned in a less prominent role that have influenced humanity, past and present. Lecture 3 hours per week. F

#### **HIST 122 - World Civilization since the Renaissance (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course is designed to provide the student with the essential information relating to the history of human civilization, how civilizations form, how they develop, and how they decline, and possibly, cease to exist. In the process of this, the student will be able to demonstrate a level of competency relating to specific features of the civilizations, both those that rose to dominance and those that functioned in a less prominent role that have influenced humanity, past and present. Lecture 3 hours per week. SP

## **Honors**

#### **HNRS 110 - Honors Inquiry Seminar (1 cr.)**

*Prerequisite: Permission of Honors Program Coordinator.*

This course provides an opportunity for academic inquiry across the disciplines through seminars based on topics of intellectual significance. Students will evaluate and synthesize as they study. Three Rivers Honors

Program students must complete three inquiry seminars. Permission of Director of Honors Program required. Lecture 1 hour per week. F, SP, S

#### **HNRS 120 - Honors Leadership Seminar (3 cr.)**

*Prerequisites: Completion of at least one hour of HNRS 110 and permission of Honors Program Coordinator.*

This course emphasizes discussion of leadership styles based on acquiring an understanding of problem solving, working with diversity, managing change, conflict, and networking. Drawing upon experiences in a guided service learning project, each student will develop a personal philosophy of leadership. Three Rivers Honors Program students must take Honors Leadership Seminar. Permission of Director of Honors Program required. Lecture 3 hours per week. F

#### **HNRS 200 - Honors Independent Study (1-3 cr.)**

*Prerequisites: Completion of at least one hour of HNRS 110 and permission of an Honors Program instructor and the Honors Program Coordinator.*

This is an independent study that allows the student to work at an honors level on a project or paper that addresses a topic not studied in-depth or contained in the regular curriculum. The student must receive approval from the study from both a member of the faculty and the Director of Honors. Permission of Director of Honors Program required. As needed.

#### **HNRS 220 - Honors Multi-Disciplinary Seminar (3 cr.)**

*Prerequisites: Completion of at least one hour of HNRS 110 and permission of seminar instructors and the Honors Program Coordinator.*

This course focuses on a topic of cultural and societal significance that guides students to a richer understanding of a particular time, place, or phenomenon. Examining various ideas and images, students will study ways in which individuals and groups have attempted to understand the world. This course uses a range of documents, recordings, films, television programs, and music as appropriate to the particular topic and draws upon honors program instructors as seminar mentors. Permission of Director of Honors Program required. Lecture 3 hours per week. As Needed

## **Information Systems Technology**

#### **IST 100 - Computer Applications (3 cr.)**

*Prerequisite: READ 02 or Reading Placement of ENGL 111.*

This course is designed to teach students how to use application software to improve their personal productivity. This course expands students' skills in word processing, spreadsheet applications, database, and presentation software. Using these software applications, students will create documents, letters, forms, tables, and create charts and graphs, build tables, queries, forms, reports, and organize, manage and secure a database; and use presentation software to create and modify graphic presentations. The course prepares students to use college and public resources to manage coursework and conduct research. It also discusses the importance of computer and web security. Three contact hours per week. F, SP

#### **IST 101 - Presentation Graphics Using Microsoft® PowerPoint (1 cr.)**

The purpose of this course is to prepare the student in using Microsoft PowerPoint to plan, design, and produce effective presentations. Students will create charts, diagrams, and storyboards; develop appropriate text content; add sound, animation, and video to create highly effective presentations. Lecture 1 hour per week. As Needed

#### **IST 115 - Introduction to Information Systems (3 cr.)**

This course introduces students to the business applications of information technology. The course evaluates the operating chiropractics and organizational implications of business information systems from the management perspective. Students will discuss strategic information planning, organizational change, systems-based decision making, and preliminary methodologies for systems analysis. Lecture 3 hours per week. F, SP

#### **IST 126 - Word Processing Applications (3 cr.)**

*Prerequisite: IST 100 or IST 115. Corequisite: BUED 100.*

This course instructs students in the theories and practical applications of one of the most popular word processing programs—Microsoft Word. This

course is designed to help students create, format, customize, modify and organize various documents from scratch and pre-formatted arrangements. Three contact hours per week. F, SP

#### **IST 148 - Office Procedures (3 cr.)**

A study of the practices and procedures of current office concepts with emphasis on human relations and personality development, employment opportunities, telecommunications, word and data processing, filing and records management, and communications skills. Lecture 3 hours per week. F, SP

#### **IST 149 - Medical Terminology and Coding Procedures (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course is a study of medical terminology and coding procedures as they relate to the office of today. The course includes specialized terminology and coding procedures for medical options. Lecture 3 hours per week. F

#### **IST 216 - Introduction to Data Communications (3 cr.)**

*Prerequisite: IST 115 or instructor consent.*

This course introduces the principles of data communications and networking. The student will learn about a variety of networking equipment and applications, including network operating systems, electronic mail, online services, modems, wireless networks, local area networks, wide area networks, network design, the Internet, and intranets. Emphasis will be placed on a thorough understanding of the OSI Model and the TCP/IP Model. Three contact hours per week. SP

#### **IST 225 - Medical Billing and Coding I (5 cr.)**

*Prerequisite: IST 149.*

This class is designed to train individuals in all aspects of medical insurance, including plan options, carrier requirements, state and federal regulations, accurately completing claims and coding diagnoses and procedures. Individuals will develop skills necessary to obtain a position in a physician's office, hospital or health care facility. Lecture 5 hours per week.

#### **IST 256 - Administrative Transcription (3 cr.)**

*Prerequisite: BUED 103 and IST 126.*

Students will develop a foundation in medical, legal, and executive transcription utilizing software for the PC. Medical, legal, and executive transcription projects will be transcribed from dictated software in the computer lab. Students will complete Integrated Office Simulation projects along with calculator speed test. Three contact hours per week. F

#### **IST 268 - Spreadsheet Applications (3 cr.)**

*Prerequisite: IST100 or IST115 and BUED110 or CIVL 106 or MATH 106 or placement of MATH 153 or higher.*

Demonstrate the ability to use Microsoft Excel for basic and advanced functions. Three contact hours per week. F, SP

#### **IST 269 - Database Applications (3 cr.)**

*Prerequisite: IST 100 or IST 115 or instructor consent.*

A course that teaches the use of a database management program with in-depth experience in the development of relational databases. The effective storage of data, creation of table relationships, forms, reports, and a menu driven database are covered. Three contact hours per week. SP

#### **IST 275 - Advanced Medical Billing and Coding (7 cr.)**

*Prerequisite: IST 225.*

This course is designed to further train individuals in both inpatient and outpatient coding and links a connection to the billing/reimbursement/collections process. Students will go through all steps necessary to code a claim correctly, link the correct CPT and ICD-9-CM codes for reimbursement for various insurance carriers and government entities. This course explains adjustments and how and when to bill patients, and what to do if there is a denial or rejection. They will learn more code-specific information, specialty coding and the levels of coding. They will have the opportunity to use billing software to code from sample forms. Lecture 6 hours per week.

### **IST 285 - Desktop Publishing (3 cr.)**

*Prerequisite: IST 100 or IST 115 or instructor consent.*

This one-semester course provides skill development in the electronic procedures of producing and editing publications. Students will create, format, illustrate, design, edit/revise, and print publications. Improved productivity of electronically produced newsletters, flyers, brochures, reports, advertising materials, and other publications are emphasized. Proofreading, document composition, and communication competencies are also included. Three contact hours per week. As needed

### **IST 295 - Introduction to E-Commerce (3 cr.)**

*Prerequisite: IST 100 or IST 115 or instructor consent.*

This course covers the fundamentals of electronic commerce: identifying a business model for your company, preparing an e-commerce strategic plan, e-business and e-marketing processes, customer relationship management, the legal issues in electronic commerce, and security of online transactions. As Needed

### **IST 296 – Office Administrative Applications (3 cr.)**

*Prerequisites: IST 126, IST 268, IST 269*

*Corequisite: IST 197*

This course concentrates on the most important advanced business applications using office applications, including word processing, presentation graphics, spreadsheets, and databases. Emphasis is on hands-on practice to produce marketable and professional integrated office projects. Lecture 3 hours per week. SP

### **IST 297 - IST Coordinated Internship Project (3 cr.)**

*Corequisite: IST 296*

The purpose of this supervised on-the-job training course is to provide practical experience, gain knowledge, and develop skill in the many phases of the office environment, or closely related area, for graduating students. The student will work a total of 200 hours during which he or she will work with direct supervision from an employer and indirect from an instructor from the Information Systems Technology department in an appropriate business, organization, or professional office environment. SP

### **IST 298 - IST Seminar/Project (1-3 cr.)**

This seminar meets the special needs of students wishing to pursue or develop specific skill sets related to their career choices in the field of information systems technology. F, SP

## **Information Technology Specialist**

### **MST 115 – IT Essentials (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111*

The IT Essentials course covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. Upon completion of this course, students may take the CompTIA A+ certification exam. Lecture 3 hours per week. F, SP

### **MST 117 – Linux Essentials (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111*

This course provides the fundamental knowledge and concepts for choosing an operating system, basic information on open source software and licenses, basic understanding of scripting, and learning how to use command lines. Lecture three hours per week. F, SP

### **MST 118 - Networking (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111*

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic

configurations for routers and switches, and implement IP addressing schemes. Upon completion of MST 118 and MST 128, students will be prepared to take the Cisco certification exam. Three contact hours per week. F, SP

### **MST 128 – Networking: Routing and Switching (3 cr.)**

*Prerequisite: MST 118*

This course describes the architecture, components, and operations of routers and switches in a small network. Students will learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Upon completion of MST 118 and MST 128, students will be prepared to take the Cisco® CCENT certification exam. Lecture three hours per week. SP

### **MST 135 – IT Customer Service and Support (3 cr.)**

This course covers topics such as customer service, working in an Information Technology department, writing technical reports and presentations, and creating schematic designs for networks. F, SP

### **MST 197 – Coordinated Internship Project I (3 cr.)**

*Prerequisite: MST 128 with a "C" or higher.*

This course is a supervised on-the-job training course that provides practical experience in a microcomputer support system or closely related area for graduating students. Students work in a 120-hour training cycle during which he/she will work with direct supervision from an employer and indirect supervision from an instructor from the Business/IST department in an approved business organization or professional environment. Students will also prepare for an industry-recognized certification exam. This is the first internship for the AAS IT Specialist degree program. SP

### **MST 217 - Network Security (3 cr.)**

This course is designed to expand networking student's basic network and operating system skills to include planning, implementing, and auditing of a system's security. The course will cover various aspects of designing and implementing a secure network for both home and office. Three contact hours per week. F, SP

### **MST 218 – Server Administration (3 cr.)**

*Prerequisite: MST 128 with a "C" or higher.*

This course gives you in-depth coverage of the 70-410 certification exam objectives and focuses on the skills needed to install and configure Windows Server 2012/R2. After finishing the course, the student will have in-depth knowledge of Windows Server 2012/R2, including installation, local and remote management, file and storage services, Active Directory, group policies, TCP/IP, networking services, and Hyper-V virtualization. Both the original release of Windows Server 2012 and the R2 release are covered. Three contact hours per week. F

### **MST 219 - Advanced Server Administration (3 cr.)**

*Prerequisite: MST 218 with a "C" or higher*

This course gives an in-depth coverage of the 70-411 certification exam objectives and focuses on the skills needed to administer Windows Server 2012/R2. After finishing this course, students will have an in-depth knowledge of Windows Server 2012/R2, including server deployment and maintenance, advanced file services, server monitoring, remote access, Network Policy Server, Active Directory, and DNS. Both the original release of Windows Server 2012 and the R2 release are covered. Three contact hours per week. SP

### **MST 225 – Scaling Networks (3 cr.)**

*Prerequisite: MST 128 with a "C" or higher.*

This course describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Upon

completion of MST 225 and MST 226, students will be prepared to take the Cisco® CCNA certification exam. Lecture three hours per week. F

