

# COLUMBIA COLLEGE UNDERGRADUATE CATALOG 2013-2014 TABLE OF CONTENTS

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

*Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law, including race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status or disability in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities. The following office has been designated to handle inquiries regarding the non-discrimination policies: Office of Human Resources, Columbia College, 1001 Rogers St., Columbia, MO 65216 (telephone: 573-875-7495).*



## STATEMENT OF MISSION

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

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

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

Vision: A model institution.

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

## DESCRIPTION

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

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

Columbia College educates 30,000 students each year and has more than 74,000 Columbia College alumni.



## Day Classes

### 2013-2014 Academic Calendar

#### Fall Semester (13/01) August 19 – December 12, 2013

Fri		1-Mar Priority Date for students to submit 2013-2014 FAFSA
Mon		1-Apr <b>Deadline for students to submit 2013-2014 FAFSA for Access Missouri Grant</b>
Thur		30-May Priority date for returning students to accept financial aid award
Mon		1-Jul <b>Deadline for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements</b>
Fri		5-Jul Priority date for new students to accept financial aid award
Mon		15-Jul <b>Deadline for cancelling housing contract (if approved for off-campus living)</b>
Mon		15-Jul Registration begins for Non-Degree Seeking students
Thur		1-Aug <b>Deadline for finalizing financial arrangements and making first payment (if applicable) to hold Fall classes (course schedules will be canceled if payment is not made)</b>
Thur		1-Aug <b>Deadline for new student applications who are reviewed by the Admissions Review Committee</b>
Thur		1-Aug <b>Deadline to submit housing contract</b>
Mon		6-Aug <b>Deadline for new students (including Non-Degree-Seeking) to apply for admission and returning students to apply for readmission (deadline does not apply to Program Transfers)</b>
	12-Aug	13-Aug Orientation for new faculty, 8:00 am
Wed		14-Aug Faculty Fall Conference, 8:30 am
Wed		14-Aug Early move-in for new residential students, 6:00 pm
Thur		15-Aug New students arrive (freshmen and transfer), 8:00-10:00 am; Residence halls open, 8:00 am; Orientation for new students and parents 10:00 am – 5:00 pm; New Student Pinning, 1:15 pm
Thur		15-Aug Late Columbia Connection: New students register for classes, 8:00-11:30 am
Sat		17-Aug Welcome week activities begin
Sun		18-Aug Last day to register before classes begin
Mon		19-Aug <b>Day classes begin, 8:00 am</b>
Fri		23-Aug Last day to register for classes; last day to add classes (both 16 weeks and 1st 8 weeks)
Mon		26-Aug Last day to drop a course (both 16 weeks and 1st 8 weeks) without financial liability and academic record (not applicable to total withdrawal)
Mon		2-Sep Labor Day Holiday: no classes; offices & library closed (library closed Aug 31 - Sep 2)
Thur		12-Sep State of the College Address
Tues		17-Sep Constitution Day
Fri		27-Sep Last day to withdraw from day classes that meet during 1st eight weeks with grade of W
Fri		4-Oct Athletics Hall of Fame Dinner
Sat		5-Oct Homecoming/Family Day
Fri		11-Oct Midterm; Day classes end that meet during 1st eight weeks
Mon		14-Oct Day classes begin that meet during 2nd eight weeks
Mon		14-Oct Midterm grades for all 100- and 200-level courses entered online by 12:00 pm

#### 4 General Information

Fri		18-Oct Fall Break: Day classes do not meet, offices and library open
Fri		18-Oct Last day to add day classes that meet during 2nd eight weeks
Mon		21-Oct Last day to drop classes that meet during 2nd eight weeks
	4-Nov	8-Nov Advising Week: Students meet with advisor to determine Spring 2014 course schedule
Fri		8-Nov <b>Last day to withdraw from a day class with grade of W</b>
Sat		9-Nov Preview Day: high school students visit campus
Mon		11-Nov Veterans Day
Mon		11-Nov Registration for Spring 2014 begins for currently enrolled students
Fri		15-Nov Priority date for students to submit FAFSA for Spring/Summer 2014
Fri		22-Nov Fall Columbia Connection: new students and parents visit campus, 2:00-5:00 pm
Fri		22-Nov Residence halls close at 6:00 pm (except by special arrangement)
	25-Nov	29-Nov Thanksgiving Break; day and graduate classes do not meet; evening classes meet Nov 25-26; offices and library open Nov 25-27, 8:00 am-5:00 pm; offices and library closed Nov 28-30; library open Dec 1, 2:00-10:00 pm
Sun		1-Dec Residence halls open at 12:00 noon
Sun		1-Dec Deadline for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements
Mon		2-Dec <b>Deadline for new student applications who are reviewed by the Admissions Review Committee</b>
Mon		2-Dec Classes resume; last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
Fri		6-Dec <b>Holiday Lighting Ceremony/Reception</b>
Fri		6-Dec Last day of day classes; Last day to complete a total withdrawal from all classes enrolled in
Sat		7-Dec Early Scholarship Day
Mon		9-Dec Registration for Spring 2014 begins for Non-Degree Seeking Students
	9-Dec	12-Dec Final examinations
Fri		13-Dec Residence halls close at 12:00 noon (except by special arrangement)
Fri		13-Dec Residence halls close at 12:00 noon (except by special arrangement)
	13-Dec	12-Jan Winter Class Break; offices and library open 8:00 am-5:00 pm, Monday-Friday
Sat		14-Dec <b>COMMENCEMENT; 12:00 pm</b>
Sat		14-Dec <b>Nurses' Pinning Ceremony, 10:00 am</b>
Sun		15-Dec Priority date for new students to accept financial aid award for Spring/Summer 2014
Sun		15-Dec <b>Deadline for new students to submit housing contracts</b>
Mon		16-Dec Final grades entered by 12:00 noon
Fri		20-Dec Deadline for cancelling housing contract (if approved for off-campus living)
	23-Dec	25-Dec Offices and library closed
Fri		27-Dec Deadline for new students (including Non-Degree-Seeking) to apply for admission and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Wed		1-Jan <b>Deadline for finalizing financial arrangements and making final payment (if applicable) to hold Spring classes. (Courses will be canceled if payment is not made.)</b>
Wed		1-Jan Offices and library closed

#### **Spring Semester (13/02) January 13 – May 8, 2014**

Fri		15-Nov Priority date for students to submit FAFSA for Spring/Summer 2014
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Sun	1-Dec	<b>Deadline for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements</b>
Mon	2-Dec	<b>Deadline for new student applications who are reviewed by the Admissions Review Committee</b>
Mon	9-Dec	Registration for Spring 2014 begins for Non-Degree Seeking Students
Sun	15-Dec	<b>Priority date for new students to accept financial aid award for Spring/Summer 2014</b>
Sun	15-Dec	Deadline for new students to submit housing contracts
Fri	27-Dec	Deadline for new students (including Non-Degree-Seeking) to apply for admission and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Wed	1-Jan	<b>Deadline for finalizing financial arrangements and making final payment (if applicable) to hold Spring classes. (Courses will be canceled if payment is not made.)</b>
Fri	10-Jan	Residence Halls open, 8:00 am
Fri	10-Jan	Activities for new students begin: Orientation and new student pinning
Sun	12-Jan	<b>Last day to register before Day classes begin</b>
Mon	13-Jan	Day classes begin, 8:00 am
Thurs	16-Jan	Charter Day Celebration, 11:00 am
Fri	17-Jan	Last day to register for day classes; last day to add day classes (both 16 weeks and 1st 8 weeks)
Mon	20-Jan	Martin Luther King, Jr. Birthday observance, classes do not meet; offices and library closed
Tues	21-Jan	Last day to drop a day course (both 16 weeks and 1st 8 weeks) without financial liability and academic record (not applicable to total withdrawal)
Sat	25-Jan	Preview Day: high school students visit campus
Sat	1-Feb	Scholarship Day
Sat	15-Feb	Scholarship Day
Fri	21-Feb	Last day to withdraw from day classes that meet during 1st eight weeks with grade of W
Fri	7-Mar	Midterm; Day classes that meet during 1st eight weeks end
Sat	8-Mar	Preview Day: high school students visit campus
Mon	10-Mar	Day classes begin that meet during 2nd eight weeks
Mon	10-Mar	Midterm grades for all 100- and 200-level courses entered online by 12:00 p.m.
Fri	14-Mar	Last day to add day classes that meet during 2nd eight weeks
Mon	17-Mar	Last day to drop day classes that meet during 2nd eight weeks without academic record
Fri	21-Mar	Residence halls close at 6:00 pm (except by special arrangement)
24-Mar	28-Mar	Spring Break begins; day and graduate classes do not meet; evening classes are in session
Sun	30-Mar	Residence halls reopen at 12:00 noon
Mon	31-Mar	Day and graduate classes resume
Tues	1-Apr	Priority date for students to submit 2014-2015 FAFSA
Tue	1-Apr	Deadline for students to submit 2014-2015 FAFSA for Access Missouri Grant
Fri	4-Apr	<b>Last day to withdraw from classes with a grade of W</b>
Sat	5-Apr	Columbia Connection: New students and parents visit campus
Fri	11-Apr	Honors and Awards Convocation, 7:00 pm
7-Apr	11-Apr	Advising Week: Students meet with their advisor to determine their Fall 2014 course schedule.

6 General Information

Mon		14-Apr Registration for Fall 2014 begins for currently enrolled students
Tues		15-Apr Honors and Awards Donor luncheon
Wed		23-Apr Athletics Celebration of Excellence
Fri		25-Apr Last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
	25-Apr	27-Apr Alumni Reunion Weekend
Tues		29-Apr Student Affairs Night of Recognition
Fri		2-May Last day of classes; Last day to complete a total withdrawal from all classes enrolled in
	5-May	8-May <b>Final examinations</b>
Fri		9-May <b>Residence halls close at 12:00 noon (except by special arrangement)</b>
Sat		10-May <b>Ivy Chain, 9:30 am</b>
Sat		10-May COMMENCEMENTS, 12:00 pm and 3:30 pm
Sat		10-May Nurses' Pinning Ceremony, 2:00 pm
<b>Mon</b>		12-May Final grades entered by 12:00 noon
Thur		15-May Columbia Connection: New students and parents visit campus

**Summer Session I (13/35) June 2 - July 26, 2014**

Mon		28-Apr Registration begins for returning seniors and new students
Wed		30-Apr Registration begins for returning juniors
Thurs		1-May Registration begins for returning sophomores
Fri		2-May Registration begins for returning freshmen
Mon		5-May Registration begins for Non-Degree Seeking students
Wed		21-May Orientation for new evening students
Thurs		22-May Military Recognition Day
Mon		26-May Memorial Day Holiday; offices and library closed
Mon		2-Jun Classes begin
	2-Jun	25-Jul Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00-5:00 pm; Sunday, 2:00-10:00 pm
Fri		6-Jun Last day to add classes
Fri		6-Jun Columbia Connection: New students and parents visit campus
Mon		9-Jun Last day to drop a course without academic record and financial liability
Fri		4-Jul Independence Day Holiday (no classes; offices and library closed)
Wed		9-Jul Columbia Connection: New students and parents visit campus
Fri		11-Jul Last day to withdraw from classes with grade of W
Wed		23-Jul MW evening classes end
Thurs		24-Jul TTh evening classes end
Fri		25-Jul Friday classes end
Mon		28-Jul Grades entered by 12:00 noon

# Evening Classes

## 2013-2014 Academic Calendar

### Early Fall Session (13/31) August 19 – October 12, 2013

Mon	8-Jul	Registration begins for returning seniors and new students
Wed.	10-Jul	Registration begins for returning juniors
Thurs.	11-Jul	Registration begins for returning sophomores
Fri	12-Jul	Registration begins for returning freshmen
Mon.	15-Jul	Registration begins for Non-Degree Seeking students
Wed.	14-Aug	Orientation for new evening students
Mon.	19-Aug	MW classes begin
Tues.	20-Aug	TTh classes begin
Fri.	23-Aug	Last day to add classes
Mon.	26-Aug	Last day to drop a course without academic record and financial liability
Mon.	2-Sep	Labor Day Holiday: no classes; offices and library closed (library closed Aug 31 - Sep 2)
Fri.	6-Sep	Make-up date for MW classes
Fri.	27-Sep	Last day to withdraw from classes with grade of W
Wed.	9-Oct	MW classes end
Thurs.	10-Oct	TTh classes end
Mon.	14-Oct	Grades entered by 12:00 noon

### Late Fall Session (13/32) October 21 – December 14, 2013

Mon.	16-Sep	Registration begins for returning seniors and new students
Wed.	18-Sep	Registration begins for returning juniors
Thurs.	19-Sep	Registration begins for returning sophomores
Fri.	20-Sep	Registration begins for returning freshmen
Mon.	23-Sep	Registration begins for Non-Degree Seeking students
<b>Wed.</b>	16-Oct	Orientation for new students
Mon.	21-Oct	MW classes begin
Tues.	22-Oct	TTh classes begin
Fri.	25-Oct	Last day to add classes
Mon.	28-Oct	Last day to drop a course without academic record and financial liability
Fri.	1-Nov	Friday make-up for MW classes
Fri.	8-Nov	Friday make-up for TTh classes
Mon.	11-Nov	Veterans Day/Military Recognition Day
Mon.-Fri.	Nov 25 - 29	Thanksgiving Break; evening classes meet Nov 25-26 ; day and graduate classes do not meet; offices and library open Nov 25-27 8:00 am-5:00 pm; offices and library closed Nov 28-30; library open Dec. 1 2:00-10:00 pm
Fri.	29-Nov	Last day to withdraw from classes with grade of W
Mon.	2-Dec	Classes resume
Fri	6-Dec	Holiday Lighting Ceremony/Reception
Wed.	11-Dec	MW classes end
Thurs.	12-Dec	TTh classes end
Sat.	14-Dec	Nurses' Pinning Ceremony, 2:00 pm
Sat.	14-Dec	COMMENCEMENT DAY
Mon.	16-Dec	Grades entered by 12:00 noon
Mon.-Wed.	Dec 23 - 25	Offices and library closed

Wed. 1-Jan Offices and library closed

**Winter Session (13/33) January 13 – March 8, 2014**

Mon. 25-Nov Registration begins for returning seniors and new students  
 Wed. 27-Nov Registration begins for returning juniors  
 Thurs. 28-Nov Registration begins for returning sophomores  
 Fri. 29-Nov Registration begins for returning freshmen  
 Mon. 2-Dec Registration begins for Non-Degree Seeking students  
 Sat. 11-Jan **Orientation for new students**  
 Mon. 13-Jan **MW classes begin**  
 Tues. 14-Jan TTh classes begin  
 Fri. 17-Jan Last day to add classes  
 Mon. 20-Jan Martin Luther King, Jr. Birthday Observance; classes do not meet; offices and library closed  
 Tues. 21-Jan Last day to drop a course without academic record and financial liability  
**Fri.** 24-Jan Make-up date for MW classes  
 Fri. 21-Feb Last day to withdraw from classes with grade of W  
 Wed. 5-Mar MW classes end  
 Thurs. 6-Mar TTh classes end  
 Mon. 10-Mar Grades entered by 12:00 noon

**Spring Session (13/34) March 17 – May 10, 2014**

Mon. 17-Feb Registration begins for returning seniors and new students  
 Wed. 19-Feb Registration begins for returning juniors  
 Thurs. 20-Feb Registration begins for returning sophomores  
 Fri. 21-Feb Registration begins for returning freshmen  
 Mon. 24-Feb Registration begins for Non-Degree Seeking students  
 Thurs. 13-Mar Orientation for new students  
 Mon. 17-Mar MW classes begin  
 Tues. 18-Mar TTh classes begin  
 Fri. 21-Mar Last day to add classes  
 Mon. 24-Mar Last day to drop a course without academic record and financial liability  
 Fri. 4-Apr Honors and Awards Convocation, 7:00 pm  
 Fri. 25-Apr Last day to withdraw from classes with grade of W  
 25-Apr 27-Apr Alumni Reunion Weekend  
 Wed. 7-May MW classes end  
 Thurs. 8-May TTh classes end  
 Sat. 10-May Ivy Chain, 9:30 am  
 Sat. 10-May Nurses' Pinning Ceremony, 2:00 pm  
 Sat. 10-May COMMENCEMENTS, 12:00 pm and 3:30 pm  
 Mon. 12-May Grades entered by 12:00 noon

**Summer Session I (13/35) June 2 - July 26, 2014**

Mon. 28-Apr Registration begins for returning seniors and new students  
 Wed. 30-Apr Registration begins for returning juniors  
 Thurs. 1-May Registration begins for returning sophomores  
 Fri. 2-May Registration begins for returning freshmen  
 Mon. 5-May Registration begins for Non-Degree Seeking students  
 Wed. 21-May Orientation for new students



Mon.		26-May Memorial Day Holiday; offices and library closed
Mon.		2-Jun MW Classes begin
Tues.		3-Jun TTh Classes begin
	2-Jun	25-Jul Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00-5:00 pm; Sunday, 2:00-10:00 pm
Fri.		6-Jun Last day to add classes
Mon.		9-Jun Last day to drop a course without academic record and financial liability
Fri.		4-Jul Independence Day Holiday (no classes; offices and library closed)
Fri.		11-Jul Last day to withdraw from classes with grade of W
Wed.		23-Jul MW classes end
Thurs.		24-Jul TTh classes end
Mon.		28-Jul Grades entered by 12:00 noon

# Graduate Classes

## 2013-2014 Academic Calendar

### Early Fall Session (13/M31) August 19 – October 10, 2013

Mon	8-Jul	Registration begins for returning and new graduate students
Mon	19-Aug	Graduate classes begin
Fri	23-Aug	Last day to add classes
Mon	26-Aug	Last day to drop a course without academic record and financial liability
Mon	2-Sep	Labor Day Holiday; classes do not meet, offices and library closed (library closed Aug 31-Sept 2)
Fri	27-Sep	Last day to withdraw from classes with grade of W
Thurs	10-Oct	Classes end
Mon	14-Oct	Grades entered by 12:00 noon

### Late Fall Session (13/M32) October 14 – December 12, 2013

<b>Mon</b>	16-Sep	Registration begins for returning and new graduate students
Mon	14-Oct	Graduate classes begin
Fri	18-Oct	Last day to add classes
Mon	21-Oct	Last day to drop a course without academic record and financial liability
	25-Nov	29-Nov Thanksgiving Break; graduate and day classes do not meet; evening classes meet Nov 25-26; offices and library open Nov 25-27 8:00am - 5:00 pm; offices and library closed Nov 28-30; library open Dec 1, 2:00-10:00 pm
Mon	2-Dec	Classes resume
Fri	22-Nov	Last day to withdraw from classes with grade of W
Fri	6-Dec	Holiday Lighting Ceremony/Reception
Thurs	12-Dec	Classes end
Sat	14-Dec	COMMENCEMENT DAY
Mon	16-Dec	Grades entered by 12:00 noon
	23-Dec	25-Dec <b>Offices and library closed</b>
Wed	1-Jan	Offices and library closed

### Winter Session (13/M33) January 13 – March 6, 2014

Mon	25-Nov	Registration begins for returning and new graduate students
<b>Mon</b>	13-Jan	Graduate classes begin
Fri	17-Jan	Last day to add classes
Mon	20-Jan	Martin Luther King, Jr. Birthday observance; classes do not meet; offices and library closed
Tues	21-Jan	Last day to drop a course without academic record and financial liability
Fri	21-Feb	Last day to withdraw from classes with grade of W
Thurs	6-Mar	Classes end
Mon	10-Mar	Grades entered by 12:00 noon

### Spring Session (13/M34) March 10 – May 9, 2014

Mon	17-Feb	Registration begins for returning and new graduate students
Mon	10-Mar	Graduate classes begin
<b>Fri</b>	14-Mar	Last day to add classes
Mon	17-Mar	Last day to drop a course without academic record and financial liability
	24-Mar	28-Mar Spring Break; graduate and day classes do not meet; evening classes are in session

Fri	25-Apr	Last day to withdraw from classes with grade of W
	27-Apr	Alumni Reunion Weekend
Thurs	8-May	Classes end
Sat	10-May	COMMENCEMENTS, 12:00 pm and 3:30 pm
Mon	12-May	Grades entered by 12:00 noon

**Summer Session (13/M35) June 2 – July 24, 2014**

Mon	21-Apr	<b>Registration begins for returning and new graduate students</b>
Mon	26-May	Memorial Day Holiday; offices and library closed
Mon	2-Jun	Graduate classes begin
	2-Jun	Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00-5:00 pm; Sunday, 2:00-10:00 pm
Fri	6-Jun	Last day to add classes
Mon	9-Jun	Last day to drop a course without academic record and financial liability
Fri	4-Jul	Independence Day Holiday; no classes; offices and library closed
Fri	11-Jul	Last day to withdraw from classes with grade of W
Thurs	24-Jul	Classes end
Mon	28-Jul	Grades entered by 12:00 noon

# Online Education Classes

## 2013-2014 Academic Calendar

### Early Fall Session (13/51) August 12 – October 05, 2013

Mon.	8-Jul	Registration begins for graduate students, seniors, military members and new students
Wed.	10-Jul	Registration begins for returning juniors
Thurs.	11-Jul	Registration begins for returning sophomores
Fri.	12-Jul	Registration begins for returning freshmen
Fri.	9-Aug	Last day to register/add graduate classes
Mon.	12-Aug	Classes begin
Wed.	14-Aug	Last day to add undergraduate classes
Mon.	19-Aug	Last day to drop classes without academic record and financial liability
Mon.	2-Sep	Labor Day Holiday: Offices closed
Mon.	16-Sep	Registration for October Session begins for graduate students, seniors, military members and new students
Wed.	18-Sep	Registration for October Session begins for returning juniors
Thurs.	19-Sep	Registration for October Session begins for returning sophomores
Fri.	20-Sep	Registration for October Session begins for returning freshmen
Fri.	20-Sep	Last day to withdraw from classes with grade of W
Sat.	5-Oct	Classes end

### Late Fall Session (13/52) October 21 – December 14, 2013

Mon.	16-Sep	Registration begins graduate students, seniors, military members and new students
<b>Wed.</b>	18-Sep	Registration begins for returning juniors
Thurs.	19-Sep	Registration begins for returning sophomores
Fri.	20-Sep	Registration begins for returning freshmen
Fri.	18-Oct	Last day to register/add graduate classes
Mon.	21-Oct	Classes begin
Wed.	23-Oct	Last day to add undergraduate classes
Mon.	28-Oct	Last day to drop classes without academic record and financial liability
Mon.	25-Nov	Registration for January Session begins for graduate students, seniors, military members and new students
Wed.	27-Nov	Registration for January Session begins for returning juniors
Thurs.	28-Nov	Registration for January Session begins for returning sophomores
Fri.	29-Nov	Registration for January Session begins for returning freshmen
Fri.	29-Nov	Last day to withdraw from classes with grade of W
	28-Nov	29-Nov Thanksgiving Break: Offices Closed
Sat.	14-Dec	Classes end

### Winter Session (13/53) January 13 – March 08, 2014

Mon.	25-Nov	Registration begins graduate students, seniors, military members and new students
Wed.	27-Nov	Registration begins for returning juniors
Thurs.	28-Nov	Registration begins for returning sophomores
<b>Fri.</b>	29-Nov	Registration begins for returning freshmen
Fri.	10-Jan	Last day to register/add graduate classes
Mon.	13-Jan	Classes begin
Wed.	15-Jan	Last day to add undergraduate classes

Mon.	20-Jan	Martin Luther King Jr. Birthday observance; offices closed
Tues.	21-Jan	Last day to drop classes without academic record and financial liability
Mon.	17-Feb	Registration for March Session begins for graduate students, seniors, military members and new students
Wed.	19-Feb	Registration for March Session begins for returning juniors
Thurs.	20-Feb	Registration for March Session begins for returning sophomores
Fri.	21-Feb	Registration for March Session begins for returning freshmen
Fri.	21-Feb	Last day to withdraw from classes with grade of W
Sat.	8-Mar	Classes end

#### **Spring Session (13/54) March 24 – May 17, 2014**

Mon.	17-Feb	Registration begins graduate students, seniors, military members and new students
Wed.	19-Feb	Registration begins for returning juniors
Thurs.	20-Feb	Registration begins for returning sophomores
Fri.	21-Feb	Registration begins for returning freshmen
Fri.	21-Mar	Last day to register/add graduate classes
<b>Mon.</b>	24-Mar	Classes begin
Wed.	26-Mar	Last day to add undergraduate classes
Mon.	31-Mar	Last day to drop classes without academic record and financial liability
Mon.	28-Apr	Registration for Summer Session begins for graduate students, seniors, military members and new students
Wed.	30-Apr	Registration for Summer Session begins for returning juniors
Thurs.	1-May	Registration for Summer Session begins for returning sophomores
Fri.	2-May	Registration for Summer Session begins for returning freshmen
Fri.	2-May	Last day to withdraw from classes with grade of W
Sat.	17-May	Classes end

#### **Summer Session (13/55) June 02 – July 26, 2014**

Mon.	28-Apr	Registration begins graduate students, seniors, military members and new students
Wed.	30-Apr	Registration begins for returning juniors
Thurs.	1-May	Registration begins for returning sophomores
Fri.	2-May	Registration begins for returning freshmen
Mon.	26-May	Memorial Day Holiday: Offices Closed
Fri.	30-May	Last day to register/add graduate classes
Mon.	2-Jun	Classes begin
Wed.	4-Jun	Last day to add undergraduate classes
Mon.	9-Jun	Last day to drop classes without academic record and financial liability
Fri.	4-Jul	Independence Day Holiday: Offices Closed
Mon.	7-Jul	Registration for August Session begins for graduate students, seniors, military members and new students
Wed.	9-Jul	Registration for August Session begins for returning juniors
Thurs.	10-Jul	Registration for August Session begins for returning sophomores
Fri.	11-Jul	Registration for August Session begins for returning freshmen
Fri.	11-Jul	Last day to withdraw from classes with grade of W (ends close of business)
Sat.	26-Jul	Classes end