### **MST 226 – Connecting Networks (3 cr.)**

*Prerequisite: MST 225 with a “C” or higher.*

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Upon completion of MST 225 and MST 226, students will be prepared to take the Cisco® CCNA certification exam. Lecture three hours per week. F

### **MST 227 - IT Programming (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111*

In this first programming course, students construct programs to solve problems and explore program development in a Windows environment. Three contact hours per week. F

### **MST 235 – IT Practicum and Survey (3 cr.)**

In this course, students will solve various IT issues utilizing skills covered throughout the IT Specialist course. Emphasis for this course will be network design, implementation, and maintenance. Lecture three hours per week. SP

### **MST 297 - Coordinated Internship Project II (3 cr.)**

*Prerequisite: MST 197 with a “C” or higher.*

This course is a supervised on-the-job training course that provides practical experience in a microcomputer support system or closely related area for graduating students. Students work in a 120-hour training cycle during which he/she will work with direct supervision from an employer and indirect supervision from an instructor from the Business/IST department in an approved business organization or professional environment. This is the final internship for the AAS IT Specialist degree program. SP

## **Library Science**

### **LBSC 100 - Managing Information Resources (1 cr.)**

Through this course, students learn to locate, evaluate and organize information, including print, electronic and other sources, for academic and personal use. Students meet two hours per week. Lecture 1 hour per week. F, SP

## **Manufacturing Technology**

### **MAFT 119 – Robotics I (3 cr.)**

*Corequisite: ELEC 115*

This course provides an introduction to Industrial Robotics and applications. The student will be introduced to the basics of robotics programming, robot safety, the multi-axis coordinate system, the teaching pendant, robot commands, robotic vision, and robot simulation software. The course will focus on the use of robots in an industrial setting. F

### **MAFT 215 – Mechatronics Capstone (3 cr.)**

*Prerequisites: ELEC 216, MAFT 119*

*Corequisite: MAFT 219*

This project-based course will enable students to apply knowledge and skills acquired in previous semesters. Through integration of technologies, students will plan, design, construct, program, test, evaluate, and improve industrial control systems to include robotics and process controls. Students will be required to incorporate electricity and electronics systems, fluid power systems, mechanical systems, motor controls and motor drives, programmable controller systems, as well as robotics in capstone projects. Lecture 3 hours per week. SP

### **MAFT 219 – Robotics II (3 cr.)**

*Prerequisites: MAFT 119*

*Corequisite: ELEC 117*

This course is a continuation of Robotics I, and includes a study of the use of Robotic technologies integrated with fluid power, industrial electronics, and Programmable Logic Controllers technologies. The student will be introduced to the advanced robotics programming, with emphasis on the integration and coordination of robotic programming & motion with other control circuits and technologies found in many emerging manufacturing and industrial facilities. SP

### **MAFT 228 - Quality Assurance Fundamentals (3 cr.)**

This course provides an introduction to management of quality control systems. Course includes study of recordkeeping, standards, sampling and cost as related to quality control applications. Different techniques used in quality control will be covered. Use of computers for data collection, analysis and reporting will be emphasized. Fundamental aspects of quality control with an emphasis on basic statistics will be included. Lecture 3 hours per week. SP

### **MAFT 229 - Introduction to Safety and Health Programs (3 cr.)**

This course provides a broad overview of all components of an occupational safety and health program. Terminology specific to the field of study will be addressed. The class will emphasize hazard identification and control. Requirements for effective management of occupational safety and health will be included along with identifying applicable regulations. Lecture 3 hours per week. SP

### **MAFT 235 - Manufacturing Processes (3 cr.)**

This course includes a study of materials and processes used in the manufacture of hard consumer goods. Forming, separating, fabricating, conditioning, and finishing of metallic, plastic, ceramic, and composite materials is emphasized. Specific manufacturing techniques such as learn manufacturing, just-in-time manufacturing, plant layout, and others will also be examined. Terminology, new emerging technologies and the effects of manufacturing on society will also be addressed. Lecture 3 hours per week. F

### **MAFT 246 - Introductory Welding and Fabrication (3 cr.)**

An introduction to current welding practices and techniques. A variety of welding processes is covered, including shielded metal-arc, gas-shielded arc, oxyacetylene and plasma cutting equipment. Basic principles of equipment fabrication is introduced. Lecture 2 hours, laboratory 2 hours. Total 4 hours per week. SP

### **MAFT 255 - Hydraulics and Pneumatics (3 cr.)**

This introductory course defines the core concepts of fluid power systems. Fluid power circuit symbols and identification of components along with their function will be addressed in the course. Development of skills necessary for interpreting fluid power circuits and analyzing circuit function will be a focus for student learning. Lecture 3 hours per week. F

### **MAFT 258 - Engineering Economy (3 cr.)**

*Prerequisite: CIVL 106, or MATH 103 or MATH 153 or higher math, or permission of the instructor.*

A study of the economic relationship between design alternatives and economic factors such as time value of money, risk, uncertainty and allowable depreciation methods. Lecture 3 hours per week. F

### **MAFT 267 - Automated Manufacturing Systems (3 cr.)**

*Corequisite: ELEC 216 or permission of instructor.*

A software-based study of advanced manufacturing processes and systems, including computer integrated manufacturing. Key activities include PLC software applications and product manufacture by computer simulation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. SP

### **MAFT 276 - Basic HVAC Systems (3 cr.)**

An overview of heating, ventilation and air conditioning systems, including the study of air filtration systems, refrigerants and equipment, compressors and heating chambers. Lecture 2 hours, laboratory 2 hours. Total 4 hours per week. F

### **MAFT 297 - Internship (6 cr.)**

Supervised on-the-job training to provide practical experience in application of knowledge, skills, availabilities learned through school based learning activities. Student work in area business/industry with direct supervision of industry personnel and indirect supervision of college staff. Student spends 240 clock hours on the job during the entire semester. SP

## **Marketing**

### **MKTG 115 - Principles of Marketing (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

This course is study of the marketing process in a dynamic environment. The course focuses on the needs of consumers and their buying behavior based on the marketing mix and the process of distribution. The course further identifies the various advertising media and how these mediums are used to promote products and services and the ethical consequences of marketing in the economy. Lecture 3 hours per week. SP

### **MKTG 118 - Retail Merchandising (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

This course is a study of general retailing principles, procedures and mathematical computations for retail buying and merchandising. Concepts covered include an in depth study of the components of a budget, retail financial planning, and channel operations. Lecture 3 hours per week. F

### **MKTG 119 - Advertising (3 cr.)**

This course should be completed in the first spring semester the student attends Three Rivers College. Students will discuss and develop advertising pertaining to Merchant Showcase, which will include: radio, newspaper, and television. Students will hear proposals and then discuss budgeting aspects. Students will be required to attend weekly meeting for Marketing Management Association (Collegiate DECA); of which students are members. Lecture 3 hours per week. SP

### **MKTG 128 - Professional Selling (3 cr.)**

This course is a study of the marketing competencies for professional selling. Concepts covered include selling as a profession, the steps in the selling process, relationship selling and the relationship selling process. Lecture 3 hours per week. SP

### **MKGT 297 - Internship (3 cr.)**

*Prerequisite: BMGT 105 and a minimum of 24 semester hours of credit in the Business Management degree program.*

This course is a study of generally accepted professional work behavior. Concepts covered include recognizing individual strengths and weaknesses, resume and cover letter writing, and interviewing techniques. Each student enrolled in this class will be required to complete a 120 hour internship which will provide an opportunity to develop occupational skills through on-the-job work experience. Students are encouraged to attend bi-monthly Collegiate DECA Meetings. Variable hours. SP

### **MKGT 299 - Special Problems in Business (2-3 cr.)**

*Prerequisite: Permission of instructor.*

Individual study to enable the student to specialize in an area of interest in his chosen field. Variable hours. As Needed

## **Mass Communication**

### **MCOM 101 - Mass Communication and Society (3 cr.)**

*Prerequisites: READ 02 or reading placement of ENGL 111.*

This course is required for most mass communications majors in media that include journalism, radio, television, corporate video and public relations. The course provides an overview of the nature of mass communication and its roles in society. Course study includes cultural and societal critiques of various media while providing basic knowledge of the communication system, uses of media and the means of evaluating media performance. Lecture 3 hours per week. As Needed

## **Mathematics**

### **MATH 01 – Transitional Math I (4 cr.)**

*Prerequisite: READ 01 or Reading placement of READ 02 and appropriate math placement.*

*Corequisite: ACAD 101*

A course designed to develop the student's knowledge of fundamental operations with whole numbers, real numbers, and basic manipulations of algebraic expressions, fractions, and decimals. F, SP, S

### **MATH 02 – Transitional Math II (4 cr.)**

*Prerequisite: MATH 01*

A course designed to develop the student's knowledge of fundamental operations with percentages, ratios, and proportions. Students will be able to read graphs, apply geometric formulas, calculate conversions, and perform operations with polynomials. This is a continuation of Transitional Math I. Students cannot be placed directly into this course. Lecture 3 hours per week. F, SP, S

### **MATH 103 – Intermediate Algebra (4 cr.)**

*Prerequisite: MATH 02*

A course designed to teach students how to factor polynomial, perform operations with rational expressions, and work in the coordinate system. Students will learn to solve systems of equations with two variables, perform operations on radicals, and solve quadratic equations using a variety of techniques. Lecture 4 hours per week. F, SP, SU

### **MATH 153 – Intermediate Algebra (4 cr.)**

*Prerequisite: Placement of MATH 153.*

A course designed to teach students how to factor polynomial, perform operations with rational expressions, and work in the coordinate system. Students will learn to solve systems of equations with two variables, perform operations on radicals, and solve quadratic equations using a variety of techniques. Lecture 4 hours per week. F, SP, SU

### **MATH 162 – Mathematics for the Elementary Teachers (4 cr.)**

*Prerequisite: MATH 103 or MATH 153 with a grade of "C" or placement of MATH 131 or 163.*

An introduction to the structure of mathematics, properties of each subset of the real number system, elementary number theory, probability and statistics, and other numeration systems intended for the Elementary Education Teacher. Lecture 4 hours per week.

### **MATH 163 – College Algebra (3 cr.)**

*Prerequisite: MATH 103 or MATH 153 with grade C or better, or placement score of MATH 163*

A calculator oriented course concerned with the properties of the various numbers systems, equations, inequalities, functions, and relations. Lecture 3 hours per week. F, W, SP, S

### **MATH 164 – Trigonometry (3 cr.)**

*Prerequisite: MATH 163 with a grade of C or better currently enrolled in Math 163 or placement of MATH 164.*

This course is concerned with the six trigonometric functions and identities associated with them. The student will learn how to prove or derive an identity, as well as how to solve a conditional trigonometric equation. One component of the course deals with solving right triangles. Another aspect is the conversion of degrees into radians and vice-versa. Some applied problems will be considered. Lecture 3 hours per week.

### **MATH 171 – Analytic Geometry & Calculus I (5 cr.)**

*Prerequisite: MATH 163 and MATH 164 or placement MATH 171*

This course is concerned with how to find the derivative or integral of a function. The process of finding the limit of a function is used to derive the derivative of a function and the definite integral of a function. Limits will also be considered in their own right. Applications of differentiation and integration will be considered. This course is the first course of a three course sequence dealing with calculus and plane analytic geometry. Lecture 5 hours per week. SP

### **MATH 223 – Probability and Statistics (3 cr.)**

*Prerequisite: MATH 163 or placement of MATH 164.*

Introduction to the basic concepts of statistics including: descriptive measures of location and dispersion, elementary probability distributions, estimation, hypothesis testing, correlation, analysis of variance, and linear regression. In various units of the course, the student will utilize computer statistical software to facilitate the analysis of data. Lecture 3 hours per week.

### **MATH 271 – Analytic Geometry & Calculus II (5 cr.)**

*Prerequisite: MATH 171 with a grade of C or better or placement.*

This course is the second course of a three-course sequence in calculus and analytic geometry. This course deals with transcendental functions, integration techniques, infinite sequences, infinite series, parametric equations, and polar coordinates. The course considers determining the convergence or the divergence of an infinite series using special mathematical test, such as the Ratio Test. The student will learn how to integrate virtually any function that can be integrated. Special integration techniques, like integration by parts, will be used to do this. This class also deals with differentiation and integration of functions that are not rational functions. These include trig functions, logarithmic functions, and exponential functions. Lecture 5 hours per week.

### **MATH 272 – Analytic Geometry & Calculus III (5 cr.)**

*Prerequisite: MATH 271 with a grade of C or better*

This course is the third course in a three course sequence covering calculus and analytic geometry. This course involves the study of differentiation and integration of functions of more than one independent variable. That is, partial derivatives will be studied, along with multiple integration. Operations on vectors both in the xy plane and outside the plane will be studied. These operations include the dot product and the cross product. Differentiation and integration of vector-valued functions will also be looked at. Lecture 5 hours per week.

## **Mechanical Drafting**

### **MEDR 135 - Blueprint Reading and Gauging (3 cr.)**

An introduction to blueprint reading through a study of the fundamental skills and concepts involved in reading, sketching and interpreting drawings. Also time will be spent in proper use of the basic measuring instruments. Lecture 3 hours per week. SP

### **MEDR 237 - Mechanical CAD (3 cr.)**

*Prerequisite: ENGR 110 or instructor consent.*

Continued practice in the use of CAD while focusing on parametric modeling concepts and practices. Course includes generation of symbol and preparation of working drawings. Lecture 2 hours. Lab 2 hours. Total 4 hours per week. F

### **MEDR 240 - Technical Illustration (3 cr.)**

*Prerequisite: MEDR 237.*

Introductory course in technical illustration used to create technical manuals. Use of computer-aided design and drafting (CAD) software and hardware to produce pictorial drawings, three-dimensional drawings and renderings used in technical manuals and illustrations. Applies design elements and concepts when creating digital layouts. Addresses file conversion issues between graphic and CAD software. Lecture 2 hours. Lab 2 hours. Total 4 hours per week. SP

### **MEDR 246 - Computer Aided Machining I (3 cr.)**

*Prerequisite: ENGR 110 or permission of instructor.*

Introduction to CAM (computer-aided-machining) and machining systems to prepare students to operate the system and understand applications of CAM to industrial standards. Students will apply use of interactive computer machine tool language to develop CNC part programs, storage, and retrieval of programs and related information. Lecture 2 hours. Lab 2 hours. Total 4 hours per week. SP

## **Medical Laboratory Technology**

### **MDLB 115 - Introduction to Laboratory Science (1 cr.)**

This course orients the student to the medical laboratory, including safe specimen handling, professional etiquette, basic quality control and lab organization. Lecture 1 hour per week. F

### **MDLB 118 - Hematology and Coagulation (5.5 cr.)**

*Prerequisite: CHEM 111 and MATH 103/153*

A study of the cellular structures in blood and the mechanisms of coagulation. The function, identification, and testing of cellular components, and the function and analysis of platelets and proteins in blood coagulation will be related to changes in normal and disease states. Lecture 4 hours. Laboratory 3 hours. Total 7.5 hours per week. F

### **MDLB 128 - Clinical Microbiology (4.5 cr.)**

*Prerequisite: MDLB 115, MDLB 118, BIOL 231, and CHEM 121*

A study of pathogenic bacteria, medically important fungi, and human parasites will be covered. The course will include bacterial culturing and identification, and microscopic fungal and parasite identification relating to human disease. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. SP

### **MDLB 138 - Immunohematology (5 cr.)**

*Prerequisite: MDLB 115, MDLB 118, BIOL 231, and CHEM 121*

This course consists of the principles and theories of antigen-antibody reactions as related to blood grouping and crossmatch procedures. Lecture 3.5 hours. Laboratory 3 hours. Total 6.5 hours per week. SP

### **MDLB 228 - Immunology (3 cr.)**

The course consists of the principles and theories of antigen-antibody reactions as related to diagnostic serologic procedures. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. SP

### **MDLB 245 - Laboratory Sciences Seminar (1.5 cr.)**

*Prerequisite: MDLB 115, MDLB 118, MDLB 128, MDLB 138, BIOL 231, BIOL 232, CHEM 121, and CHEM 240.*

This course is provide a comprehensive review of the MLT curriculum content in preparation for testing to become certified by ASCP Board of Certification. This comprehensive review will consist primarily of computer based testing along with other instructional tools. Additionally, this course will review the application and operation theories of chemistry instruments for separation and analysis of materials; included are potentiometry, photometry, spectrophotometry, and electrophoresis. Lecture 1.5 hours per week. SP

### **MDLB 248 - Clinical Chemistry (4.5 cr.)**

*Prerequisite: MDLB 115, MDLB 118, MDLB 128, MDLB 138, BIOL 231, BIOL 232, CHEM 121, and CHEM 240.*

This course consists of methods of analysis of chemical levels within the body, the testing methodologies for those constituents, and the results as applied to normal and abnormal states. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. F

### **MDLB 296 - Hematology/Coagulation Clinical Practicum (4 cr.)**

*Prerequisite: MDLB 115, MDLB 118, MDLB 128, MDLB 138, BIOL 231, BIOL 232, CHEM 121, and CHEM 240.*

Supervised clinical practice, coordinated by the college, in the hematology and coagulation laboratory of selected health agencies. Laboratory 8 hours per week. F, SP

### **MDLB 297 - Clinical Chemistry Practicum (4 cr.)**

*Prerequisite: MDLB115, MDLB 118, MDLB 128, MDLB 138, BIOL 231, BIOL 232, CHEM 121, and CHEM 240.*

Supervised clinical practice, coordinated by the college, in the chemistry laboratory of selected health agencies. Laboratory 8 hours per week. F, SP

### **MDLB 298 - Immunohematology Clinical Practicum (4 cr.)**

*Prerequisite: MDLB 115, MDLB 118, MDLB 128, MDLB 138, BIOL 231, BIOL 232, CHEM 121, and CHEM 240.*

Supervised clinical practice, coordinated by the college, in the blood bank and urinalysis laboratory of selected health agencies. Laboratory 8 hours per week. F, SP

**MDLB 299 - Microbiology Clinical Practicum (4 cr.)**

*Prerequisite: MDLB 115, MDLB 118, MDLB 128, MDLB 138, BIOL 231, BIOL 232, CHEM 121, and CHEM 240.*

Supervised clinical practice, coordinated by the college, in the microbiology laboratory of selected health agencies. Laboratory 8 hours per week. F, SP

## Music

**MUSC 01-08 - Recitals and Concerts (0 cr.)**

Students will gain listening skills and musical knowledge through attendance at approved recitals and concerts. All applied music students (MUSP) are required to enroll concurrently each semester in this course. F, SP

**MUSC 1011-1018 - Three Rivers Symphonic Band (1 cr.)**

*Prerequisite: Audition with instructor.*

Instrumental ensemble emphasizing performance of all types of wind ensemble music. Membership is open to all TRCC students and community members regardless of major performance scholarships are available by audition. Laboratory 3-1/2 hours per week. F, SP

**MUSC 1021-1028 - Three Rivers Jazz and Pep Band (1 cr.)**

*Prerequisite: Audition with instructor.*

Students enrolled in jazz/pep band will gain practical musical experience working in various instrumental combinations and styles, acquire training in jazz musicality, phrasing, improvisation and ensemble playing primarily as it has to do with important composers from the jazz realm (but also rock, funk, Afro-Cuban, Afro-beat, etc. Members will be assessed through the rehearsal and public performance of both newly written and classic works for large and small jazz ensemble. Laboratory 3-1/2 hours per week. F, SP

**MUSC 1031-1038 - Three Rivers Chorus (1 cr.)**

*Prerequisite: Audition with instructor.*

The non-auditioned choir is open to all students with musical ability and/or prior choral experience. The group will present at least on public performance each semester comprised of music in variety of styles from different historical periods. Laboratory 3 hours per week. F, SP

**MUSC 1041-1048 - Three Rivers Swingsations (1 cr.)**

*Prerequisite: Audition with instructor.*

The auditioned choir is open to students with demonstrated musical ability and prior choral experience. The group will present at least one public performance each semester comprised of music in variety of styles from different historical periods. Laboratory 3 hours per week. F, SP

NOTE: Students may apply a maximum of four credit hours of music ensemble courses (MUSC 101, MUSC 102, MUSC 103, MUSC 104) toward the Associate of Arts degree.

**MUSC 110 - Brass Techniques (1 cr.)**

*Prerequisite: Instructor's consent.*

Students will develop the knowledge and skills necessary for teaching the trombone, French horn, euphonium and tuba in a beginning instrumental program. Laboratory 2 hours per week. SP

**MUSC 1131-1138 - Small Ensemble (1 cr.)**

*Prerequisite: Approval of instructor.*

Small ensemble emphasizing performance of all types of ensemble music. As Needed

**MUSC 120 - Percussion Techniques (1 cr.)**

*Prerequisite: Instructor's consent.*

Students will develop the knowledge and skills necessary for teaching the percussion instruments in a beginning instrumental program. Laboratory 2 hours per week. F

**MUSC 123 - History and Appreciation of Music (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

An introductory course designed to enhance the ability to appreciate Western art music. This course will include basic elements of music and artistic characteristics of composers as well as listening to musical selections in order to identify composers and relevant historical trends. Students will assess the cultural and musical content of an approved live musical performance. Lecture 3 hours per week. F, SP, S

**MUSC 130 - String Techniques (1 cr.)**

*Prerequisite: Instructor's consent.*

Students will develop the knowledge and skills necessary for teaching the string instruments in a beginning instrumental program. Laboratory 2 hours per week. SP

**MUSC 131 - Aural Skills I (1 cr.)**

*Corequisite: MUSC 141.*

Aural study of simple and compound meters, intervals, triads and melodies with harmonic progressions. Singing melodies and counting rhythms. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week. F

**MUSC 132 - Aural Skills II (1 cr.)**

*Prerequisite: MUSC 131 or consent of instructor.*

*Corequisite: MUSC 142.*

A continuation of MUSC 131. Lecture 1 hour, Laboratory 1 hour, Total 2 hours per week. SP

**MUSC 140 - Woodwind Techniques (1 cr.)**

*Prerequisite: Instructor's consent.*

Students will develop the knowledge and skills necessary for teaching the saxophone, oboe, bassoon and flute in a beginning instrumental program. Laboratory 2 hours per week. SP

**MUSC 141 - Theory I, Harmony (3 cr.)**

*Corequisite: MUSC 131.*

Theory I, Harmony is an introductory course in reading music, learning major and minor scales and key signatures, writing and identifying intervals, knowing what time signatures represent and how that is notated, writing and analyzing major, minor diminished and Augmented triads and learning what to expect in common harmonic motion in both major and minor keys. Lecture 3 hours per week. F

**MUSC 142 - Theory II, Harmony (3 cr.)**

*Prerequisite: MUSC 141 or consent of instructor.*

Written study of four-part diatonic harmony, inversion, harmonic motion and normal progression. Lecture 3 hours per week. SP

**MUSC 150 - Functional Piano I (1 cr.)**

*Prerequisite: Instructor's consent.*

A course focusing on basic piano skills to enable the musician to function in the classroom and studio. Laboratory 2 hours per week. F

**MUSC 153 - Functional Piano II (1 cr.)**

*Prerequisite: MUSC 150 or instructor's consent.*

A continuation of the development of basic functional piano skills. Laboratory 2 hours per week. SP

**MUSC 170 - Guitar Techniques (1 cr.)**

*Prerequisite: Instructor's consent.*

Students will develop the knowledge and skills necessary for incorporating the guitar into the elementary music classroom or to implement a beginning guitar program at the secondary level. Laboratory 2 hours per week. F

**MUSC 180 - Trumpet Techniques (1 cr.)**

*Prerequisite: Instructor's consent.*

Students will develop the knowledge and skills necessary for teaching the trumpet in a beginning instrumental program. Laboratory 2 hours per week. F

**MUSC 190 - Clarinet Techniques (1 cr.)**

*Prerequisite: Instructor's consent.*

Students will develop the knowledge and skills necessary for teaching the clarinet in a beginning instrumental program. Laboratory 2 hours per week. F



**MUSC 210 - Diction for Singers (2 cr.)**

*Prerequisite:* MUSP 111 or 112 Private Voice or instructor's consent.