## COLLEGE PROFILE

<b>Classification:</b>	Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie Foundation classification: Master's Level College.
<b>Location:</b>	Home campus in Columbia, Missouri (population 100,000 plus over 30,000 students at three separate colleges) on Interstate 70, halfway between St. Louis and Kansas City. Air service via major airline to Columbia Regional Airport. Nationwide campuses located throughout the United States and in Cuba: <u>Alabama</u> : Redstone Arsenal; <u>California</u> : Coast Guard Island, Lemoore, Los Alamitos, San Diego, San Luis Obispo; <u>Cuba</u> : Guantanamo Bay; <u>Colorado</u> : Denver; <u>Florida</u> : Jacksonville, Jacksonville Naval Air Station, Orlando, Patrick Air Force Base; <u>Georgia</u> : Fort Stewart, Hunter Army Air Field; <u>Illinois</u> : Crystal Lake, Elgin, Freeport, Lake County; <u>Missouri</u> : Fort Leonard Wood, Jefferson City, Kansas City, Lake Ozark, Moberly, Rolla, Springfield, St. Louis; <u>New York</u> : Fort Drum, Hancock Field; <u>Oklahoma</u> : Fort Sill; <u>South Carolina</u> : NWS Charleston; <u>Texas</u> : Fort Worth; <u>Utah</u> : Salt Lake City; <u>Washington</u> : Marysville, NSA Everett/Whidbey Island.
<b>Degrees Conferred:</b>	Associate in Arts, Associate in General Studies, Associate in Science, Bachelor of Arts, Bachelor of General Studies, Bachelor of Science, Bachelor of Fine Arts, Master of Arts in Teaching, Master of Business Administration, Master of Arts in Military Studies, Master of Education and Master of Science in Criminal Justice.
<b>School Code/ FICE #:</b>	002456
<b>Campus:</b>	26 buildings on a 33-acre campus four blocks from downtown Columbia, and also including a building in downtown.
<b>Library:</b>	Print: Over 60,000 items including 200 periodicals and 1,800 audio-visual items. Electronic: more than 80,000 e-books, 6,500 streaming videos and 60 databases. Member of MOBIUS statewide consortium.
<b>Enrollment:</b>	More than 1,000 full and part-time day students, representing 17 states and 27 foreign countries; more than 1,500 evening and graduate students and more than 17,000 Nationwide and Online students.
<b>Alumni:</b>	More than 74,000 Columbia College alumni.
<b>Athletics:</b>	Member, American Midwest Conference of the NAIA (men's and women's soccer and basketball; men's and women's cross country; men's and women's golf; women's volleyball, basketball and softball) and a variety of intramural sports.
<b>Accreditation/ Approvals:</b>	Accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Approved for teacher preparation by the Missouri State Department of Elementary and Secondary Education. Associate in Science degree in Nursing approved by the Missouri State Board of Nursing.

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

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

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

## THE MAIN CAMPUS

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

**Banks Hall.** A residence hall completed in 1967, Banks houses 110 students in double rooms. There are community baths, special study rooms, and activity lounges on each floor. A computer lab is located on the second floor. Originally named North Hall and subsequently named in honor of Hartley Banks, Sr., chairman of the board and trustee from 1945 to 1971.

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

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

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

**Columbia House.** Located at 311 North Tenth Street, the building houses Student Support Services.

**Cougar Village.** Acquired in 2008, Cougar Village is located at 704 North Seventh Street. This fourteen unit apartment-style structure houses 54 students.

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

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

**Federal Hall.** Purchased in 2010 and located at 608 Cherry Street in downtown Columbia, this building houses the Online Education Center, which includes the offices of the Online Campus, and the Nursing Education Center, which includes a practice laboratory, classrooms and faculty offices.

**Gerald T. and Bonnie M. Brouder Science Center.** Located at 705 Rangeline, the Science Center opened in Fall, 2013. In addition to 11 science labs, it houses Nursing Education, a 124 seat lecture hall, a Forensic Science classroom and lab, four general use classrooms, and faculty offices for science and nursing. Named in honor of Dr. Gerald and his wife Bonnie Brouder. Dr. Brouder was president for eighteen years (1995-2013).

**Hardwick Gallery.** The Greg Hardwick Gallery was made possible by the generous gift of Robert and Susan Hardwick, in honor of their son, Robert "Greg" Hardwick who passed away October 5, 2003. Greg received his BFA from Columbia College in 2000. An exceptional musician and artist, Greg's passion centered on pottery and sculpture. The Gallery was dedicated October 5, 2012, and is located in Brown Hall adjacent to Larson Gallery.

**Hertig Apartments.** Located at 407 North Tenth Street. Acquired around 1990 and named for Mrs. Marion Hertig, a long-term faculty and staff member. This building houses two apartments used for short term visitor housing.

**Hinshaw Building.** Located at 710 Rangeline Street, this building houses two classrooms on the first floor and offices on the second.

**Hughes Hall.** Built in a traditional English design in 1939, Hughes Hall houses 72 women in double-room suites. Kitchen facilities are located on each floor and a formal parlor is on the main floor. A computer lab is also available on the main floor.

**Kirkman House.** Located at 410 North Tenth Street, the building houses the Division of Graduate Studies. A lounge and reading room are available for graduate studies as well as administrative and advising offices.



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

**Launer Auditorium.** Launer Auditorium, built in 1903 and attached to St. Clair Hall by an enclosed walkway, was renovated in 1992, 1997, and again in 2008. It seats over 500 for convocations and artistic performances. The lower level houses offices and workspace for Technology Services and the Technology Helpdesk. Named in 1972 in honor of Franklin B. Launer, the director of the conservatory of music for 37 years.

**Miller Hall.** Completed in 1960, Miller Hall is the largest residence hall on campus, housing 156 students in double-room suites connected by full baths. It contains kitchen facilities, study rooms and a computer lab. Named in honor of former president James C. Miller, who led the College from 1938 to 1956.

**Missouri Hall.** Completed in 1920 and renovated in 2006, Missouri Hall houses the Evening Campus offices, the Ousley Family Veterans Service Center, the Florence Larsh '49 Center for Registration and Financial Services, Andrew J. Bass Center for Admissions, Ether L. Bruce Math Center, Elizabeth Toomey Seabrook '42 Writing Center, the Grossnickle Career Services Center, the Carol Vinkemulder Frobish '49 Parlors, Don and Betty Landers English Parlor, Janet Carter Wright '58 Foyer, Frances Thompson Dillingham '29 Conference Room (First Floor), and the Diane (Berry '59) and David O'Hagan Conference Room (Third Floor). Also located within are Student Records and Transcripts, Enrollment Management, Accounting, Institutional Research and Payroll.

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

**Practice Hall.** Located at 709 North Eighth Street and named for the original music building, Practice Hall houses music faculty, practice and rehearsal rooms and a small performance space.

**Robnett-Spence.** Built in 1969, Robnett-Spence houses Mail and Print Services and the Security Office on the mail level, and Document Imaging on the lower level. Named to honor a gift from Mittie Robnett Spence, class of 1904.

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

**Soccer Locker.** Purchased in 2009, this small building on Rangeline St. houses soccer locker and meeting space.

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

**Southy Building.** Built in 1986, this building houses athletic offices and the indoor fitness center. Named in recognition of a major gift from Virginia Southwell Singletary, class of 1939, a board of trustees member from 1968 until her death in 1989. The connector between Southy and Southwell is named The Gene and Fran Koepke Fitness Center. It was built in 2010 and houses a fitness center on three levels.

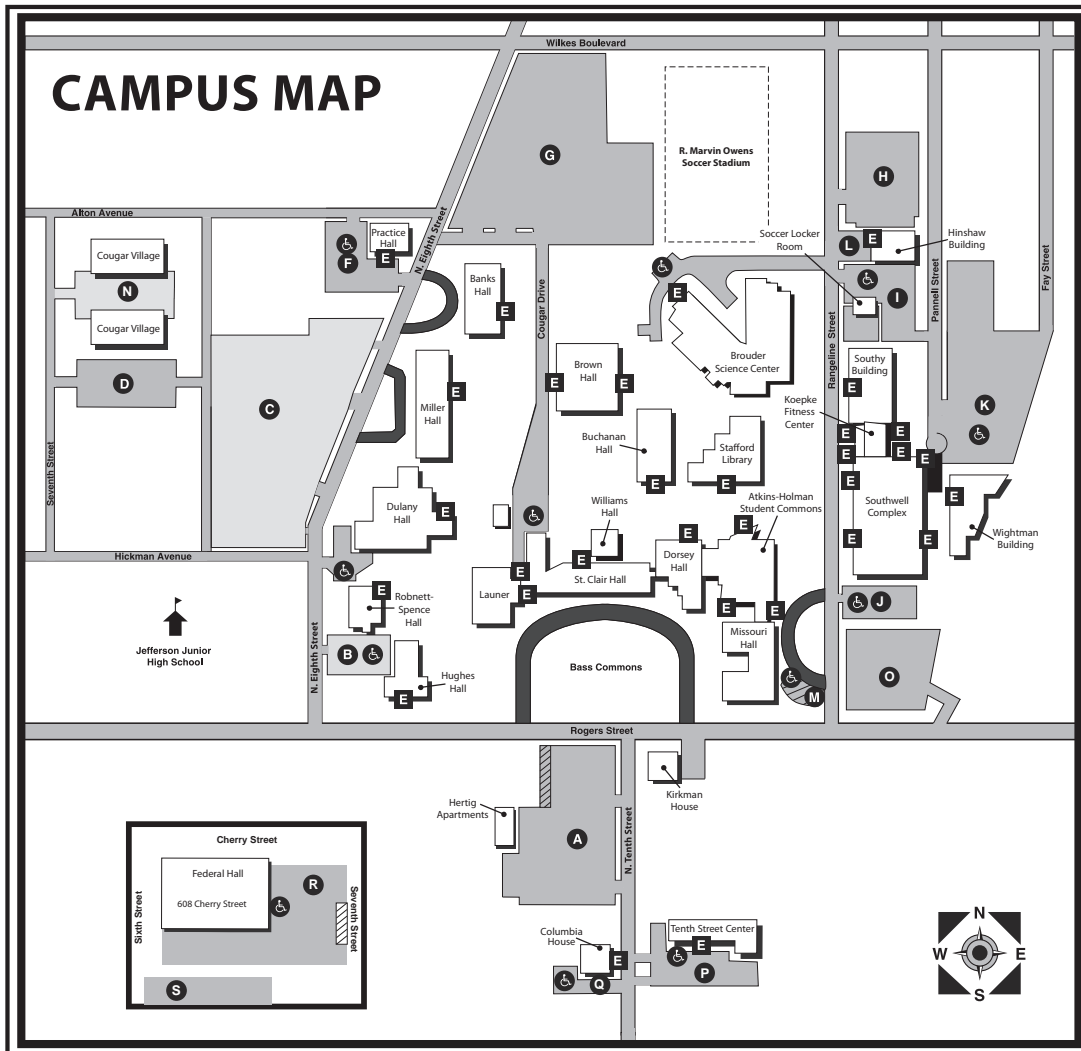
**Stafford Library.** Completed in fall of 1989, the J.W. "Stan" and Lois Stafford Library houses all library collections. The Curriculum Resource Center and one classroom are also located in this building.

**Tenth Street Center.** Located at 310 N. 10th, this building houses the offices of the Testing Center, Evaluations and Data Services.

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

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





LEGEND

- Residential parking
- Non-residential Faculty/Staff/Visitor parking
- No parking (fire lanes, etc.)
- Visitor parking
- Handicap-accessible parking
- Handicap-accessible entrance

BUILDINGS

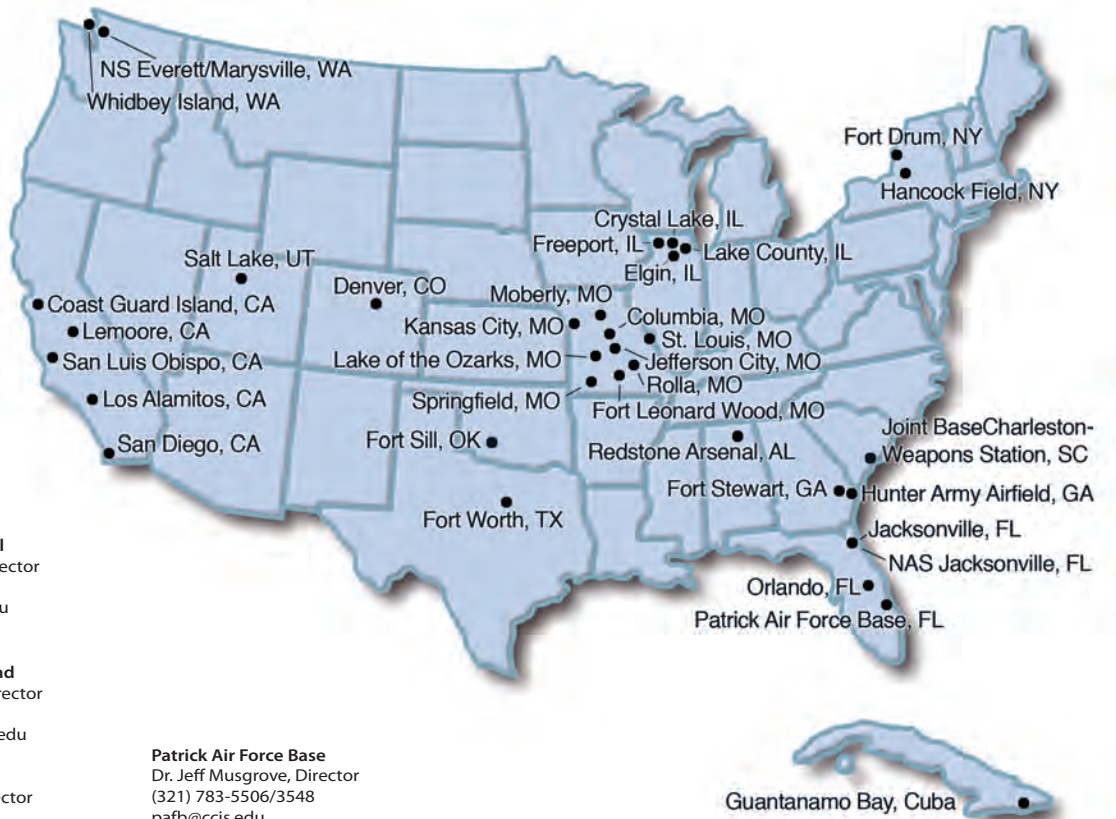
- 1 St. Clair Hall
- 2 Launer
- 3 Dorsey Hall
- 4 Missouri Hall
- 5 Hughes Hall
- 6 Robnett-Spence Hall
- 7 Dulany Hall
- 8 Miller Hall
- 9 Banks Hall
- 10 Practice Hall
- 11 Brown Hall
- 12 Buchanan Hall
- 13 Williams Hall
- 14 Stafford Library
- 15 Southy Building
- 16 Koepke Fitness Center
- 17 Southwell Complex
- 18 Wightman Building
- 19 Hinshaw Building
- 20 Atkins-Holman Student Commons
- 21 Cougar Village
- 22 Kirkman House
- 23 Tenth Street Center
- 24 Soccer Locker Room
- 25 Columbia House
- 26 Federal Hall
- 27 Hertig Apartments
- 28 Brouder Science Center