A fundamental course designed to acquaint the student with the International Phonetic Alphabet and its application in the vocal music setting. Focus will be on English, Italian, French and German diction as demonstrated through both speaking and singing. Laboratory 2 hours per week. SP

**MUSC 220 - Basic Conducting (2 cr.)**

*Prerequisite:* Instructor's consent.

An introduction to basic conducting techniques both with and without a baton. Emphasis is on acquiring skills necessary to elicit the desired musical response from a conducted ensemble. For vocal and instrumental majors. Laboratory 2 hours per week. F

**MUSC 221 - Music Literature I (3 cr.)**

*Prerequisite:* MUSC 141 or consent of instructor.

A survey of music literature in western civilization from the Middle Ages to the Romantic era with emphasis on form and style. Designed for music major and minors. Lecture 3 hours per week. F

**MUSC 222 - Music Literature II (3 cr.)**

*Prerequisite:* MUSC 141 or consent of instructor.

A survey of music literature in western civilization from the Classical to the 20th century with emphasis on form and style. Designed for music major and minors. Lecture 3 hours per week. SP

**MUSC 231 - Aural Skills III (1 cr.)**

*Prerequisite:* MUSC 132 or consent of instructor.

*Corequisite:* MUSC 241.

Aural study of simple and compound meters, melodic and harmonic intervals, triads and melodies with harmonic progressions. Singing major and minor melodies with skips in the Tonic, Dominant, and Dominant Seventh chords, and counting simple and compound rhythms including borrowed beat divisions, syncopation, subdivided beats and beats of the half and eight note. Laboratory 2 hours per week. F

**MUSC 232 - Aural Skills IV (1 cr.)**

*Prerequisite:* MUSC 231 or consent of instructor.

*Corequisite:* MUSC 242.

Aural study of simple and compound meters, melodic and harmonic intervals, triads and melodies with harmonic progressions. Singing major and minor melodies with skips in the Dominant, subdominant, supertonic and Dominant Seventh chords, modal melodies and melodies with chromatic alterations and counting rhythms including hemiola, asymmetrical meters and mixed meters. Lecture 1 hour. Laboratory 1 hour. Total 2 hours per week. SP

**MUSC 241 - Theory III, Harmony (3 cr.)**

*Prerequisite:* MUSC 142 or consent of instructor.

*Corequisite:* MUSC 231.

The course is a continuation of Music Theory 1 and 2. The content will include a study of musical form through analysis of cadences, phrases and periods as well as written study of four-part harmonic motions in root position and inversion, including all diatonic seventh chords, secondary triads, part writing from a figured bass, shift of mode, tonicization and modulation. Lecture 3 hours per week. F

**MUSC 242 - Theory IV, Harmony (3 cr.)**

*Prerequisite:* MUSC 241 or consent of instructor.

*Corequisite:* MUSC 232.

Harmonic analysis of selected music literature from the Baroque, Classical and Romantic periods, augmented sixth chords, the Neapolitan triad, and an introduction to analytical techniques as applied to 20th century music. Lecture 3 hours per week. SP

**MUSC 250 - Functional Piano III (1 cr.)**

*Prerequisite:* MUSC 153 or instructor's consent.

A continuation of the development of basic functional piano skills. Laboratory 2 hours per week. F

**MUSC 253 - Functional Piano IV (1 cr.)**

*Prerequisite:* MUSC 250 or instructor's consent.

A continuation of the development of basic functional piano skills. Laboratory 2 hours per week. SP

**MUSC 263 - Music for the Elementary Teacher (3 cr.)**

Students will develop the knowledge and skills necessary for incorporating music into the elementary curriculum, and for supplementing the elementary music curriculum through music lessons, units, and performances. Lecture 3 hours per week. F, SP, S

**MUSIC-PRIVATE INSTRUCTION**

MUSP courses are offered as private lessons by arrangement with the instructor. Consent of instructor is a prerequisite for all private instruction music courses. One 25-minute lesson a week is offered for one credit hour per semester; one 50-minute lesson a week is offered for two credit hours per semester. Private lessons cost \$115 per credit hour plus maintenance fees. This is a non-refundable fee. A minimum of five practice hours per week per semester hour credit and performance on an examination recital are required. Music majors may apply a maximum of 8 credit hours of private instruction toward the Associate of Arts degree. Non-music majors will be limited to 4 credit hours of private instruction toward the Associate of Arts degree. May be repeated for credit. F, SP

MUSP 1011-1018	Private Piano (1 cr.)
MUSP 1021-1028	Private Piano (2 cr.)
MUSP 1111-1118	Private Voice (1 cr.)
MUSP 1121-1128	Private Voice (2 cr.)
MUSP 1211-1218	Private Guitar (1 cr.)
MUSP 1221-1228	Private Guitar (2 cr.)
MUSP 1311-1318	Private Organ (1 cr.)
MUSP 1321-1328	Private Organ (2 cr.)
MUSP 1411-1418	Private Woodwind (1 cr.)
MUSP 1421-1428	Private Woodwind (2 cr.)
MUSP 1511-1518	Private Brass (1 cr.)
MUSP 1521-1528	Private Brass (2 cr.)
MUSP 1611-1618	Private Percussion (1 cr.)
MUSP 1621-1628	Private Percussion (2 cr.)
MUSP 1711-1718	Music Composition (1 cr.)
MUSP 1721-1728	Music Composition (2 cr.)
MUSP 1811-1818	Electronic Music (1 cr.)
MUSP 1821-1828	Electronic Music (2 cr.)

## Nursing

**NURS 108 - LPN to RN Bridge (4 cr.)**

This course transitions the Licensed Practical Nurse (LPN) into the Associate Degree Nursing Program. Students will gain understanding of the role of the professional nurse. This course focuses on the development of critical thinking and clinical reasoning strategies. Students build upon previously learned knowledge and skills while learning introductory medical surgical concepts. Lecture 4 hours per week.

**NURS 109 – Critical Thinking in Nursing (2 cr.)**

*Prerequisites:* MATH 103/153, ENGL 111, BIOL 231, GOVT 121.

*Corequisites:* NURS 116

In this course, students will explore concepts foundational to the development of critical thinking and clinical reasoning strategies. Focus is given to assembling these tools to be used in combination of gained knowledge to be a safe, competent nurse. Lecture 2 credit hours per week. F, SP

**NURS 116 - Foundations of Nursing (7 cr.)**

*Prerequisites:* MATH 103/153, ENGL 111, BIOL 231, GOVT 121.

*Corequisites:* NURS 109.

In this course, the student will be introduced to the basic concepts of nursing that create the foundation of the art and science of nursing practice. Emphasis will be placed on the middle to older adult patient by introducing basic knowledge, skills, and attitudes. The student will begin to utilize critical thinking in the clinical setting to safely care for the middle to older adult patients. Lecture 7 hours per week.

**NURS 128 - Mental Health Nursing (3 cr.)**

*Prerequisites:* NURS 109, NURS 116, BIOL 232

*Corequisites:* NURS 129

This course provides students with an introduction to concepts related to mental health. A focus will be placed on providing evidence-based care to promote health of clients with mental disorders. Strategies for safe and therapeutic care will be applied in the clinical setting. Lecture 3 hours per week.

**NURS 129 - Medical Surgical Nursing I (6 cr.)**

*Prerequisites:* NURS 109, NURS 116, BIOL 232

*Corequisites:* NURS 128

In this course students build upon previously learned knowledge and skills while learning introductory medical surgical concepts. Students will use the nursing process to provide safe care for the patient with alterations in introductory medical surgical concepts. Students will gain an understanding of the various roles in the healthcare team. Lecture 6 hours per week.

**NURS 135 – Pharmacology for Nurses (3 cr.)**

*Prerequisites:* NURS 109, NURS 116, and BIOL 232.

In this course students will establish a knowledge base of major drug classifications. The course will focus on pharmacotherapeutics with an emphasis on drug action, therapeutic effect, indications, contraindications, potential adverse reactions and nursing implications for administration. Lecture 3 hours per week. F, SP

**NURS 218 - Maternal and Child Health Nursing (3 cr.)**

*Prerequisites:* NURS 128, NURS 129, and NURS 135

*Corequisites:* NURS 219

This course focuses on the nurse's role in the care of the family, encompassing sexuality, reproduction, and development. The student will utilize the nursing process in assisting patients and their families to achieve or maintain their optimal level of wellness. The student will apply pharmacological principles, focusing on safe dose medication ranges for the pediatric patient. Lecture 3 hours per week.

**NURS 219 - Medical Surgical Nursing II (7 cr.)**

*Prerequisites:* NURS 128, NURS 129, and NURS 135.

*Corequisites:* NURS 218

In this course students build upon previously learned knowledge and skills while learning advanced medical surgical concepts. Students will use the nursing process to manage safe care for the patient with alterations in advanced medical surgical concepts. Students will demonstrate an understanding of various roles in the health care team. Lecture 7 hours per week.

**NURS 238 - Medical Surgical Nursing III (5 cr.)**

*Prerequisites:* NURS 218, NURS 219, and PSYC 243.

*Corequisites:* NURS 236; NURS 235; NURS 239.

In this course students build upon previously learned knowledge and skills while learning additional advanced medical surgical concepts. Students will value care and predict responses for patients with alterations in advanced medical surgical concepts. Students will be an effective member of the health care team. Lecture 5 hours per week.

**NURS 239 – Preceptor in Nursing (3 cr.)**

*Prerequisites:* NURS 218 and NURS 219.

This course will incorporate previous knowledge, skills, clinical decision-making, and professional behaviors the student has acquired throughout their nursing education. In this course, the student will be provided the opportunity to synthesize new knowledge apply previous knowledge, or gain experience managing the workflow in complex nursing situations through a variety of settings.

**NURS 245 – Transition into Professional Nursing (4 cr.)**

*Prerequisites:* NURS 218 and NURS 219

In this course, concepts will be covered that assist the student to transition into their role as a professional nurse. The focus will be placed on leadership and recognizing the nurse's role in improving quality processes that affect patient outcomes in the health care system. The course will also prepare the student for success on the NCLEX-RN examination. At the completion of this

course, the student will participate in a live NCLEX-RN Review session. Lecture 4 hours per week. F, SP

## Occupational Therapy

**OTA 200 – Foundations of Occupational Therapy (4 cr.)**

*Prerequisite:* One Year Certificate: Pre-Occupational Therapy Assistant; accepted admission into OTA program with a GPA of 2.5 or greater.

This course presents an introduction to occupational therapy; including history, philosophical base, values, ethics, practice framework and clinical reasoning. Students will learn selected theories and frames of reference as they pertain to interventions in mental health, physical disabilities, pediatrics, and community practice areas. An overview of the occupational therapy process, including assessment, treatment planning, treatment implementation and discontinuation of intervention will be presented. The role of occupational therapy in health care, community-based, and educational systems will be explored. Role delineation and collaboration of the occupational therapy assistant with other occupational therapy and health care personnel are discussed. This course includes visits to a variety of occupational therapy settings. Lecture 3 hours per week, Lab 1 hour per week.

**OTA 205 – Medical Conditions in Occupational Therapy (3 cr.)**

*Prerequisite:* One Year Certificate: Pre-Occupational Therapy Assistant; accepted admission into OTA program with a GPA of 2.5 or greater.

This course presents the etiology and symptoms of medical and psychological clinical conditions across the lifespan that are commonly referred to occupational conditions on the biological, psychological, and social domains of occupational behavior. An exploration of cultural perspectives on disease and wellness will be included. Lecture 3 hours per week.

**OTA 210 – Analysis of Occupations (2 cr.)**

*Prerequisite:* One Year Certificate: Pre-Occupational Therapy Assistant; accepted admission into OTA program with a GPA of 2.5 or greater.

In this course, observation, analysis, and performance of human occupation in work, self-care, and play/leisure activities throughout the lifespan are emphasized. Students will select, analyze, adapt, grade and use goal-directed, client-centered therapeutic activities and techniques to promote engagement in occupations. Skills in using the teaching-learning process with clients, families and others will be incorporated. The development of observation and data collection skills will be emphasized. Lecture 1 hour per week, Lab 1 hour per week.

**OTA 215 – Mental Health and Psychosocial Practice (4 cr.)**

*Prerequisite:* One Year Certificate: Pre-Occupational Therapy Assistant; accepted admission into OTA program with a GPA of 2.5 or greater.

This course presents the role of the Occupational Therapy Assistant in the psychosocial area of Occupational Therapy practice. Students will learn selected frames of reference, and explore the effects of psychosocial dysfunction on areas of occupation. Students will learn skills necessary to assess, implement and document intervention in a variety of mental health settings. Client factors, including culture and diversity, therapeutic interactions and methods are studied. Students will develop skills in administering individual and group interventions, professional communication, conflict negotiation, and advocacy. Course activities, site visits and Level I field work opportunities will enable students to participate in and apply psychosocial principles of practice. Lecture 4 hours per week.

**OTA 220 – Pediatric and Adolescent and Practice (4 cr.)**

*Prerequisite:* One Year Certificate: Pre-Occupational Therapy Assistant; accepted admission into OTA program with a GPA of 2.5 or greater.

Treatment of pediatric and adolescent conditions. Normal and delayed development of the infant, child and adolescent are explored. The lab component incorporates theoretical principles and provides opportunities for students to develop assessment, intervention planning and implementation, and documentation skills to address a range of childhood sensory-motor, cognitive and psychosocial performance deficits. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the pediatric and adolescent population. Lab activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply pediatric and

adolescent treatment principles to practice. Lecture 2 hours per week, Lab 2 hours per week.

#### **OTA 250 – Functional Kinesiology (2 cr.)**

*Prerequisites:* OTA 200, OTA 205, OTA 210, OTA 215 and OTA 220

In this course, students use and apply their knowledge of anatomy and physiology to study muscle groups and their function relative to performing various activities. Analysis of functional movement patterns required for work, self-care, play and leisure activities is emphasized. Manual muscle testing, range of motion, goniometry, and basic transfer skills are practiced. Principles of energy conservation, joint protection and work simplification are presented. Prevention, health maintenance and safety procedures relevant to functional mobility are reviewed. Lecture 1 hour per week, Lab 1 hour per week.

#### **OTA 255 – Physical Disabilities Practice (4 cr.)**

*Prerequisites:* OTA 200, OTA 205, OTA 210, OTA 215 and OTA 220

The course provides in-depth opportunities for students to develop assessment, intervention planning, intervention, and documentation skills to address a wide range of adult and geriatric physical disabilities and conditions typically treated by occupational therapy and occupational therapy assistants. Topics include but are not limited to stroke, spinal cord injury, fractures and joint replacements, head injury, dementias. The use of splinting, orthotics, modalities, and assistive technology in treatment will also be presented. Students will learn to adapt the environment, tools, materials, and occupations to meet the self-care, work/play, and leisure needs of the adult and geriatric population. Lab activities, site visits and Level I fieldwork opportunities will enable students to participate in and apply physical disabilities treatment principles to practice. Lecture 2 hours per week, Lab 2 hours per week.

#### **OTA 260 – Community Practice (3 cr.)**

*Prerequisites:* OTA 200, OTA 205, OTA 210, OTA 215 and OTA 220

Class activities, site visits and Level I fieldwork opportunities will enable students to practice in and apply occupational therapy assessment and intervention principles to a wide range of community settings including vocational, vocational rehabilitation, home health, and emerging community practice areas. Emphasis will be on community settings in the students' state and geographic region. The course also provides a broad exposure to the social, political, legislative, economic and cultural factors that influence service delivery. Lecture 2 hours per week, Lab 1 hour per week

#### **OTA 265 – Ethics, Management and Leadership (3 cr.)**

*Prerequisites:* OTA 200, OTA 205, OTA 210, OTA 215 and OTA 220

This course focuses on the OTA role in managing and directing occupational therapy services. It covers ethical provision of services, departmental operations, program development, supervisory requirements, personnel development and supervision, professional team building, quality assurance, compliance with regulations, reimbursement, and national and state credentialing requirements. Techniques for developing a resume and job interview skills are practiced. The importance and responsibility for on-going OTA professional development, ethical practice, contributing to research and evidence based practice, attention to emerging practice issues and areas, and international perspectives are explored. Lecture 3 hours per week.

#### **OTA 270 – Professional Skills (3 cr.)**

*Prerequisites:* OTA 200, OTA 205, OTA 210, OTA 215 and OTA 220

This course is designed to foster practical professional skills in critical thinking, using literature to make evidence based practice decisions and recommendations, and using theory to guide practice. Practical skills needed for assessment, goal planning, intervention planning, documentation, discharge planning, other professional written and verbal communication skills, therapeutic use of self, consumer and professional advocacy, and ethics in daily practice will be emphasized. Lecture 3 hours per week.

#### **OTA 290 – Level II Fieldwork A (8 cr.)**

*Prerequisites:* OTA 250, OTA 255, OTA 260, OTA 265 and OTA 270

Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Requires 40 hours per week for 8 weeks for Level II Fieldwork A must be completed within 18

months following completion of academic coursework. All academic and fieldwork courses must be completed prior to graduation.

#### **OTA 295 – Level II Fieldwork B (8 cr.)**

*Prerequisites:* OTA 250, OTA 255, OTA 260, OTA 265 and OTA 270

Full-time clinical fieldwork experience in mental health, physical disabilities, geriatric, pediatric and/or community based practice working under the supervision of an OTR and/or COTA. Focus is on achieving entry-level competence in planning and implementing interventions. Requires 40 hours per week for 8 weeks for Level II Fieldwork B must be completed within 18 months following completion of academic coursework. All academic and fieldwork courses must be completed prior to graduation.

## **Philosophy and Religion**

### **PHIL 200 - Introduction to Philosophy (3 cr.)**

*Prerequisite:* ENGL 111 or equivalent.

Introduction to Philosophy provides an introduction to the basic concepts of metaphysics, knowledge, ethics and politics based on selections from written works of notable philosophers. Students will apply philosophical principles in a personal worldview and will debate a variety of philosophical ideas and viewpoints. Lecture 3 hours per week. F, SP, S

### **PHIL 223 -Introduction to Biblical Studies (3 cr.)**

*Prerequisite:* ENGL 111 or equivalent.

This course is a survey of the literature of the Bible, both Old and New Testaments, as the representation of a viable faith-based belief system. Students will apply biographical, cultural, and historical contexts while they conduct literary research and evaluate and analyze various works within the canon.

### **PHIL 233 - Ethics (3 cr.)**

*Prerequisite:* ENGL 111 or equivalent.

Ethics is an introductory survey of the major philosophers and theories in the field of ethics. Students will, through reading, writing and group discussion, demonstrate how ethical philosophies apply to contemporary ethical situations, evaluate the possible outcomes of different ethical choices, and compose a personal ethical worldview. Lecture 3 hours per week. SP

### **PHIL 243 - Religions of the World (3 cr.)**

*Prerequisites:* READ 02 or Reading placement of ENGL 111.

Religions of the World provides students with an introduction to today's five major religions: Hinduism, Buddhism, Islam, Judaism and Christianity. Through reading, writing and discussion, students will: recognize the importance of religion in human culture; Identify the history, teachings, writings and theologies of the selected religions; compare religions in terms of their comprehensive theologies; and demonstrate a critical appreciation of each faith studied. Lecture 3 hours per week. SP, F

## **Physics**

### **PHYS 100 - Survey of Physics (3 cr.)**

*Prerequisite:* MATH 06 or CIVL 106

This course provides a study of the technical principles and applications of the basic laws of physics. Key terms and concepts applicable to physics will be addressed. Problem solving skills will also be a focus for the course. This course is not open to students with credit in PHYS 101, Physical Science. Lecture 3 hours per week. F, SP

### **PHYS 101 - Physical Science (5 cr.)**

*Recommended prerequisite:* MATH 02 or placement of MATH 153

*Corequisite:* Intermediate Algebra (MATH 103/153) or consent of instructor.

The course provides a study of basic concepts of physics, chemistry, astronomy, geology, and meteorology and their interrelation in the physical world. The course includes a laboratory experience. The course is intended for non-science majors only. The course requires a basic understanding of elementary algebra. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week. F, SP, S

### **PHYS 150 - Environmental Geology (4 cr.)**

This course provides an introduction to the relationship between geology, life and society. The course will explore the fundamental concepts of environmental geology which includes Earth's systems, hazardous Earth processes, scientific knowledge and values, human population growth and sustainability. Lecture 3 hours per week. F

### **PHYS 211 - General Physics I (5 cr.)**

*Prerequisite: MATH 171*  
*Corequisite: MATH 271*

This course is the first of a rigorous two-course sequence in calculus-based physics for all science and engineering majors expecting to transfer to a four-year college or university. It may also be taken to transfer to other college or university programs requiring introductory physics. It covers the topics of properties of matter, mechanics, oscillation, and waves. The course requires prior completion of an introductory course in differential and integral calculus. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week. F

### **PHYS 212 - General Physics II (5 cr.)**

*Prerequisite: PHYS 211*  
*Corequisite: MATH 272*

This course is the second of a rigorous two-course sequence in calculus-based physics for all science and engineering majors expecting to transfer to a four-year college or university. It may also be taken to transfer to other college or university programs requiring introductory physics. It covers the topics of waves, light, electricity, and magnetism. The course requires prior completion of an introductory course in differential and integral calculus. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week. SP

## **Plumbing**

### **PLUM 105 – Basic Plumbing (3 cr.)**

Fundamentals of plumbing are explored in this course. This is a study of survey of the industry, occupational information, and career information. Occupational hazards, along with health and safety practices as they relate to applicable local, state, and national regulations are studied. This course develops knowledge and skills in the fundamentals of plumbing, mathematics and elementary drawings for beginners. Instruction is given in the principles and design of water supply and distribution. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week. F

### **PLUM 106 – Plumbing Materials and Methods (3 cr.)**

This course emphasizes principles of sizing and layout of hot and cold water systems, sanitary waste and vent systems, selection and specification of fixtures and plumbing system accessory devices. Instruction is given in layout procedures involving applied mathematics concerning the plumbing trades. Instruction is given in both layout and design criteria. This course covers introductory fabrication and erection of plumbing systems. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week. F

### **PLUM 107 – Plumbing Construction (3 cr.)**

This course provides students with practical experience in the safe installation of drain, waste, and vent piping systems, residential plumbing fixtures and appliances. This course provides students with the technical understanding and skills in blueprint reading needed by plumbers. Topics include drawing interpretation, isometric sketches of piping installations, and sketching mechanical plans of piping for residential construction. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week. F

### **PLUM 115 – Plumbing II (3 cr.)**

*Prerequisites: PLUM 105, PLUM 106, and PLUM 107 or Instructor consent.*  
This course provides students with the technical knowledge and skills for completing copper and crossed-linked polyethylene (PEX) piping procedures. Topics include safety, appropriate usage, properties of copper/PEX, sizes and weights of pipe, tubing, and fittings including flared and compression types, soldering and brazing techniques for copper pipe-work and PEX crimp fittings. Additionally, this course provides students with an understanding and skills for completing plastic piping procedures. Topics include safety,

joining drainage, waste, vent, water and distribution piping, chemical usage, and applicable codes for plastic piping procedures. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week SP