PARKING LOTS

- 10th Street
- Hughes
- Miller
- Seventh Street
- Practice Hall
- Banks
- Range Line North
- Range Line South
- Southwell
- Wightman
- Hinshaw
- Missouri Hall/Student Commons
- Cougar Village
- Boone County Lumber
- Tenth Street Center
- Columbia House
- Federal Hall
- Hulett

1001 Rogers St. • Columbia, Missouri 65216  
 (800) 231-2391 or (573) 875-8700

# Nationwide Campus Locations



**ALABAMA**

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

**CALIFORNIA**

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

**Lemoore**

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

**Los Alamitos**

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

**San Diego**

Diana Schriefer, Director  
 (866) 594-2330  
 sandiego@ccis.edu

**San Luis Obispo**

Theresa Genova, Director  
 (805) 593-0237  
 sanluisobispo@ccis.edu

**COLORADO**

**Denver**  
 Director  
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 denver@ccis.edu

**FLORIDA**

**Jacksonville**  
 Gary Hall, Director  
 (904) 338-9150  
 jacksonville@ccis.edu

**NAS Jacksonville**

Lori Henry, Director  
 (904) 778-9769  
 nasjacksonville@ccis.edu

**Orlando**

Dr. Alan Hilliard, Director  
 (407) 293-9911/9919  
 orlando@ccis.edu

**Patrick Air Force Base**  
 Dr. Jeff Musgrove, Director  
 (321) 783-5506/3548  
 pafb@ccis.edu

**GEORGIA**

**Fort Stewart**  
 Dr. Don Stumpf, Director  
 (912) 877-3406  
 ftstewart@ccis.edu

**Hunter Army Airfield**

Dana Davis, Director  
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 hunter@ccis.edu

**GUANTANAMO BAY, CUBA**

Louis Giamelle, Director  
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**ILLINOIS**

**Crystal Lake**  
 Debra Hartman, Director  
 (815) 477-5440  
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**Elgin**

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

**Freeport**

Sarah Brinkmeier, Director  
 (815) 599-3585  
 freeport@ccis.edu

**Lake County**

Lyndon Russell, Director  
 (847) 336-6333  
 lakecounty@ccis.edu

**MISSOURI**

**Columbia - Evening Campus**  
 Dr. David Humphrey, Director  
 (573) 875-7610  
 evening@ccis.edu

**Fort Leonard Wood**

Mike Siegel, Director  
 (573) 329-4050  
 ftwood@ccis.edu

**Jefferson City**

Rebecca Gordon-Bocklage,  
 Director  
 (573) 634-3250  
 jeffcity@ccis.edu

**Kansas City**

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

**Lake of the Ozarks**

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

**Moberly**

Dr. Bruce Jackson, Director  
 (660) 263-4100, ext. 11214  
 moberly@ccis.edu

**Springfield**

Kathy Gress, Director  
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**Rolla**

Dr. Greg Stratman, Director  
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**St. Louis**

Dr. Robert Steffes, Director  
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 stlouis@ccis.edu

**NEW YORK**

**Fort Drum**  
 Christopher Peck, Director  
 (315) 775-0128  
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**Hancock Field**

Dr. Scott Vinciguerra, Director  
 (315) 455-0690  
 syracuse@ccis.edu

**OKLAHOMA**

**Fort Sill**  
 Renee Rodgers, Director  
 (580) 353-7884  
 ftsill@ccis.edu

**SOUTH CAROLINA**

**Joint Base Charleston-Weapons Station**  
 Keith McIver, Director  
 (843) 764-4444  
 nwscharleston@ccis.edu

**TEXAS**

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

**UTAH**

**Salt Lake**  
 Jewly Harris, Director  
 (801) 281-6677  
 saltlake@ccis.edu

**WASHINGTON**

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

**Whidbey Island**

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

**ONLINE CAMPUS**

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

# ACADEMIC PROGRAMS

## DEGREES, MAJORS AND CERTIFICATES OFFERED

### ASSOCIATE IN ARTS

### ASSOCIATE IN GENERAL STUDIES

### ASSOCIATE IN SCIENCE in:

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

### BACHELOR OF ARTS with majors in:

American Studies

Art

Majors:

Ceramics  
 Graphic Design  
 Painting and Drawing  
 Photography  
 Printmaking

Biology

Business Administration

Majors:

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

Chemistry

Communication Studies

Criminal Justice Administration

Certificate: Crime Scene Investigation

English

History

Human Services

Philosophy

Political Science

Psychology

Public Administration

Sociology

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

Art

Majors:

Ceramics  
 Graphic Design  
 Painting and Drawing  
 Photography  
 Printmaking

### BACHELOR OF GENERAL STUDIES

### BACHELOR OF GENERAL STUDIES FOR ELEMENTARY EDUCATION CERTIFICATION

### BACHELOR OF SCIENCE with majors in:

Art

Majors:

Ceramics  
 Graphic Design  
 Painting and Drawing  
 Photography  
 Printmaking

Biology

Business Administration

Majors:

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

Computer Information Systems

Computer Science

Criminal Justice Administration

Certificate: Crime Scene Investigation

Environmental Science

Forensic Science

Certificate: Crime Scene Investigation

Human Services

Management Information Systems

Mathematics

Public Administration

### BACHELOR'S WITH DISTINCTION

(Applies to all Bachelor's degrees)

## ACADEMIC DEPARTMENTS OF THE COLLEGE

Academic instruction is offered by faculty in ten academic departments:

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

## DECLARATION OF MAJOR

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

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

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

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

The Bachelor of General Studies for Elementary Education Certification is a degree option for students pursuing Elementary Education.

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

## DOUBLE MAJOR

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

## DUAL DEGREES

A student wishing to earn a second baccalaureate degree at Columbia College must complete all the requirements for both degrees including at least **24 additional** semester hours within the last thirty-six hours in residence beyond the requirements for the first degree, for a total of 144 completed hours. A second Associate degree requires **15 additional** semester hours within the last twenty-four hours in residence beyond the requirements for the first degree, for a total of 75 completed hours. ("In residence" in this context means hours earned through Columbia College courses). Majors and minors may not be added to an already earned degree. Students earning dual degrees are required to pay two graduate fees.

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

## FOCUSED BACCALAUREATE ACADEMIC SEQUENCE

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

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



“Letter of Completion” and authorizes the Student Records and Transcript Office to enter notice of the letter in the student’s academic transcript.

## MINORS

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

Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours. The Education Certification Minors require between 21-61 semester hours depending on the individual minor. The content minors for the BGS/Elementary Certification require a minimum GPA of 2.8 with no grade lower than a C.

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

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

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

### SPECIFIC REQUIREMENTS FOR MINORS:

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

**AMERICAN SIGN LANGUAGE:** Twenty-four hours in American Sign Language to include: AMSL 101 American Sign Language I, AMSL 102 American Sign Language II, AMSL 201 American Sign Language III, AMSL 202 Deaf Culture, AMSL 301 American Sign Language IV, AMSL 302 American Sign Language V, AMSL 303 American Sign Language Grammar, AMSL 304 Linguistics of American Sign Language.

**ANTHROPOLOGY:** Eighteen hours from the following courses:

#### A. Required Courses (12 semester hours):

ANTH/GEOG 101	Introduction to Geography	3 hrs
ANTH/SOCI 112	General Anthropology	3 hrs
ANTH 212	Cultural Anthropology	3 hrs
ANTH/SOCI/PSYC 327	Qualitative Research Methods	3 hrs

#### B. Electives (6 hours from the following):

ANTH/HIST 270	Minority Cultures and Relations	3 hrs
ANTH/SOCI 319	History and Democracy in the Modern Middle East	3 hrs
ANTH/SOCI/WMST 336	Global Perspectives on Women & Development	3 hrs
ANTH/SOCI 341	Sociology and Anthropology of Religion	3 hrs
ANTH/SOCI 412	Slavery & Human Trafficking: Past & Present	3 hrs

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

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

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

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

**CHEMISTRY:** Eighteen semester hours in chemistry to include CHEM 306 (5 hrs) and 13 additional semester hours of chemistry courses at the level of 200 or above. BIOL/CHEM/ENVS 395 and CHEM 490 do not count toward the 13 semester hours.

**COMMUNICATION STUDIES:** Eighteen semester hours of Communication courses. Six hours

must be at the 300- or 400- level.

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

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

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

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

**B. Electives (6 hours):**

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

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

**CRIMINOLOGY (18 semester hours):**

Required Courses

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

**ECONOMICS:** (18 semester hours):

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

**A. Required Courses (12 hours)**

ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs

ECON 393	Intermediate Macroeconomics	3 hrs
ECON 394	Intermediate Microeconomics	3 hrs

**B. Electives (6 hours):**

COMM 334	Political Economy Film and Media	3 hrs
ECON/ENVS 310	Environmental and Resource Economics	3 hrs
ECON 320	The Economics of Healthcare	3 hrs
ECON /FINC 395	Financial Markets and Institutions	3 hrs
ECON/FINC 495	International Finance	3 hrs
ENVS/GEOG 251	Resource Mgmt	3 hrs
FINC 410	Sports Finance	3 hrs

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

**EDUCATION CERTIFICATION:** The Education Certification Minor is a specific program of study on the following areas: Art Education K-12, Elementary Education 1-6, Middle School Education 5-9, and Secondary Education 9-12.

**ELEMENTARY EDUCATION CERTIFICATION CONTENT AREA MINORS**

The following content area minors are limited to students pursuing the Bachelor of General Studies for Elementary Education Certification. Students must complete **all** minors:

**Language Arts:** COMM 110 Introduction to Speech; ENGL 112 English Composition II; EDUC 270 Literature for Children and Adolescents; EDUC 331 Teaching of Reading; EDUC 336 Creative and Language Arts in Elementary and Middle Schools; EDUC 338 Teaching Reading in the Content Area; and EDUC 380 Diagnostic and Corrective Reading

**Mathematics:** CISS 170 Introduction to Computer Information Systems or CISS 171 Introduction to Computer Information Systems for MAC users or CISS 176 Introduction to Computer Science; EDUC 358 Teaching Mathematics in the Elementary School; MATH 102 Mathematics for the Elementary School Teacher; MATH 150 College Algebra; MATH 170

Finite Mathematics or higher; MATH 155 Algebraic Reasoning for Elementary and Middle School Teachers; MATH 165 Geometric Reasoning for Elementary and Middle School Teachers.

**Science:** BIOL 110 Principles of Biology 1 or BIOL 108 Human Biology (recommended) or higher level Biology; EDUC 105 Human Health; CHEM/PHYS 108 Physical Science Survey (recommended) or higher level CHEM or PHYS course; BIOL/ENVS 115 (recommended) or higher level science course. Choose one course (3 hours) from the following: ENVS 220 or ENVS 222 or ENVS 272 or ENVS 320 or GEOL 110. Minimum of six hours (three courses) from the following: CHEM/PHYS 108L, BIOL 108L, BIOL 110L, BIOL 112L, BIOL/ENVS 115L, BIOL 223L, BIOL/ENVS 320L (or above), GEOL 110L. (Recommended: BIOL 108L, BIOL 110L, BIOL/ENVS 115L, CHEM/PHYS 108L.)

**Social Studies:** ANTH/GEOG 101 Introduction to Geography; EDUC/PSYC 230 Educational Psychology; EDUC 390 Education & Psychology of the Exceptional Child; EDUC/PSYC 391 Child Psychology; ECON 293 Macroeconomics; PSYC 101 General Psychology; ANTH/SOCI 270 Minority Cultures and Relations; and two courses chosen from the following: HIST 101 Western Civilization I; HIST 102 Western Civilization II; HIST 121 American History to 1877; HIST 122 American History Since 1877; HIST 111 World History to 1500; OR HIST 112 World History since 1500.