### **PLUM 116 – Basic Electrical Technology for Plumbing (3 cr.)**

*Prerequisites: PLUM 105, PLUM 106, and PLUM 107 or Instructor consent.*  
This course provides students with knowledge and skill in the areas of electrical safety, electrical terminology, and the use of a meter to measure voltage, current, and resistance. This course also covers types of wire, wire sizing, wiring methods, and problem solving with Ohm's Law. Instruction is provided in sizing wire, proper grounding methods, single-phase and three-phase circuits, circuit breakers and fuses. Students will practice methods of stripping, splicing and terminating wires for installation of common appliances requiring electricity, such as a garbage disposal or water heater. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week. SP

### **PLUM 215 – Plumbing III (3 cr.)**

*Prerequisites: PLUM 105, PLUM 106, and PLUM 107 or Instructor consent.*  
This course includes basic pipe-fitting projects, including proper assembly, measurement and testing of all piping systems. Lab activities will include fixture installations such as wall-hung lavatories, water closets, bathtub installations, and kitchen sink installations. This course also provides students with skills for completing steel pipe and corrugated stainless steel gas pipe procedures. Topics include appropriate usage, fittings, safety, tools, equipment, and skill development in cutting, threading, fabricating steel piping systems, and termination of corrugated stainless steel piping. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week SP

### **PLUM 216 – Plumbing System Service and Repair (3 cr.)**

*Prerequisites: PLUM 115, PLUM 116, and PLUM 215 or Instructor consent.*  
This course focuses on proper methods of repairing all forms of plumbing piping, fixtures, and some appliances. Students are trained in preparing for the repair job and costing the job. Emphasis placed on the integration of new materials, methods, and equipment in existing plumbing systems. Remodeling of existing plumbing is also presented in this course. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week SU

### **PLUM 217 – Advanced Plumbing Systems (3 cr.)**

*Prerequisites: PLUM 115, PLUM 116, and PLUM 215 or Instructor consent.*  
Energy conservation, water conditioning, and the latest innovations in appliances and accessories are covered in this overview course. Students will study tankless water heaters, water softening systems, sump pumps, and other appliances and accessories in use in both residential and commercial building systems. Course is designed to assist students in preparing for related portion of NOCTI exam. Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week SU

## **Power Plant**

### **PPIT 115 - Introduction to Power Plant Systems (3 cr.)**

This introductory course defines the core concepts of power plant operations. Theory of power generation will be addressed in the course. Development of skills necessary to identify major components and their function will be a focus for student learning. Key terms associated with power plant systems and safety issues will also be addressed in the course. Lecture 3 hours per week. F

### **PPIT 125 - Power Plant Boilers and Operations (3 cr.)**

The course will address operations of most power plant boiler systems and terminology associated with those systems. Theory of boiler operations will be addressed in the course. Development of skills necessary to identify major components in power plant boiler systems and their function will be a focus for student learning. Safety issues specific to boiler systems will also be addressed in the course. Lecture 3 hours per week. SP

**PPIT 127 - Power Plant Cycles (3 cr.)**

The course is designed to provide an in depth knowledge of the steam water cycle in a steam generation plant. Theory of steam generation will be addressed in the course. Development of skills necessary to identify major components in a steam generation plant and their function will be a focus for student learning. Safety issues specific to steam generation will also be addressed in the course. Lecture 3 hours per week. As needed

**PPIT 129 - Power Plant Chemistry (3 cr.)**

The course is designed to provide an introduction to the water treatment and environmental protection systems for power plants. Theory of water treatment operations will be addressed in the course. Development of skills necessary to identify major components in a water treatment operation and their function will be a focus for student learning. Terminology and safety issues specific to water treatment will also be addressed in the course. Lecture 3 hours per week. As needed

**PPIT 235 - Steam Turbines and Generators (3 cr.)**

The course is designed to provide a basic understanding of the operation of turbines within a power generation plant. Theory of steam turbine and generator operations will be addressed in the course. Development of skills necessary to identify major components in steam turbines and generators along with their function will be a focus for student learning. Terminology and safety issues specific to steam turbines and generators will also be addressed in the course. Lecture 3 hours per week. SP

## Practical Nurse

**PNRS 107 - Body Structure and Function (5.5 cr.)**

*Prerequisite: PNRS 105*

This course is a foundation level course designed to provide the beginning student with basic knowledge of human anatomy and physiology applicable to nursing. The course is presented by exploring the body systems and includes integrated laboratory practice as appropriate. An introduction to medical terminology is included in the course.

**PNRS 115 - Fundamentals of Nursing (14.5 cr.)**

*Prerequisite: PSYC 243*

This course is a beginning-level nursing class that introduces the nursing process to meet the physical and emotional needs of individuals of all ages. Interpersonal relations and effective communication skills needed for nursing are explored. Basic nursing skills and procedures are taught in laboratory setting with integration in the clinical practicum. Mathematical applications for drug calculations and medication administration, including IV therapy are taught. Clinical practice is included in the course to allow the student to apply basic skills learned in the lab to real life situations.

**PNRS 116 - Pediatric Nursing (4 cr.)**

*Prerequisite: PNRS 115*

This course focuses on nursing of children from infancy to adolescence. Diseases and disease processes associated with children are studied by a systematic approach. Symptoms, diagnostic procedures, pathophysiology, medical care and treatment, and nursing care and interventions are discussed for selected pediatric diseases and conditions. The role of the practical nurse in the care of children is taught through application of the nursing process and integrated clinical practicum.

**PNRS 117 - Intravenous Therapy (1 cr.)**

*Prerequisite: PNRS 105*

This course prepares the student to perform limited intravenous therapy treatments, to a culturally diverse population, across the life span, utilizing the knowledge, skills, and competencies required to perform such therapy safely and in accordance with Missouri Rule 4 CSR 200.6010. The student must pass the final exam with an 80% and have a successful stick on another person to become IV certified.

**PNRS 118 - Medical Surgical Nursing I (8 cr.)**

*Prerequisite: PNRS 115*

This course builds on all previous course work, continues to emphasize holistic, culturally based nursing care utilizing the nursing process. Disease processes and illnesses of the reproductive, cardiovascular, hematologic,

respiratory, neurological, and gastrointestinal systems are studied with an emphasis on signs and symptoms, pathophysiology, diagnostic procedures, client/family education, therapeutic treatment, nursing interventions, wellness concepts, and rehabilitation. Pain management, fluid and electrolyte imbalances, and physical assessment are discussed within this course. This course is taught in two sessions.

**PNRS 119 Medical Surgical Nursing II (8.5 cr.)**

*Prerequisite: PNRS 115*

This course builds on all previous course work, continues to emphasize holistic, culturally based nursing care utilizing the nursing process. Disease processes and illnesses of the reproductive, cardiovascular, hematologic, respiratory, neurological, and gastrointestinal systems are studied with an emphasis on signs and symptoms, pathophysiology, diagnostic procedures, client/family education, therapeutic treatment, nursing interventions, wellness concepts, and rehabilitation. Pain management, fluid and electrolyte imbalances, and physical assessment are discussed within this course. This course is taught in two sessions.

**PNRS 125 - Maternal/Newborn Nursing (4 cr.)**

*Prerequisite: PNRS 115*

The role of the practical nurse before, during and after childbirth is studied with application of the nursing process to obstetrical situations. Consideration for cultural diversity and lifespan will be emphasized as well as safety. Pharmacology and nutritional concepts related to pregnancy and the newborn will be included.

**PNRS 126 – Pharmacology (4 cr.)**

*Prerequisite: PNRS 115*

This course provides students an introduction to pharmacological agents using specific drug classifications. The nursing implications with various concerns related to drug therapy. Psychological effects of drugs, the individual needs of the client, safety concerns with administration and monitoring of drug therapy, client education issues, cultural issues, and drug interactions are discussed.

**PNRS 127 - Mental Health (3 cr.)**

*Prerequisite: PNRS 105*

This course is a foundation course designed to provide the beginning student with the basic mental health concepts and therapeutic interventions that promote high levels of functioning. Holistic care is emphasized. The emphasis of the course is placed on emotional, cultural, social, and spiritual aspects of human behavior. The development of mental health throughout the life span is discussed. Both adaptive and maladaptive behaviors are explored.

**PNRS 128 - Leadership and Management (4 cr.)**

*Prerequisite: PNRS 119*

Responsibilities of the practical nurse in various leadership roles are discussed. Techniques and concepts are taught to facilitate effective leadership by communication, assessment, intervention, and evaluation. Decision making and problem solving through application of critical thinking skills is discussed and practiced with classroom activities. The student will continue to apply and practice management skills in the last clinical rotation of team leading.

**PNRS 129 – Geriatrics (3.5 cr.)**

*Prerequisite: PNRS 105*

This course introduces the practical nursing student to various aspects of caring for older adults. The course covers history of aging in our society, trends, and issues that have implications for nursing today and in the future. Emphasis is placed on individuality of the older adult in health promotion and restoration. Common problems of aging will be discussed with interventions for nursing care in various settings such as: acute care, long-term care and community care. Utilization of the nursing process from health promotion to restorative care in the older adult is addressed.

# Precision Agriculture

## **AGPR 115 – Introduction to Precision Agriculture (3 cr.)**

This introductory course is an overview of practices, technology, and other topics associated with precision agriculture. The course will give an overview of the practice of remote sensing, soil sampling, vehicle navigation guidance, yield monitoring, site specific crop management, variable rate technology methods of applying agrichemicals, site specific fertilizer management, integrated pest management, and information management tools of improve farm productivity. F

## **AGPR 116 – Computer Application to Agriculture (3 cr.)**

This course provides an introduction to computer use in the workplace with emphasis on precision agriculture situations. These computer applications include accessing information through the internet, telecommunications, site specific crop mapping, soil sampling databases, and presentations managers use will be covered. The course will also cover software such as Ag Leader, appropriate to precision agriculture. F

## **AGPR 215 – Advanced Precision Agriculture (3 cr.)**

This course is an in depth advanced level study into precision agriculture. The focus will deal with the practice of using remote sensing, soil sampling, vehicle navigation, guidance, yield monitoring, site specific crop management, variable rate technology, methods of applying agrichemicals, site specific fertilizer management, integrated pest management, and information management tools to improve farm productivity. This course deals with whole farm management with the goal of optimizing returns on inputs while preserving natural resources. SP

## **AGPR 225 – Agriculture Chemical Application Systems (2 cr.)**

This course provides an introduction into the optimization farm productivity through data collection and management of all types of farm chemicals using chemical application systems. The course deals with sprayer hydraulics, spray atomization, calibration and mixing calculations, compatibility of tank mixes, personal and environmental protection, techniques with different systems, and operation practices used in agriculture chemical application. Liquid and granular application systems and respective components will be studied. SP

# Psychology

## **PSYC 111 - General Psychology (3 cr.)**

*Prerequisites: ENGL 02 and READ 02/READ 02 or Writing and Reading placement of ENGL 111.*

General psychology addresses the basics of human development. The course will analyze psychological concepts and the various types of learning. Students will assess the relationship between the brain development and behavior as it relates to psychological concepts. Lecture 3 hours per week. F, SP, S

## **PSYC 112 - Psychology of Personal Adjustment (3 cr.)**

*Prerequisite: PSYC 111.*

Psychology of Personal Adjustment continues from General Psychology by completing the discussion on the basics of behavior and mental processes of organisms. The course will review thinking, motivation, emotion, stress, personality and psychological disorders. Students will assess the relationship between behavior and mental processes as it relates to psychological concepts. Lecture 3 hours per week. SP

## **PSYC 223 - Child Psychology (3 cr.)**

*Prerequisites: ENGL 111.*

Child Psychology looks at the physical, cognitive, and social development of the child. The course reviews the major theories of child development. This course also examines the child in the context of the family, school, media, culture, and/or psychopath. Lecture 3 hours per week. As needed

## **PSYC 233 - Adolescent Psychology (3 cr.)**

*Prerequisites: ENGL 111.*

Adolescent Psychology looks at the physical, cognitive, and social development of the adolescent. The course reviews the major theories of adolescent development. This course also examines the adolescent in the

context of the family, school, media, culture, and/or psychopathy. Lecture 3 hours per week. As needed