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

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

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

ENVS/BIOL 115 Introduction to Environmental Science	3 hrs
ENVS/BIOL 115L Introduction to Environmental Science Laboratory	2 hrs
ENVS/BIOL 320 Ecology	3 hrs
CHEM 109 Chemistry for Biological and Health-Related Sciences <u>or</u>	3 hrs
CHEM 110 Chemistry 1	3 hrs

##### **B. Electives (7 hrs)**

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

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

#### **ETHICS (Total 18 hrs):**

##### **A. Required Course (3 hrs)**

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

Electives must be selected from the following courses:

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

#### **FILM STUDIES (Total 18 hrs):**

##### **A. Required Courses (12 hrs)**

ARTS 374 Digital Filmmaking	3 hrs
COMM 224 Film History & Analysis	3 hrs
COMM/ENGL 304 Introduction to Screen Writing	3 hrs
COMM 324 Film Styles & Genres:	3 hrs

##### **B. Electives (6 hrs):**

Six hours from the following courses:

ARTS 150 Creative Photography I	3 hrs
ARTS 244 Digital Media II: Adobe Photoshop	3 hrs
COMM 214 Mass Communication in Society	3 hrs

COMM 220	Introduction to Theatre	3 hrs
COMM 334	Political Economy of Film & Media	3 hrs
COMM 344	Visual Communication and Culture	3 hrs

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

**GEOGRAPHY:** Eighteen semester hours of geography courses, of which 3 hours may be counted from GEOL 110 or ENV5/GEOG 220 or ENV5/BIOL 115.

**GRAPHIC DESIGN:** (Total 21 hours):

**A. Required Courses (15 hours)**

ARTS 140	2-Dimensional Design	3 hrs
ARTS 216	Graphic Design I	3 hrs
ARTS 217	Typography	3 hrs
ARTS 234	Digital Media I: Adobe Illustrator	3 hrs
ARTS 244	Digital Media II: Adobe Photoshop	3 hrs

**B. Electives (6 hours):**

At least two courses selected from the following:

ARTS 316	Graphic Design II	3 hrs
ARTS 317	Web Design I	3 hrs
ARTS 416	Graphic Design III	3 hrs
ARTS 417	Web Design II	3 hrs

**HISTORY:** Eighteen semester hours with the HIST field code, of which twelve hours of coursework must be at the 200-level or above; at least one course must be HIST 101, HIST 102, HIST 111 or HIST 112; at least one course must be HIST 121 or HIST 122.

**HUMAN SERVICES:**

**A. Required Courses (12 hrs)**

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

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

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

**C. Human Services Elective** 3 hrs

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

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

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

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

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

**INTERNATIONAL RELATIONS:** The minor in International Relations is designed to provide students with a multidisciplinary approach to the understanding of international affairs. The core requirements emphasize the fundamental structural features of the international system and the nature of interactions among actors (states, international organizations, non-governmental organizations, etc.) at the international level. The International Relations minor will be especially useful to students preparing for careers in public service, international organizations and international business, or preparing for graduate study in the field of International Relations or Political Science. Students preparing for this minor are strongly encouraged to take ECON 293 Macroeconomics and HIST 112 World History Since 1500.

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

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

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

Choose a minimum of two courses from this category.



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

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

### C. Electives (6 hrs)

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

ANTH/HIST 319	History and Democracy of the Modern Middle East	3 hrs
ECON/FINC 495	International Finance	3 hrs
ENGL 234	World Literature II	3 hrs
HIST 304	History of Latin America	3 hrs
HIST 312	American Diplomatic History	3 hrs
HIST 314	Modern China	3 hrs
HIST 316	Modern Japan	3 hrs
HIST 336	Twentieth Century Europe	3 hrs
HIST/PHIL 340	Philosophy of Revolution	3 hrs
MGMT 338	International Business	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MKTG 410	Global Marketing	3 hrs
PHIL/RELI 202	Introduction to Eastern Philosophies and Religions	3 hrs
POSC 326	International Law and Organization	3 hrs
POSC 360	U.S. Foreign Policy	
POSC/CJAD 370	Dynamics of Terrorism	3 hrs

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

### LEADERSHIP STUDIES: (18 Hours)

#### A. Required Courses (3-6 hours)

LEAD 200	Introduction to Leadership Concepts	3 hrs
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(Students in ROTC may substitute MSCI

1120/MSCI 2200 or ASCI 3100)		
LEAD 499	Applied Leadership Internship	3 hrs

(Students completing any major may earn credit from an internship that involves applied leadership experiences and is approved by the History and Political Science Department. In addition, earned credit from ELI, Mock Trial, Model UN, or appropriate MSCI, ASCI or NSCI experiences is acceptable)

#### B. Electives (12-15 hours)

(Student must complete at least one course from four different disciplines among the courses listed below)

CJAD 451	Management of Criminal Justice Agencies	3 hrs
COMM 303	Intercultural Communication	3 hrs
COMM 313	Interpersonal Communication	3 hrs
COMM 323	Argumentation and Debate	3 hrs
COMM 393	Organizational Communication	3 hrs
HIST 370	American Military History	3 hrs
HIST/MGMT 371	History of American Business	3 hrs
HUMS 335	Working with Groups	3 hrs
HUMS 345	Working with Communities and Organizations	3 hrs
MGMT 330	Principles of Management	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
PHIL 330	Ethics	3 hrs
POSC 332	The American Presidency	3 hrs
POSC 361	American Political Parties	3 hrs
POSC/PHIL 402	Classical Political Philosophy	3 hrs
POSC/PHIL 403	Modern Political Philosophy	3 hrs
PSYC 336	Industrial Organizational Psychology	3 hrs
PSYC/SOCI 360	Social Psychology	3 hrs
SOCI 312	Organizations and Institutions	3 hrs
SOCI 421	Class, Status, and Power	3 hrs

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

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

PHIL 210	Logic & Critical Thinking	3 hrs
POSC 340	Judicial Process	3 hrs

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

Choose a minimum of two courses from this category:

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

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

Choose a minimum of two courses from this category:

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

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

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

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

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

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

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

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

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

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

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

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

**SPANISH:** Eighteen semester hours of courses with a SPAN field code to include SPAN 101 and SPAN 102.

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

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

WMST/SOCI 210	The Sociology of Gender	3 hrs
WMST/SOCI 310	Women & Society	3 hrs
WMST/ANTH/SOCI 336	Global Perspectives on Women and Development	3 hrs

**B. Electives (9 hrs)**

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

EDUC 105	Human Health	3 hrs
COMM 380	Performance Studies	3 hrs
PSYC/SOCI 385	Human Sexuality	3 hrs
SOCI 214	Family	3 hrs
SOCI/ANTH 270	Minority Cultures and Relations	3 hrs
SOCI 421	Class, Status and Power	3 hrs
WMST/HIST 322	Women & Gender in World History	3 hrs
WMST 333	Topics: "Gender Related"	1-3 hrs
WMST/COMM 343	Gender Communication	3 hrs
WMST/HIST 373	Women and Gender in American History	3 hrs
WMST/SOCI 485	Feminist Theory & Methodology	3 hrs

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

## GENERAL EDUCATION

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

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

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

### GOALS

General education courses:

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

### AREAS OF STUDY

#### ARTS

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

#### HISTORY

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

#### HUMANITIES

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

### MATHEMATICS

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

### NATURAL SCIENCES

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

### SOCIAL AND BEHAVIORAL SCIENCES

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

### COMPUTER SCIENCE

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

### BASIC STUDIES

Basic studies courses serve the student by supplying critical thinking skills, knowledge and techniques that enhance and enrich subsequent coursework. They provide necessary preparation for success in whatever area of study the student chooses. **All basic studies courses must be completed with a grade of C or higher.**

Full-time Day Program students must:

1. complete all basic studies courses in the first 60 hours; <sup>1</sup> and
2. be continuously enrolled in an English composition or math course until ENGL 112 and MATH 150 or higher level math course have been successfully completed.

CISS 170 Introduction to Computer Information Systems **or**

CISS 171 Introduction to Computer Information Systems for MAC users **or**

CISS 176 Introduction to Computer Science

COMM 110 Introduction to Speech

ENGL 112 English Composition II

MATH 150 College Algebra **or**  
 MATH 170 Finite Mathematics **or**  
 MATH 180 Precalculus **or**  
 MATH 201 Calculus and Analytic  
 Geometry I **or** MATH 215  
 Differential Calculus  


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**12-14 hrs**

### INTRODUCTORY STUDIES

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

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

### CLASSICAL PROGRAM OF STUDY

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

#### History

HIST 101 Western Civilization I **or**  
 HIST 111 World History to 1500  
 HIST 102 Western Civilization II **or**  
 HIST 112 World History Since 1500  
 HIST 121 American History to 1877  
 HIST 122 American History Since 1877

#### Arts and Humanities

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

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

### Natural Sciences and Mathematics

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

ASTR 108 Introduction to Astronomy  
 BIOL 108 Human Biology  
 BIOL 108L Human Biology Laboratory (2)  
 BIOL 110 Principles of Biology I  
 BIOL 110L Principles of Biology I  
 Laboratory (2)  
 BIOL 115 Introduction to Environmental  
 Science  
 BIOL 115L Introduction to Environmental  
 Science Laboratory (2)  
 CHEM 108 Physical Science Survey  
 CHEM 108L Physical Science Survey  
 Laboratory (2)  
 CHEM 109 Chemistry for Biological and  
 Health-Related Sciences  
 CHEM 110 Chemistry I  
 CHEM 111L Introductory Chemistry  
 Laboratory Experience (2)  
 ENVS 115 Introduction to Environmental  
 Science  
 ENVS 115L Introduction to Environmental  
 Science Laboratory (2)  
 GEOL 110 Introduction to Physical Geology  
 GEOL 110L Introduction to Physical  
 Geology Laboratory (2)  
 MATH201 Calculus and Analytical  
 Geometry I **or**  
 MATH 215 Differential Calculus (cannot  
 meet both a Basic Studies requirement  
 and a Natural Sciences/Mathematics  
 G.E. requirement)  
 MATH250 Statistics I  
 PHYS 108 Physical Science Survey  
 PHYS 108L Physical Science Survey  
 Laboratory (2)

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

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



PHYS 111 College Physics I  
PHYS 111L Physics I Laboratory (2)

### Social and Behavioral Sciences

ANTH 101 Introduction to Geography  
ANTH 112 General Anthropology  
ANTH 270 Minority Cultures and Relations  
ECON 293 Macroeconomics  
ECON 294 Microeconomics  
GEOG 101 Introduction to Geography  
POSC 111 American National Government  
POSC 292 International Relations  
PSYC 101 General Psychology  
SOC 111 General Sociology  
SOC 112 General Anthropology  
SOC 210 The Sociology of Gender  
SOC 270 Minority Cultures and Relations  
WMST 210 The Sociology of Gender

23-26 hrs

### Ethics

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

PHIL 330 Ethics or approved  
Departmental ethics course. 3 hrs

**Total** 38-41 hrs

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

### BASIC STUDIES

Basic studies courses serve the student by supplying critical thinking skills, knowledge and techniques that enhance and enrich subsequent coursework. They provide necessary preparation for success in whatever area of study the student chooses. **All basic studies courses must be completed with a grade of C or higher.**

Full-time Day Program students must:

1. complete all basic studies courses in the first 60 hours;<sup>1</sup> and
2. be continuously enrolled in an English composition or math course until ENGL 112 and MATH 150 or higher level math course have been successfully completed.

CISS 170 Introduction to Computer Information Systems **or**  
CISS 171 Introduction to Computer Information Systems for MAC users **or**  
CISS 176 Introduction to Computer Science  
COMM 110 Introduction to Speech

ENGL 112 English Composition II  
MATH 150 College Algebra **or**  
MATH 170 Finite Mathematics **or**  
MATH 180 Precalculus **or**  
MATH 201 Calculus & Analytic Geometry I  
**or** MATH 215 Differential Calculus

12-14 hrs

### History

The student must complete six hours from the following courses:

HIST 101 Western Civilization I **or**  
HIST 111 World History to 1500  
HIST 102 Western Civilization II **or**  
HIST 112 World History Since 1500  
HIST 121 American History to 1877  
HIST 122 American History Since 1877

### Arts and Humanities

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

### Natural Sciences and Mathematics

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

ASTR 108 Introduction to Astronomy  
BIOL 108 Human Biology  
BIOL 108L Human Biology Laboratory (2)  
BIOL 110 Principles of Biology I  
BIOL 110L Principles of Biology I Laboratory (2)  
CHEM 108 Physical Science Survey  
CHEM 108L Physical Science Survey Laboratory (2)  
CHEM 110 Chemistry I  
CHEM 109 Chemistry for Biological and Health-Related Sciences  
CHEM 111L Introductory Chemistry Laboratory Experience (2)  
ENVS 115 Introduction to Environmental Science  
ENVS 115L Introduction to Environmental Science Laboratory (2)  
GEOL 110 Introduction to Physical Geology  
GEOL 110L Introduction to Physical Geology Laboratory (2)  
MATH 201 Calculus and Analytical Geometry **or** MATH 215 Differential Calculus (cannot meet

	both a Basic Studies Requirement and a Natural Sciences/ Mathematics G.E. Requirement)
MATH 250	Statistics I
PHYS 108	Physical Science Survey
PHYS 108L	Physical Science Survey Laboratory (2)
PHYS 111	College Physics I
PHYS 111L	College Physics I Laboratory (2)

### Social and Behavioral Sciences

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

#### Ethics

**23-26 hrs**

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

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

#### Total

**38-41 hrs**

### ETHICS COURSE REQUIREMENT

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

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

#### BEACON/DAYSTAR Programs

(students seeking teacher certification only):\*

EDUC 200 Law, Ethics and Education

#### Biology Majors:

ENVS/PHIL 332 Environmental Ethics

PHIL 460 Biomedical Ethics

#### Business Administration Majors:

MGMT 368 Business Ethics

#### Computer Information Systems Majors:

MGMT 368 Business Ethics

#### Criminal Justice Administration Majors:

CJAD 345 Ethics and Morality in Criminal Justice

#### English Majors:

ENGL 331 Ethical Issues on Literature

#### Environmental Science Majors:

ENVS/PHIL 332 Environmental Ethics

#### Forensic Science Majors:

CJAD 345 Ethics and Morality in Criminal Justice

#### General Studies with a Minor:

\*\* Ethics course specific to the minor

#### General Studies for Elementary Education Certification:

EDUC 200 Law Ethics & Education

#### Management Information Systems Majors:

MGMT 368 Business Ethics

Students who take an ethics course related to their major, and then decide to change their major, will be required to take PHIL 330 or a major-related ethics course for the new major.

Students pursuing a double major or a dual degree may take PHIL 330 or a major-related ethics course to one of the majors.

\* Students seeking teacher certification via the BEACON or DAYSTAR programs may use EDUC 200 to satisfy the Ethics course requirement. If a student has taken EDUC 200 and then decides to not pursue teacher certification, EDUC 200 can no longer be used to satisfy the Ethics requirement. Students will have to take PHIL 330 or an ethics course related to their major.

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

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

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

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

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

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

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

### GENERAL EDUCATION COURSES BY AREA

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

#### Anthropology (ANTH)

ANTH 101 Introduction to Geography

ANTH 112 General Anthropology

ANTH 270 Minority Cultures & Relations

#### Art (ARTS)

ARTS 105 Art Appreciation

- ARTS 111 Art and Ideas I  
ARTS 112 Art and Ideas II
- Astronomy (ASTR)**  
ASTR 108 Introduction to Astronomy
- Biology (BIOL)**  
BIOL 108 Human Biology  
BIOL 108L Human Biology Laboratory (2)  
(when taken with or following  
BIOL 108)  
BIOL 110 Principles of Biology I  
BIOL 110L Principles of Biology I  
Laboratory (2) (when taken  
with or following BIOL 110)  
BIOL 115 Introduction to Environmental  
Science  
BIOL 115L Introduction to Environmental  
Science Laboratory (2) (when  
taken with or following BIOL 115)
- Chemistry (CHEM)**  
CHEM 108 Physical Science Survey  
CHEM 108L Physical Science Survey  
Laboratory (when taken with  
or following CHEM 108)  
CHEM 109 Chemistry for Biological and  
Health-Related Sciences  
CHEM 110 Chemistry I  
CHEM 111L Introductory Chemistry  
Laboratory Experience (when  
taken with or following  
CHEM 109 or CHEM 110)
- Communication (COMM)**  
COMM 110 Introduction to Speech  
COMM 203 Understanding Human  
Communication  
COMM 224 Film History and Analysis
- Computer Information Systems (CISS)**  
CISS 170 Introduction to Computer  
Information Systems  
CISS 171 Introduction to Computer  
Information Systems  
MAC users  
CISS 176 Introduction to Computer  
Science
- Economics (ECON)**  
ECON 293 Macroeconomics  
ECON 294 Microeconomics
- English (ENGL)**  
ENGL 112 English Composition II  
ENGL 123 Introduction to Mythology  
and Folklore  
ENGL 210 Introduction to Fiction  
ENGL 211 Introduction to Poetry  
ENGL 212 Introduction to Drama  
ENGL 231 English Literature I  
ENGL 232 English Literature II
- ENGL 241 American Literature I  
ENGL 242 American Literature II  
ENGL 263 World Literature I  
ENGL 264 World Literature II
- Environmental Studies (ENVS)**  
ENVS 115 Introduction to Environmental  
Science  
ENVS 115L Introduction to Environmental  
Science Laboratory (when taken  
with or following ENVS 115)
- Geography (GEOG)**  
GEOG 101 Introduction to Geography
- Geology (GEOL)**  
GEOL 110 Introduction to Physical Geology  
GEOL 110L Introduction to Physical Geology  
Laboratory (when taken with  
or following GEOL 110)
- History (HIST)**  
HIST 101 Western Civilization I  
HIST 102 Western Civilization II  
HIST 111 World History to 1500  
HIST 112 World History Since 1500  
HIST 121 American History to 1877  
HIST 122 American History Since 1877
- Mathematics (MATH)**  
MATH 150 College Algebra  
MATH 170 Finite Mathematics  
MATH 180 Precalculus  
MATH 201 Calculus & Analytic Geometry I  
MATH 215 Differential Calculus  
MATH 250 Statistics I
- Music (MUSI)**  
MUSI 122 Music Appreciation
- Philosophy (PHIL)**  
PHIL 201 Introduction to Western  
Philosophy  
PHIL 202 Introduction to Eastern  
Philosophies & Religions  
PHIL 210 Logic and Critical Thinking
- Physics (PHYS)**  
PHYS 108 Physical Science Survey  
PHYS 108L Physical Science Survey  
Laboratory (when taken prior  
to or with PHYS 108)  
PHYS 111 College Physics I  
PHYS 111L Physics I Laboratory (when  
taken with or following PHYS 111)
- Political Science (POSC)**  
POSC 111 American National Government  
POSC 292 International Relations
- Psychology (PSYC)**  
PSYC 101 General Psychology

**Religious Studies (RELI)**

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

**Sociology (SOC)**

SOCI 111	General Sociology
SOCI 112	General Anthropology
SOCI 210	The Sociology of Gender
SOCI 270	Minority Cultures and Relations

**Women's Studies (WMST)**

WMST 210	The Sociology of Gender
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**MULTICULTURAL REQUIREMENT**

Every student who graduates from Columbia College must meet the Multicultural requirement. Students who participate in a study abroad experience or who have lived for at least six continuous months in a single country other than the United States do not require coursework to meet this requirement. Official school transcripts from a foreign country or military orders can be used to document residence outside of the United States. Students who seek the multicultural course waiver for any reason and who do not have official international transcripts must submit a course/waiver substitution form and supporting documents to the Evaluations Department. All other students must complete a course which explores other cultures or cultivates an appreciation of cultural diversity. Cultural studies courses and courses listed below satisfy the requirement.

ANTH/GEOG 101	Introduction to Geography
ANTH/SOCI 112	General Anthropology
ANTH 212	Cultural Anthropology
ANTH/SOCI 270	Minority Cultures and Relations
ANTH/HIST 319	History and of the Modern . Middle East
ANTH/SOCI/WMST 336	Global Perspectives on Women and Development
ANTH/SOCI 412	Slavery & Human Trafficking
ARTS 111	Art and Ideas I
BIOL/ENVS 115	Introduction to Environmental Science
BIOL/GEOG 251	Resource Management
CISS 390	Global Information Systems Management
COMM 224	Film History and Analysis
COMM 303	Intercultural Communication
CJAD 320	Cultural Diversity in Criminal Justice
ECON 293	Macroeconomics
ECON/FINC 495	International Finance
ENGL 123	Introduction to Mythology and

Folklore	
ENGL 263	World Literature I
ENGL 264	World Literature II
ENGL 450	Minority and Ethnic Literature of the U.S.
ENVS/BIOL 115	Introduction to Environmental Science
FINC/ECON 495	International Finance
GEOG/ANTH 101	Introduction to Geography
HIST 111	World History to 1500
HIST 112	World History Since 1500
HIST 304	History of Latin America
HIST 314	Modern China
HIST 316	Modern Japan
HIST/ANTH 319	History and Democracy of the Modern Middle East
HIST 372	American Indian History
HIST 391	Imperial Russia
MGMT 338	International Business
MGMT 339	Cross-Cultural Management
MKTG 410	Global Marketing
MATH 330	History of Mathematics
PHIL/RELI 202	Introduction to Eastern Philosophies and Religions
POSC 292	International Relations
POSC 317	Politics of Russia and Eurasia
POSC 321	Politics of Developing Nations
POSC 331	European Politics
POSC 353	Asian Politics
RELI 101	Religion and Human Experience
RELI 201	Religious Classic Texts
RELI/PHIL 202	Introduction to Eastern Philosophies and Religions
SOCI 111	General Sociology
SOCI/ANTH 112	General Anthropology
SOCI/ANTH 270	Minority Cultures and Relations
SOCI/WMST/ANTH 336	Global Perspectives on Women and Development
SOCI/ANTH 412	Slavery and Human Trafficking

**FOREIGN LANGUAGE REQUIREMENT**

Day students seeking a Bachelor of Arts degree must complete successfully six semester hours of a single foreign language. AHE (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of a single



foreign language or six semester hours of Culture and Society coursework. A student may also satisfy this requirement as follows:

- By receiving a letter grade of C or higher in eight semesters of a high school foreign language (four semesters with a grade of C or higher will fulfill the first course in the language sequence.); **or**
- SAT II: Subject Test Foreign Language:
  - Test date before May 1995: a score of at least 550;
  - Test date May 1995 or later: a score of at least 590; **or**
- Advanced Placement Exam in a foreign language: three hours of foreign language 101 credit with a score of 3; six hours of foreign language 101 and 102 credit with a score of four or higher; **or**
- A CLEP score equal to or greater than the credit-granting language level 1 score as recommended by the American Council on Education; **or**
- Graduation from a high school where the native language is not English and a minimum TOEFL score of 500 (paper-based) or 173 (computer-based) or 61 (internet-based) or minimum IELTS exam of 6; **or**
- By completing six semester hours of American Sign Language at an accredited institution of higher education from which Columbia College accepts credit; **or**
- By completing the equivalent language courses via the Defense Language Institute per the American Council on Education recommendations; **or**
- By completing the equivalent language courses at an institution of higher education from which Columbia College accepts credit; **or**
- By completing the equivalent language courses non-traditionally via a program from which Columbia College accepts credit.

## ENGLISH COMPOSITION REQUIREMENT

Students must fulfill requirements for ENGL 112 by the time they have completed 60 semester hours of course work with Columbia College. **Full-time day students** must enroll in the appropriate English course (ENGL 107, 111 or 112) each semester until they have completed the requirement with grades of C or better.

Entering full-time students with no transfer credit in English will be placed in the appropriate composition course according to their ACT English Subtest Scores or equivalent SAT Scores.

<u>ACT English Score</u>	<u>Placement Level</u>
1 - 17	ENGL 107 Developmental English Composition
18 - 29	ENGL 111 English Composition I
30 - 36	ENGL 112 English Composition II

### SAT Writing Score

200 - 440	ENGL 107 Developmental English Composition
450 - 660	ENGL 111 English Composition I
670 - 800	ENGL 112 English Composition II

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

## CISS 170/CISS 171/CISS 176 REQUIREMENT

Students who believe that prior experience or education has provided them with a body of knowledge equivalent to that obtained from CISS 170 Introduction to Computer Information Systems or CISS 171 Introduction to Computer Information Systems for MAC users or CISS 176 Introduction to Computer Science are encouraged to take the CLEP Information Systems and Computer Applications examination.

# PERSONAL CURRICULUM GUIDE

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

## GENERAL EDUCATION

COURSES	DATE COMPLETED OR EXEMPTED	GRADE EARNED	SEMESTER HOURS EARNED	UPPER LEVEL
<b>BASIC STUDIES (12-14 SEMESTER HOURS) (MUST BE COMPLETED WITH A GRADE OF C OR HIGHER)</b>				
CISS 170/171/176			3	
COMM 110			3	
ENGL 112			3	
MATH 150, 170, 180, 201 or 215			3	
<b>HISTORY (6 SEMESTER HOURS)</b>				
			3	
<b>ARTS AND HUMANITIES (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>NATURAL SCIENCES AND MATHEMATICS (Two Science courses or one Science and one Mathematics)</b>				
			2-3	
			2-3	
<b>SOCIAL AND BEHAVIORAL SCIENCES (6 SEMESTER HOURS)</b>				
			3	
			3	
<b>ETHICS (3 SEMESTER HOURS)</b>				
			3	
			3	
<b>FOREIGN LANGUAGE (6 SEMESTER HOURS)</b>				
			3	
<b>MULTICULTURAL REQUIREMENT (3 SEMESTER HOURS)</b>				
			3	

(Continued on next page)



# BACCALAUREATE DEGREES

## BACCALAUREATE DEGREES

### BACCALAUREATE DEGREE REQUIREMENTS

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

1. completed successfully at least 120 semester hours with at least 39 semester hours in 300- and 400-level courses;
2. completed successfully at least 38 semester hours of general education courses, to include an Ethics course, distributed as indicated in the previous section;
3. completed successfully required semester hours for a major in the degree program selected. No fewer than 12 semester hours may be earned in the major at Columbia College including at least 6 semester hours of 300- and 400-level course work;
4. earned at least one-half of the credit toward the baccalaureate degree from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College;
5. completed successfully at least 3 semester hours of Multicultural coursework;
6. attained a minimum cumulative grade-point average of 2.0;
7. fulfilled the residency requirement – at least 24 of the last 36 semester hours taken with Columbia College. (In the case of special programs and/or agreements such as the one with Service-member's Opportunity College, this requirement may be modified to meet the constraints of such programs. However, special arrangements and/or programs must be approved by the Executive Vice President and Dean for Academic Affairs. Waivers for individual students may be granted by following institutional procedures for petition and waiver);
8. fulfilled all requirements for a culminating experience specified for the major;
9. satisfied all financial obligations; and
10. applied for graduation via eServices the semester before expected date of graduation;
11. if seeking a Bachelor of Arts degree, completed successfully six semester hours of a single foreign language. AHE (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of Culture

and Society sequence. See page 32 for additional information regarding this requirement.