## **PSYC 243 - Human Development Across the Life Span (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

Human Development Across the Lifespan defines the systematic changes and continuities fall into three broad domains: physical development, cognitive development, and psychosocial development. The course reviews the major theories of human development. This course also examines the child in the context of the family, school, media, culture, and/or psychopathy. Lecture 3 hours per week. As needed

# Reading

## **READ 01 – Transitional College Reading I (4 cr.)**

*Prerequisite: Appropriate placement score on the ACCUPLACER or ACT exam. Corequisite: ACAD 101, if course requirement has not previously been met.*

This course is the first of two courses to assist students in developing the skills required for college-level reading. With emphasis on building vocabulary, improving reading comprehension, and increasing reading rate, this course aims to empower students with independent learning techniques and effective study skills. Lecture 3 hours per week. F, SP, S

## **READ 02 – Transitional College Reading II (4 cr.)**

*Prerequisite: READ 01 or Placement score of READ 02.*

*Corequisite: ACAD 101, if course requirement has not previously been met.*

This course will specifically focus on advancing skills such as vocabulary, main idea, supporting details, inferences, organization, and textbook annotation. In addition, digital literacy, critical reading, and critical thinking skills, will be developed, specifically through the use of contextualized reading passages from a wide variety of disciplines and sources. Lecture 3 hours per week. F, SP, S

# Social Work

## **SWRK 100 - Social Work (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

Social Work 100 introduces students to the discipline of social work (its origins, career potential, practice settings, and future trends) and provides a broad-based knowledge of social work generalist practice in diverse settings. Lecture 3 hours per week. As needed

## **SWRK 201 - Social and Economic Justice (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

This course introduces students to the concepts and issues of social and economic justice as they relate to the field of social work. Lecture 3 hours per week. As needed

## **SWRK 221 - Interviewing Skills for Generalist Practice (3 cr.)**

*Prerequisite: SWRK 100.*

This course provides an introduction to basic interviewing skills for generalist social work practice. Lecture 3 hours per week. As needed

# Sociology

## **SOCI 111 - General Sociology (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

Sociology is the scientific study of human groups. General Sociology provides sociological information (viewed from various sociological perspectives) about the foundations of society, social inequality, social institutions, and social change at both national and international levels. Lecture 3 hours per week. F, SP, S

### **SOCI 221 - Race and Ethnicity (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

Race and Ethnicity examines subordinate group experiences in American society and on a global scale. Race, ethnicity, and gender are the minority groups targeted for study. The socio-cultural history, immigration, patterns of inter-group relations, and current status of various groups are explored. Lecture 3 hours per week. As needed

### **SOCI 223 - Marriage and the Family (3 cr.)**

*Prerequisite: SOCI 111.*

This course is an examination of various aspects of current family systems with an emphasis on its strengths and diversity. Five significant aspects are examined: the social context of intimate relationships, development and dynamics of intimate relationships, stages of marriage and family life, and challenges and opportunities facing families. Lecture 3 hours per week. F

### **SOCI 230 - Criminology (3 cr.)**

*Prerequisites: ENGL 111.*

Criminology offers an introductory look at crime, crime patterns, crime causation, and societal reactions to crime. A multi-disciplinary approach is used to examine crime from biological, psychological, and sociological theoretical perspectives. Lecture 3 hours per week. As needed

### **SOCI 234 - Social Problems (3 cr.)**

*Prerequisite: SOCI 111.*

The social problems course is designed to stimulate thinking as well as furnish a body of knowledge concerning significant social problems facing modern American society and the world today. Social problems are explored from various sociological perspectives providing insights as to their possible causes and potential solution. Lecture 3 hours per week. SP

## **Spanish**

### **SPAN 101 - Elementary Spanish I (3 cr.)**

This is an introductory course in the Spanish language. Students learn beginning vocabulary and develop basic listening, speaking, reading and writing skills in the present and future tenses in Spanish. Students are given the opportunity to actively communicate in Spanish as much as possible. They also gain knowledge about Spanish-speaking countries and culture. Lecture 3 hours per week. F, SP, S

### **SPAN 102 - Elementary Spanish II (3 cr.)**

*Prerequisite: SPAN 101 or equivalent.*

Students learn more common vocabulary and continue to develop listening, speaking, reading and writing skills in the present, future and past tenses in Spanish. In-class exposure to Spanish is increased and opportunities to communicate in Spanish are more extensive. They obtain further knowledge of Hispanic cultures as well. Lecture 3 hours per week. F, SP, S

### **SPAN 201 - Intermediate Spanish I (3 cr.)**

*Prerequisite: SPAN 102 or equivalent.*

While students continue to learn vocabulary and culture relevant to life in the 21st century Spanish-speaking world, they also learn methods of communication in the past in Spanish including the preterite, imperfect and present perfect tenses. In addition, they are given more frequent opportunities to carry on conversations in role-plays in order to increase their oral confidence and fluency. Lecture 3 hours per week. F

### **SPAN 202 - Intermediate Spanish II (3 cr.)**

*Prerequisite: SPAN 201 or equivalent.*

Students learn vocabulary and culture relevant to life, health and relationships. Methods for utilizing Spanish persuasively are given and exercised as students learn the imperative and subjunctive moods as well as the conditional and future tenses. They are again given opportunities to converse in role-plays. Students will be able to further their Spanish subsequently either at the 300 level at university or by traveling abroad. Lecture 3 hours per week. SP

## **Speech Communication**

### **SCOM 101 - Human Communication (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course is designed to introduce students to both the theories and application of oral communication. Students will be instructed in interpersonal, group, organizational and public communication contexts. A variety of exercises will give students the opportunity to recognize and advance basic communication skills. Lecture 3 hours per week.

### **SCOM 110 - Public Speaking (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and Reading placement of ENGL 111.*

This course is designed to introduce students to both the theories and application of oral communication. Students will be instructed in the areas of purpose, content, organization, and presentation. In addition, instruction will be provided in general concepts including, but not limited to, interpretation, critical listening, evaluation, ethics, and nonverbal communication. A variety of learning exercises will be employed to assist students in developing and enhancing public speaking skills accordingly. Lecture 3 hours per week. F, SP, S

### **SCOM 125 - Communication in the Workplace (3 cr.)**

A study in communication concepts, strategies, and rules that govern human interaction in the workplace. Lecture 3 hours per week. F, SP

### **SCOM 210 - Interpersonal Communications (3 cr.)**

*Prerequisites: ENGL 02 and READ 02 or Writing and reading placement of ENGL 111.*

A study in the theory and practice of interpersonal communication within a variety of contexts. This course is designed to promote awareness and understanding of how human communication processes impact perception, understanding and the assignment of meaning. Students will explore and participate in principles of self-realization, behavioral communication, effective listening, conflict management, climates, and gender and cultural implications on communication. Lecture 3 hours per week. F

### **SCOM 213 - Advanced Public Speaking (3 cr.)**

*Prerequisite: SCOM 110.*

This course provides increased experience and extended coverage of what is learned in public speaking. Exceptional use of language, alternate delivery styles and techniques, alternate audiences and advanced forms of evaluation and criticism will be emphasized. Lecture 3 hours per week. SP

### **SCOM 243 - Argumentation and Debate (3 cr.)**

*Prerequisite: SCOM 110.*

This is a basic course that introduces students to the principles and foundations of argumentation. The course is centered on argumentative analysis, evidence, reasoning and presentation. Lecture 3 hours per week. As Needed

## **Theater Arts**

### **THEA 120 - History and Appreciation of Theater (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

This course examines the development of theatre and its cultural significance throughout history. The course study includes the artistic and technical elements of theatre, significant movements in the history of theatre, different styles and genres of plays, and theatre criticism. Lecture 3 hours per week. F, SP, S

### **THEA 122 - History and Appreciation of Film (3 cr.)**

*Prerequisites: READ 02 or Reading placement of ENGL 111.*

This course examines the development of motion pictures as an art form throughout its history. The course study includes the artistic elements of cinema, domestic and international cinema, significant movements in cinema's history, and different styles, forms, and genres of cinema. Lecture 3 hours per week. F, SP, S

**THEA 140 – Theatre Production I (1cr.)**

This course offers a supervised experience in rehearsal and performance of roles and/or tasks related to mounting a theatrical production. A maximum of six (6) hours in Theatre Production can be applied to a degree program. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 141 – Theatre Production II (1 cr.)**

*Prerequisite: THEA 140*

This course offers a supervised experience in rehearsal and performance of roles and/or tasks related to mounting a theatrical production. A maximum of six (6) hours in Theatre Production can be applied to a degree program. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 142 – Theatre Production III (1 cr.)**

*Prerequisite: THEA 141*

This course offers a supervised experience in rehearsal and performance of roles and/or tasks related to mounting a theatrical production. A maximum of six (6) hours in Theatre Production can be applied to a degree program. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 143 – Theatre Production IV (1 cr.)**

*Prerequisite: THEA 142*

This course offers a supervised experience in rehearsal and performance of roles and/or tasks related to mounting a theatrical production. A maximum of six (6) hours in Theatre Production can be applied to a degree program. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 144 – Theatre Production V (1 cr.)**

*Prerequisite: THEA 143*

This course offers a supervised experience in rehearsal and performance of roles and/or tasks related to mounting a theatrical production. A maximum of six (6) hours in Theatre Production can be applied to a degree program. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 160 – Theatre Performance I (1 cr.)**

This course offers supervised experience in rehearsal and performance of roles and/or other tasks related to mounting a theatrical production. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 161 – Theatre Performance II (1 cr.)**

*Prerequisite: THEA 160*

This course offers supervised experience in rehearsal and performance of roles and/or other tasks related to mounting a theatrical production. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 162 – Theatre Performance III (1 cr.)**

*Prerequisite: THEA 161*

This course offers supervised experience in rehearsal and performance of roles and/or other tasks related to mounting a theatrical production. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 163 – Theatre Performance IV (1 cr.)**

*Prerequisite: THEA 162*

This course offers supervised experience in rehearsal and performance of roles and/or other tasks related to mounting a theatrical production. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 164 – Theatre Performance V (1 cr.)**

*Prerequisite: THEA 163*

This course offers supervised experience in rehearsal and performance of roles and/or other tasks related to mounting a theatrical production. A maximum of 6 hours in Theatre Production can be applied to a degree program.

**THEA 180 – Acting (3 cr.)**

This course will focus on the mind/body/vocal aspects of the acting student, specifically helping to explore physical technique, character study, script analysis, character relationships, audition preparation, and stage movement to create believable characters for stage performance. Students will dissect “the moment before,” obstacles and objectives, character motivations, character growth, and learn to project “the moment after” in their attempts to connect with the audience.