12. all core courses in each major resulting in a Bachelor of Arts (B.A.), Bachelor of Science (B.S.) or Bachelor of Fine Arts (B.F.A.) degree require completion with a grade of C or higher.

## AMERICAN STUDIES

**Department:** History and Political Science

**Chairperson:** Brian Kessel, Ph.D.

**Full-Time Faculty:** Daniel Campbell, Ph.D.  
Tonia Compton, Ph.D.  
Yngve Digernes, Ph.D.  
Brian Kessel, Ph.D.  
Brad Lookingbill, Ph.D.  
Aurelien Mauxion, Ph.D.  
Aho Tabatabai, Ph.D.

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

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

**Culminating Experience Course:**  
AMST 490 American Studies Seminar

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

Majors develop critical thinking skills that allow them not only to pursue rewarding careers but also to act as responsible citizens of the 21st Century. By fostering a diverse and dynamic academic journey that reaches across disciplinary boundaries into a wide range of perspectives on the American experience,

the Program encourages its students to develop intellectual resources that will sustain them in a wide variety of careers and avocations. Students may continue their study through graduate work in American Studies or pursue careers in law, business, teaching and museum fields. An American Studies degree is particularly appropriate for students planning careers in law, communication, government, social work and journalism.

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

### Course Rotation Schedule

#### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
AMST 490	AMST	AMST 490	ECON 293	
ECON 293	/POSC 280	ECON 293	ENGL 242	
ENGL 241	AMST 490	ENGL 242	HIST 121	
HIST 121	ECON 293	HIST 121	HIST 122	
HIST 122	ENGL 241	HIST 122	POSC 111	
POSC 111	HIST 121	POSC 111	POSC 215	
SOCI/ ANTH 270	HIST 122 POSC 111 SOCI	SOCI/ ANTH 270	SOCI /ANTH 270	

#### Electives:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ARTS 406	HIST 321	HIST 342	AMST/ SOCI 375	COMM 214 ENGL 450
HIST 312	HIST 370	HIST 350	HIST/ HIST/	ENVS/ POSC 312
HIST 372	HIST 374	HIST/ MGMT 371	WMST 373	POSC 312
POSC 350	MGMT/PADM/ POSC 311	MGMT 371	MUSI 323	ENVS/ HIST 352
POSC 361	POSC 440	PADM 315	POSC 340	HIST 318
SOCI/ WMST 310	POSC 230 SOCI /WMST 310	POSC 332 POSC 340 POSC 360 SOCI 216 SOCI/ HUMS 365	SOCI/ HUMS 365	HIST 318 HIST 348 HIST 362 POSC 330 SOCI 401

## BACHELOR OF ARTS IN AMERICAN STUDIES

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

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

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

### C. Multicultural Requirement 3 sem. hrs

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

### D. Core Requirements 30 sem. hrs

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

AMST/POSC 280	American Political and Social Thought	3 hrs
AMST 490	American Studies Senior Seminar	3 hrs
*ECON 293	Macroeconomics	3 hrs
ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
POSC 111	American National Government	3 hrs
POSC 215	State and Local Government	3 hrs
*SOCI/ANTH 270	Minority Cultures and Relations	3 hrs

### E. Electives 24 sem. hrs

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

At least two elective courses must be completed in each of the following clusters:

#### AMERICAN HISTORY CLUSTER

ENVS/HIST 352	American Environmental History	3 hrs
HIST 312	Twentieth Century American Diplomatic History	3 hrs
HIST 318	The U.S. and the Vietnam War	3 hrs
HIST 321	History of Modern U.S.	3 hrs
HIST 342	American Civil War	3 hrs
HIST 348	World War II	3 hrs
HIST 350	American Revolution	3 hrs
HIST 362	History of the American West	3 hrs
HIST 370	American Military History	3 hrs
HIST/MGMT 371	History of American Business	3 hrs

*HIST 372	American Indian History	3 hrs
HIST/WMST 373	Women and Gender in American History	3 hrs

HIST 374 African American History 3 hrs

**AMERICAN GOVERNMENT CLUSTER:**

ENVS/POSC 312 Environmental Politics 3 hrs

MGMT/PADM/POSC 311 Public Administration and Policy 3 hrs

PADM/POSC 315 American Public Policy 3 hrs

POSC 330 Media and Politics 3 hrs

POSC 332 The American Presidency 3 hrs

POSC 340 Judicial Process 3 hrs

POSC 350 Legislative Process 3 hrs

POSC 360 U.S. Foreign Policy 3 hrs

POSC 361 American Political Parties 3 hrs

POSC 440 Constitutional Law 3 hrs

**AMERICAN CULTURE CLUSTER:**

AMST/SOCI 375 American Social Movements 3 hrs

ARTS 406 American Art History 3 hrs

COMM 214 Mass Communication in Society 3 hrs

ENGL 450 Minority and Ethnic Literature of the United States 3 hrs

HUMS/SOCI 365 American Social Policy 3 hrs

MUSI 323 Music of the United States 3 hrs

SOCI 216 American Social Problems 3 hrs

SOCI 230 Sociology of Sports 3 hrs

SOCI/WMST 310 Women in Society 3 hrs

SOCI 401 The American Community 3 hrs

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

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

**120 sem. hrs**

## ART

**Department:** Art

**Chairperson:** Michael Sleadd

**Full-Time Faculty:** Bo Bedilion  
Naomi Lear  
Scott McMahon  
Michael Sleadd

**Degrees:** Bachelor of Arts in Art  
Bachelor of Science in Art  
Bachelor of Fine Arts in Art

**Major Areas:** Ceramics  
Graphic Design  
Painting and Drawing  
Photography

## Printmaking

**Minors:**

Art History

Film Studies

Graphic Design

Jewelry

Photography

Studio Art

**Culminating Experience Course:**

**ARTS 496 Senior Portfolio**

The Art Department offers training in fine arts, graphic design, illustration, computer graphics and art history. Instruction is personalized and designed to help students develop skills and knowledge in a liberal arts context while preparing for the complex and evolving world of art.

Graduates prepare for careers in museums, teaching, advertising, public relations, mural painting and freelancing, as well as for graduate school.

Students have the opportunity to specialize within a broad spectrum of preprofessional disciplines such as painting and drawing, ceramics, photography, printmaking, and graphic design. Students electing a major in one of these specialties must complete a minimum of 24 semester hours in related courses.

### Course Rotation Schedule

**Core Requirements:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ARTS 111	ARTS 111	ARTS 112	ARTS 112	ARTS 306 (F15)
ARTS 120	ARTS 120	ARTS 120	ARTS 120	ARTS 308
ARTS 130	ARTS 130	ARTS 130	ARTS 312	ARTS 310 (F16)
ARTS 140	ARTS 140	ARTS 140	ARTS 140	ARTS 312 (F13)
ARTS 141	ARTS 141	ARTS 141	ARTS 141	ARTS 406 (F14)
ARTS 222	ARTS 222	ARTS 222	ARTS 222	
ARTS 232	ARTS 232	ARTS 232	ARTS 232	
ARTS 271	ARTS 271	ARTS 271	ARTS 271	
ARTS 292	ARTS 292	ARTS 292	ARTS 292	
ARTS 496	ARTS 496	ARTS 403	ARTS 314	
		ARTS 496	ARTS 496	

**Electives:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ARTS 150	ARTS 150	ARTS 152	ARTS 152	ARTS 301
ARTS 211	ARTS 211	ARTS 215	ARTS 215	
ARTS 215	ARTS 215	ARTS 217	ARTS 217	
ARTS 216	ARTS 216	ARTS 244	ARTS 244	
ARTS 234	ARTS 234	ARTS 252	ARTS 252	
ARTS 252	ARTS 252	ARTS 262	ARTS 262	
ARTS 262	ARTS 262	ARTS 300	ARTS 300	
ARTS 300	ARTS 300	ARTS 302	ARTS 302	
ARTS 307	ARTS 307	ARTS 317	ARTS 317	
ARTS 311	ARTS 311	ARTS 323	ARTS 323	
ARTS 316	ARTS 316	ARTS 334	ARTS 334	
ARTS 323	ARTS 323	ARTS 353	ARTS 353	
ARTS 334	ARTS 334	ARTS 364	ARTS 364	

*continued on next page*



Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ARTS 353	ARTS 353	ARTS 364	ARTS 366	
ARTS 364	ARTS 364	ARTS 366	ARTS 373	
ARTS 366	ARTS 366	ARTS 373	ARTS 375	
ARTS 373	ARTS 373	ARTS 375	ARTS 394	
ARTS 374	ARTS 374	ARTS 394	ARTS 396	
ARTS 375	ARTS 375	ARTS 396	ARTS 400	
ARTS 394	ARTS 394	ARTS 400	ARTS 425	
ARTS 396	ARTS 396	ARTS 425	ARTS 435	
ARTS 400	ARTS 400	ARTS 435	ARTS 436	
ARTS 411	ARTS 411	ARTS 436	ARTS 454	
ARTS 416	ARTS 417	ARTS 454	ARTS 465	
ARTS 417	ARTS 416	ARTS 465	ARTS 466	
ARTS 425	ARTS 425	ARTS 466	ARTS 476	
ARTS 435	ARTS 435	ARTS 476	ARTS 498	
ARTS 436	ARTS 436	ARTS 498		
ARTS 454	ARTS 454			
ARTS 465	ARTS 465			
ARTS 466	ARTS 466			
ARTS 476	ARTS 466			
ARTS 486	ARTS 476			
ARTS 498	ARTS 486			
	ARTS 498			

## I. BACHELOR OF ARTS IN ART

Candidates for the Bachelor of Arts in Art complete 38-41 semester hours of general education requirements, including PHIL 330 Ethics; and three hours of a Multicultural requirement (courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk); and six hours of a foreign language requirement, in addition to the following specific requirements:

1. A minimum of 48 semester hours in art.
2. Core requirements: 33 of the 48 semester hours in the following specific courses: (All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)

* ARTS 111	Art and Ideas I	3 hrs
ARTS 112	Art and Ideas II	3 hrs
ARTS 120	Drawing I	3 hrs
ARTS 130	Painting I	3 hrs
ARTS 140	2-Dimensional Design	3 hrs
ARTS 141	3-Dimensional Design	3 hrs
ARTS 222	Drawing II	3 hrs
ARTS 232	Painting II	3 hrs

(not required for students majoring in Graphic Design)

ARTS 496	Senior Portfolio	3 hrs
ARTS	Art History Courses	6 hrs

(Courses must be upper-level if majoring in Graphic Design)

3. Twelve semester hours in elective art courses, at least 6 of which must be upper-level.
4. Selection of one of the following courses: ARTS 271 Ceramics I or ARTS 292 Jewelry I.

5. Completion of a final evaluation by satisfactorily passing ARTS 496 Senior Portfolio, a course designed to assess the outcomes of the major.

## II. BACHELOR OF SCIENCE IN ART

Candidates for the Bachelor of Science in Art complete 38-41 semester hours of general education requirements, including PHIL 330 Ethics; and three hours of a Multicultural requirement (courses that meet this requirement can be found on page 16. Courses from this list are noted in the major requirements below with an asterisk), in addition to the following specific requirements:

1. A minimum of 60 semester hours in art.
2. Core requirements: 33 of the 60 semester hours in the following specific courses: (All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)

* ARTS 111	Art and Ideas I	3 hrs
ARTS 112	Art and Ideas II	3 hrs
ARTS 120	Drawing I	3 hrs
ARTS 130	Painting I	3 hrs
ARTS 140	2-Dimensional Design	3 hrs
ARTS 141	3-Dimensional Design	3 hrs
ARTS 222	Drawing II	3 hrs
ARTS 232	Painting II	3 hrs

(not required for students majoring in Graphic Design)

ARTS 496	Senior Portfolio	3 hrs
ARTS	Art History Courses	6 hrs

(Courses must be upper-level if majoring in Graphic Design)

3. Select one of the following courses: ARTS 271 Ceramics I or ARTS 292 Jewelry I.
4. 24 semester hours in elective art courses, at least 15 of which must be upper-level.
5. Completion of a final evaluation by satisfactorily passing ARTS 496: Senior Portfolio, a course designed to assess the outcomes of the major.

## III. BACHELOR OF FINE ARTS

Candidates for the Bachelor of Fine Arts in Art complete the general education requirements for all baccalaureate degrees including PHIL 330 Ethics, three hours of a Multicultural requirement (courses that meet this requirement can be found on page 16. Courses from this list are noted in the major requirements below with an asterisk) in addition to the following specific requirements:

1. Declaration of intention to the art faculty during the first semester of the junior year (requirement also applies to transfer students) and faculty review of the candidate's portfolio.
2. Completion of at least 75 semester hours in art, 21 semester hours of which must be upper-level credit.

3. Review of semester's work during junior year and first semester of senior year. Seniors\* who apply for the BFA program must have their work reviewed the senior year.
4. Core requirements: 36 of the 75 semester hours in the following specific courses: (All courses must be completed with a grade of C or higher). (Courses in the major cannot be taken as Pass/Fail.)
 