**THEA 223 - Stage Makeup and Costuming (3 cr.)**

This course teaches techniques and uses of stage makeup. Also includes a fundamental study of costumes and costume design. Lecture 3 hours per week. As Needed

**THEA 233 - Oral Interpretation of Literature (3 cr.)**

*Prerequisites: SCOM-110.*

Practice in reading aloud all types of literature. Emphasizes vocal techniques and improvement. Required for elementary education majors at some schools. Recommended for theater majors. Lecture 3 hours per week. As Needed

**THEA 280 – Stage Directing (3 cr.)**

*Prerequisite: THEA 180*

In this course, the student will learn the fundamentals of directing a play. The student will learn how to analyze a script, develop a production concept, and conduct rehearsals. The student will learn about all the elements that a director must consider in order to understand and completely communicate the super objective of the play: script analysis, casting, conducting rehearsals, the schedule, time management, communication with actors, resolving problems, picturization, conceptualizing and communicating concepts with the design and technical staff. Lecture 3 hours per week. SP

## Welding

**WELD 155 – Introduction to MIG (Metal Inert Gas) Welding (4 cr.)**

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage and storage. This course will cover welding fundamentals such as: welding power sources, and mechanical accessories, techniques, and welding positions. SP

**WELD 156 – Introduction to SMAW (Shielded Metal Arc Welding) (4 cr.)**

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, operation of welding power sources, and accessories, using the Arc welding process. F, SP

**WELD 157 – Introduction to TIG (Tungsten Inert Gas) Welding (4 cr.)**

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage, and storage. The course will cover welding power sources, accessories and welding positions. F, SP

**WELD 158 – Introduction to GMAW (Gas Metal Arc Welding) (4 cr.)**

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage and storage. The course will cover Gas Metal Arc Welding fundamentals, equipment set up, adjustment, and metal transfer with shielded gases. F, SP

**WELD 159 – Introduction to FCAW (Flux Cored Arc Welding) (4 cr.)**

This introductory course is designed to develop knowledge, skills, and behaviors in welding safety, gas cylinder usage, and storage. This course will cover use of semi-automatic flux core welding machine power sources, equipment and accessories, machine adjustments, and recognition of weld quality. The student will develop skills to make multi pass welds in all welding positions. F, SP

**WELD 165 – Welding Blueprint Reading (3 cr.)**

The course introduces concepts associated with lines, views, and dimensions. It is designed to develop knowledge and skills to interpret weld symbols for part and assembly drawings, cutting and welding information within the drawing skills, measurement ability, and tolerance measurement. F



**WELD 255 – Advanced MIG (Metal Inert Gas) Welding (4 cr.)**

This advanced level course is designed to apply knowledge, skills, and behaviors in the advanced techniques of MIG welding. This course will cover material information, selection of welding fillet gauge, weld in all welding positions on fillet and butt joints. F, SP

**WELD 256 – Advanced SMAW (Shielded Metal Arc Welding) (4 cr.)**

This advanced level course is designed to apply welding skills to construct multi-pass fillet welds on inside corner joints, flat lap, butt joints, and stringer and weave beads in all welding positions using various diameter electrodes. F, SP

**WELD 265 – Welding Fabrication (3 cr.)**

This course is a comprehensive study of welding technology and applications. The course covers welding and cutting processes, welding assemblies, fabrication cutting, metallurgy, material conformity, measurement, and layout. F, SP

# College Personnel

Abney, Robert

**Technical Director**

B.S., Hannibal LaGrange

Adams, Chris

**Director of Student Enrollment**

B.S., Western Illinois University; M. Ed.,  
University of Missouri – St. Louis

Alford, Jason

**Controller**

A.A.S., Three Rivers College; B.S., Central  
Methodist University

Allen, Kimberly

**Instructor in Nursing**

A.A., Freewill Baptist Bible College; B.S., Sterling  
College; B.S.N., Arkansas State University;  
M.B.A., William Woods University

Allen, Larry Todd

**ACHIEVE Program Director**

B.C.E., Ozark Christian College; M.Ed., Lincoln  
University

Armor, Jack

**Coordinator, Fire Training**

Missouri Division of Fire Safety Service  
Instructor

Atwood, Jonathan

**Coordinator, Media Services**

B.S., Southeast Missouri State University

Atwood, Steve

**Director, Computer Services**

A.A., A.A.S., Three Rivers College; B.S.,  
Hannibal-LaGrange College

Avery, Debra

**Assistant Professor in Nursing**

A.A.S., Three Rivers College; B.S.N.,  
Southeast Missouri State University  
MSN, Walden University

Ballard, Kathy S.

**Director, Kennett**

B.S.E., Arkansas State University; M.S.,  
University of Tennessee

Barnhill, Bridgett

**Assistant System Administrator/Institutional  
Researcher**

Barrett, Michael

**Project Director (TAACCT Grant)**

A.S., B.S., M.S., Arkansas State University -  
Jonesboro

Batten, Sandra

**Research Coordinator**

A.A., Three Rivers College

Becker, Julie G.

**Associate Professor in Information Systems**

**Technology/Department Chair of Business and IST**

B.S., M.S.E., Sp.Ed, Southeast Missouri State  
University

Beers, Karen

**Student Loan Management Specialist**

A.S., Three Rivers College; B.S., Hannibal-  
LaGrange University

Bess, Brian K.

**Assistant Men's Basketball Coach/Associate**

**Professor in Physical Education**

A.A., Three Rivers College; B.A., Arkansas  
College; M.S., Arkansas State University

Bess, Gene V.

**Men's Basketball Coach/Professor in Physical  
Education**

B.S.E., Southeast Missouri State University;  
M.S., University of Missouri; S.C.T., Murray  
State University

Bliss, Lisa

**Coordinator, Academic Support Center**

A.A., A.A.S., Three Rivers College; B.S.,  
Northwest Missouri State University; M.B.A.,  
William Woods; M.Ed., Central Methodist  
University

Bowling, Kelly

**Instructor in Practical Nursing, Kennett**

A.A.S., Three Rivers College; B.S.N. Southeast  
Missouri State University; M.S.N., Central  
Methodist University

Brasher, Morgan

**Instructor in Nursing**

LPN, Pemiscot Memorial Vocational School of  
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B.S.N., Southeast Missouri State University

Brown, Larissa

**Instructor in Nursing**

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Brown, Mary Lou

**Vice President for Academic and Student Services**

B.A., William Woods University; M.A.,  
University of Missouri-Kansas City; Sp. Ed.,  
Southeast Missouri State University; Ed.D.,  
University of Missouri-Columbia

Bubanovich, Gina

**Assistant Director, Enrollment Services**

A.S., John A. Logan Community College; B.S.,  
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Missouri State University

Bullington, Kenny D.

**Associate Professor in Mathematics**

A.A., Mississippi County Community  
College; B.S., M.S., Arkansas State University

Burge, Valjeane

**Secretary, ACHIEVE**

A.A., Three Rivers College

Burk, David

**Data Specialist**

Burkey, R. Stacey

**Baseball Coach/Associate Professor in Physical  
Education**

A.A., Three Rivers College; B.S.E., Southwest  
Missouri State University; M.S.E., Arkansas  
State University

Cagle, Gina L.

**Associate Professor in Psychology**

A.A., Kaskaskia College; B.S., M.S., Southern  
Illinois University

Calvert, Robby

**Coordinator of Disability Services**

A.A., Del Mar College, B.A., Howard Payne  
University, MACOMM, Southwest Baptist  
Theological Seminary

Campbell, Staci

**Department Chair/Assistant Professor, Nursing  
and Allied Health**

B.S.N., University of Central Arkansas; M.S.N.,  
University of Phoenix; Ph.D., Capella University

Carlton, Heather

**Assistant Professor in Information System  
Technology**

A.A., Three Rivers College; B.S., Hannibal-  
LaGrange College; M.B.A., William Woods  
University

Carpenter, Donna

**College Store Coordinator**

A.A.S., Phillips Community College

Cates, Cassandra

**College Store Coordinator**

Clanahan, Matthew

**Learning Support Specialist**

A.A., Three Rivers College; B.S., Southeast  
Missouri State University; M.Ed., Central  
Methodist University

Coffer, Arisa

**Campus Facilitator, Dexter**

A.A., Three Rivers College

Cooper, William

**Director, University Center**

A.A., Three Rivers College; B.S., Central  
Methodist University

Cornman, Carolyn

**Director Malden**

A.A., Williams Baptist College; B.S.E., Southeast  
Missouri State University; M.S.E., Southwest  
Baptist University

Cornman, Heather

**Instructor in Early Childhood**

**Development/Program Coordinator**

A.A., Three Rivers College; B.S., Missouri State  
University

Cowan, Jason  
**Instructor in English**  
B.S., M.A., Southeast Missouri State University

Crafford, Kevin  
**Technology & Computer Services Specialist**  
Iowa Central Community College Courses

Cunningham, Kayla  
**Spirit Squad Coach**  
B.G.S., Southeast Missouri State University

Cunningham, Tami  
**Instructor in EMS**  
EMT; Paramedic; B.A.S., Hannibal-LaGrange University; M.B.A., William Woods University

Davis, Judith  
**Temporary Instructor, Social Science**  
B.S., M.S., Southeast Missouri State University

Davis, Suzanne  
**Outreach Specialist in Educational Talent Search**  
B.S., University of Arkansas

DeAngelo, Michael  
**Associate Professor in Chemistry**  
A.S., Adirondack Community College; B.A., M.A., Plattsburgh State University of New York

Deere, Lisa  
**Instructional Coordinator**  
B.S., Mississippi College; M.S., Arkansas State University

Deken, Elizabeth A.  
**Associate Professor in Industrial Technology**  
B.S. Ed., University of Missouri-St. Louis; B.S.C.E., University of South Florida; M.S., Southeast Missouri State University

Dilbeck, Edie  
**Executive Assistant, Vice President for Academic and Student Services**  
A.A., Three Rivers College; B.S., Arkansas State University - Jonesboro

Dougherty III, William John  
**Financial Aid Verification Specialist**  
A.A.S., Three Rivers College

Dow, James  
**Instructor, Industrial Technology**  
Southeast Missouri State University Coursework

Eaton, Marsha J.  
**Associate Professor in Nursing**  
B.S.N., Murray State University; M.S.N., University of Phoenix

Eriksson, Mark  
**Instructor in Mathematics**  
B.S., University of Illinois at Champaign; M.S., Northern Illinois University

Esquivel, Jennifer  
**Welcome Center Facilitator**  
A.A., Three Rivers College

Eubank, Charlotte  
**Chief Financial Officer**  
B.B.A., University of Central Arkansas; MBA, William Woods University

Fielding, David G.  
**Professor in Art**  
B.F.A., Kansas City Art Institute; M.F.A., Fort Hays State University

Fisher, Michelle A.  
**Instructor in Biology**  
A.A., Shawnee Community College; B.S., M.N.S., Southeast Missouri State University

Freeman, Anita  
**Executive Assistant, Chief Financial Officer**  
A.A., A.A.S., Three Rivers College; B.S., Hannibal La Grange

Gattis, Melinda  
**Facilitator, Kennett**  
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Gerecke, Samantha  
**Temporary Instructor of Life Sciences**  
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Gordon, Benjamin  
**Coordinator, Distance Learning Services**  
B.S., DeVry University

Gowen, Tara  
**Administrative Assistant/Athletics**

Gragg, Leslie  
**Instructor in Biology**  
A.A., Three Rivers College; B.S., D.C., Logan College of Chiropractic

Gray, Lisa A.  
**Instructor in Reading**  
A.A., Mineral Area College; B.A., B.S., Southeast Missouri State University

Greer, Sara  
**Temporary Facilitator, Sikeston**  
B.A., Randolph-Macon Woman's College

Grissom, Brandy  
**Instructor in Nursing**  
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Halcumb, Cambrea  
**Director of Procurement Services and Risk Management**  
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**Instructor in Nursing - Sikeston**  
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**Registrar**  
A.A., Three Rivers College; B.S., Hannibal-LaGrange College

Harpole, Karen  
**Library Outreach Coordinator**  
A.A., College of the Canyons

Heath, Janine  
**Coordinator of Executive Services**  
B.S., Southwest Missouri State University

Herring, Brandy  
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B.S.N., Southeast Missouri State University

Hicks, Amanda  
**Director, Student Accounts & Billing Services**  
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Hilburn, William  
**Athletic Facilities and Equipment Manager**  
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Hoggard, Justin O.  
**Dean of Instruction**  
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Holifield, Demetra  
**Facilitator, Kennett**  
A.A.S., Mississippi County Community College

Hopper, Mark  
**HVAC Maintenance Technician**  
Associate of Occupational Studies, Vatterott College

Home, Claudia  
**Director, Piedmont**  
B.S.E., M.A.; Southeast Missouri State University

Houltzhouser, Andrew  
**Facilitator, Malden**

Hunsberger, Kevin  
**Purchasing Agent**

Hutson, Rebecca  
**Outreach Specialist in Educational Talent Search**  
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Inman, Jennifer  
**Assistant Director, Human Resources/Payroll**  
A.A., Three Rivers College; B.S., William Woods University; B.S., Central Methodist University

Inman, Shelia  
**Coordinator, Career Services**  
A.A., Three Rivers College; B.S., Southeast Missouri State University; M.B.A., William Woods University

Jackson, Jan  
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BACK COVER