* ARTS 111	Art and Ideas I	3 hrs
ARTS 112	Art and Ideas II	3 hrs
ARTS 120	Drawing I	3 hrs
ARTS 130	Painting I	3 hrs
ARTS 140	2-Dimensional Design	3 hrs
ARTS 141	3-Dimensional Design	3 hrs
ARTS 222	Drawing II	3 hrs
ARTS 232	Painting II	3 hrs

(not required for students majoring in Graphic Design)

ARTS 496	Senior Portfolio	3 hrs
ARTS	Art History Courses	9 hrs

(Courses must be upper-level if majoring in Graphic Design)
5. Selection of one of the following courses: ARTS 271 Ceramics I or ARTS 292 Jewelry I.
6. Twenty-four of the 75 required semester hours will be within the candidate's major.
7. Twelve of the 75 hours will be outside the major. Six of the 12 must be 300-level or above. These hours can be selected from any studio area and will be designated as a "studio focus".
8. Maintenance of a grade-point average of at least 3.25 in art courses, both studio and lecture.
9. Design and exhibit a representative and significant quantity of work for faculty critique, and formulate a statement of position and philosophy of their works.

\*Seniors who wish to enter the BFA program are required to attend one or more additional semesters beyond completion of the senior year.

## MAJOR REQUIREMENTS

Students who elect to earn a major in one of the approved areas must complete the specific courses listed under each area. All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/Fail with the exception of ARTS 499 Internship. Students must take 12 hours of their major coursework at Columbia College; 9 hours of which must be upper level.

### Ceramics Major 24 hours

ARTS 271	Ceramics I	3 hrs
ARTS 300	Special Problems	6 hrs
ARTS 373	Ceramics II	3 hrs
ARTS 375	Ceramics III	3 hrs
ARTS 400	Special Problems II	6 hrs
ARTS 476	Ceramics IV	3 hrs

### Graphic Design Major 30 hours

Required Courses		27 hours
ARTS 152	Digital Photography	3 hrs
ARTS 216	Graphic Design I	3 hrs
ARTS 217	Typography	3 hrs
ARTS 234	Digital Media I: Adobe Illustrator	3 hrs
ARTS 244	Digital Media II: Adobe Photoshop	3 hrs
ARTS 302	Illustration	3 hrs
ARTS 316	Graphic Design II	3 hrs
ARTS 317	Web Design I	3 hrs
ARTS 499	Art/Design Internship	3 hrs

Electives: Choose one course from the following:

ARTS 307	Flash Animation	3 hrs
ARTS 374	Digital Filmmaking	3 hrs
ARTS 416	Graphic Design III	3 hrs
ARTS 417	Web Design II	3 hrs

### Painting and Drawing Major 24 hours

ARTS 211	Watercolor I	3 hrs
ARTS 262	Printmaking I	3 hrs
ARTS 300	Special Problems	3 hrs
ARTS 311	Watercolor II	3 hrs
ARTS 323	Drawing III	3 hrs
ARTS 334	Painting III	3 hrs
ARTS 425	Drawing IV	3 hrs
ARTS 436	Painting IV	3 hrs

### Photography Major 24 hours

ARTS 150	Creative Photography I	3 hrs
ARTS 244	Digital Media II: Adobe Photoshop	3 hrs
ARTS 252	Creative Photography II	3 hrs
ARTS 300	Special Problems	3 hrs
ARTS 353	Creative Photography III	3 hrs
ARTS 374	Digital Filmmaking	3 hrs



ARTS 400	Special Problems II	3 hrs
ARTS 454	Creative Photography VI	3 hrs

**Printmaking Major 24 hours**

ARTS 150	Creative Photography I	3 hrs
ARTS 244	Digital Media II: Adobe Photoshop	3 hrs
ARTS 262	Printmaking I	3 hrs
ARTS 364	Printmaking II	3 hrs
ARTS 366	Printmaking III	3 hrs
ARTS 400	Special Problems II	3 hrs
ARTS 425	Drawing IV	3 hrs
ARTS 435	Printmaking IV	3 hrs

## BIOLOGY

**Department:** Physical and Biological Sciences

**Chairperson:** Frank Somer, Ph.D.

**Full-Time Faculty:** Christopher Babayco, Ph.D.  
Julie Estabrooks, Ph.D.  
Alan James, Ph.D.  
Nathan Means, Ph.D.  
Rie Sasaki, Ph.D.  
Frank Somer, Ph.D.  
Kent Strodtman, Ph.D.  
Peggy Wright, Ph.D.

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

**Majors:** Biology  
Chemistry  
Environmental Science

**Minors:** Biology  
Chemistry  
Environmental Science

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

The opportunities for students trained in biology have grown dramatically as there is an increasing demand for those who are educated in natural sciences. Through training in biology students learn to apply scientific methods, test hypotheses and develop laboratory skills. Critical thinking to evaluate scientific results through statistical analyses, scientific writing and oral presentation are basic skills developed by students who are biology majors.

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

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

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

### Course Rotation Schedule

#### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 110	BIOL 110	BIOL 110	BIOL 110	
BIOL 110L	BIOL 110L	BIOL 110L	BIOL 110L	
BIOL112	BIOL112	BIOL112	BIOL112	
BIOL 112L	BIOL 112L	BIOL 112L	BIOL 112L	
BIOL 290	BIOL 290	BIOL/PSYC/	BIOL/PSYC/	
BIOL 290L	BIOL 290L	SOCI 324	SOCI 324	
BIOL/PSYC/	BIOL/PSYC/	BIOL 342	BIOL 342	
SOCI 324	SOCI 324	BIOL 342L	BIOL 342L	
BIOL/CHEM/	BIOL/CHEM/	BIOL/CHEM/	BIOL/CHEM/	
ENVS 395	ENVS 395	ENVS 395	ENVS 395	
BIOL/	BIOL/	BIOL/	BIOL/	
CHEM 420	CHEM 420	ENVS 490	ENVS 490	
BIOL/	BIOL/	CHEM 109	CHEM 109	
CHEM 420L	CHEM 420L	CHEM 110	CHEM 110	
BIOL/	BIOL/	CHEM 111L	CHEM 111L	
ENVS 490	ENVS 490	CHEM 112	CHEM 112	
CHEM 109	CHEM 109	CHEM 112L	CHEM 112L	
CHEM 110	CHEM 110			
CHEM 111L	CHEM 111L			
CHEM 112	CHEM 112			
CHEM 112L	CHEM 112L			
CHEM 310	CHEM 310			

**Electives:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL/ ENVS 115	BIOL/ ENVS 115	BIOL/ ENVS 115	BIOL/ ENVS 115	BIOL 330
BIOL/ ENVS 115L	BIOL/ ENVS 115L	BIOL/ ENVS 115L	BIOL/ ENVS 115L	
BIOL 223	BIOL 223	BIOL 221	BIOL 221	
BIOL 223L	BIOL 223L	BIOL 221L	BIOL 221L	
BIOL 312	BIOL/ ENVS 222	BIOL/ ENVS 320	BIOL 326	
BIOL 312L			BIOL 326L	
BIOL 343	BIOL/ ENVS 300	BIOL/ ENVS 320L	BIOL/ PSYC 372	
BIOL 380	BIOL 312	BIOL 326	BIOL/ CHEM 415	
BIOL 410	BIOL 312L	BIOL 326L		
BIOL 410L	BIOL 353	BIOL/ PSYC 371		
BIOL/ PSYC 472	BIOL 410	BIOL/ CHEM 422		
	BIOL 410L			

CHEM 112L Chemistry II Laboratory 2 hrs

**E. Biology Electives 21 sem. hrs**

(All courses must be completed with a grade of C or higher.) Twenty-one semester hours of courses with a BIOL prefix and above the 110-level. Nine of these hours must be in upper-level courses. A maximum of three of those hours may be obtained from internships (BIOL 399/499).

**F. Electives 12-20 sem. hrs****120 sem. hrs**

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

**BACHELOR OF ARTS IN BIOLOGY****A. General Education Requirements 38-41 sem. hrs****Ethics Course Requirement 3 hrs**

ENVS/PHIL 332 Environmental Ethics

or PHIL 460 Biomedical Ethicsor PHIL 330 Ethics**B. Foreign Language Requirement 6 sem. hrs****C. Multicultural Requirement 3 sem. hrs**

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

**D. Core Requirements 32-37 sem. hrs**

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

BIOL 110 Principles of Biology I 3 hrs

BIOL 110L Principles of Biology I Laboratory 2 hrs

BIOL 112 Principles of Biology II 3 hrs

BIOL 112L Principles of Biology II Laboratory 2 hrs

BIOL 290 Principles of Cell Biology 3 hrs

BIOL 290L Principles of Cell Biology Laboratory 2 hrs

BIOL/PSYC/SOCI 324 Statistics for the Behavioral and Natural Sciences 3 hrs

BIOL 342 Genetics 3 hrs

BIOL 342L Genetics Laboratory 2 hrs

BIOL 395 Research Design in the Sciences 3 hrs

BIOL 490 Senior Seminar 1 hr

CHEM 109 Chemistry for Biological and Health-Related Sciences **and** 3 hrsCHEM 111L Introductory Chemistry Laboratory Experience **or** 2 hrsCHEM 110 Chemistry I **and** 3 hrsCHEM 111L Introductory Chemistry Laboratory Experience **and** 2 hrsCHEM 112 Chemistry II **and** 3 hrs**BACHELOR OF SCIENCE IN BIOLOGY****A. General Education Requirements 38-41 sem. hrs****Ethics Course Requirement 3 hrs**

ENVS/PHIL 332 Environmental Ethics

or PHIL 460 Biomedical Ethicsor PHIL 330 Ethics**B. Multicultural Requirement 3 hrs**

Courses that meet this requirement can be found on page 16.

**C. Core Requirements 45 sem. hrs**

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

BIOL 110 Principles of Biology I 3 hrs

BIOL 110L Principles of Biology I Laboratory 2 hrs

BIOL 112 Principles of Biology II 3 hrs

BIOL 112L Principles of Biology II Laboratory 2 hrs

BIOL 290 Principles of Cell Biology 3 hrs

BIOL 290L Principles of Cell Biology Laboratory 2 hrs

BIOL/PSYC/SOCI 324 Statistics for the Behavioral and Natural Sciences 3 hrs

BIOL 342 Genetics 3 hrs

BIOL 342L Genetics Laboratory 2 hrs

BIOL 395 Research Design in the Sciences 3 hrs

BIOL 420 Biochemistry I 3 hrs

BIOL 420L Biochemistry Laboratory 2 hrs

BIOL 490 Senior Seminar 1 hr

CHEM 110 Chemistry I 3 hrs

CHEM 111L Introductory Chemistry Laboratory Experience 2 hrs

CHEM 112 Chemistry II 3 hrs

CHEM 112L Chemistry II Laboratory 2 hrs

CHEM 310 Organic Chemistry I 3 hrs

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

(All courses must be completed with a grade of C or higher.) Twenty-one semester hours of courses with a BIOL prefix and above the 110-level. Nine of these hours must be in upper-level courses. A maximum of three of these hours may be obtained from internships (BIOL 399/499).

**E. Electives 10-13 sem. hrs**  
**120 sem. hrs**

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

**BUSINESS ADMINISTRATION****Department: Business Administration****Chairpersons: Sally Wells, C.F.P.**

**Full-Time Faculty: Kenneth Akers**  
**Timothy Ireland, Ph.D.**  
**Angela Kinworthy**  
**Ken Middleton, Ph.D.**  
**David Ruggeri, Ph.D.**  
**Tom Stauder, C.P.A.**  
**Diane Suhler, Ph.D.**  
**Joann Wayman, Ph.D.**  
**Sally Wells, C.F.P.**

**Degrees: Master of Business Administration**  
**Bachelor of Arts in Business Administration**  
**Bachelor of Science in Business Administration**  
**Associate of Science in Business Administration**

**Major Areas: Accounting**  
**Financial Services**  
**Healthcare Management**  
**Human Resources Management (some courses are offered only in the Evening and Online Campuses)**  
**International Business Management**  
**Marketing**  
**Public Relations and Advertising**  
**Sports Management (Bachelor of Arts only)**

**Minors: Accounting**  
**Business**  
**Economics**  
**Finance**  
**Management**  
**Marketing**

**Culminating Experience Course:**  
**MGMT 479 Strategic Management**

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

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

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

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

**Course Rotation Schedule****Core Requirements:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ACCT 280	ACCT 280	ACCT 280	ACCT 280	
ACCT 281	ACCT 281	ACCT 281	ACCT 281	
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	
ECON 293	ECON 293	ECON 293	ECON 293	
ECON 294	ECON 294	ECON 294	ECON 294	
FINC 298	FINC 298	FINC 298	FINC 298	
FINC 350	FINC 350	FINC 350	FINC 350	
MATH 250	MATH 250	MATH 250	MATH 250	
MGMT 254	MGMT 254	MGMT 254	MGMT 254	
MGMT 265	MGMT 265	MGMT 265	MGMT 265	
MGMT 330	MGMT 330	MGMT 330	MGMT 330	
MGMT 338	MGMT 338	MGMT 338	MGMT 338	
MGMT 368	MGMT 368	MGMT 368	MGMT 368	
MGMT 393	MGMT 393	MGMT 393	MGMT 393	
MGMT 430	MGMT 430	MGMT 430	MGMT 430	
MGMT 479	MGMT 479	MGMT 479	MGMT 479	
MKTG 310	MKTG 310	MKTG 310	MKTG 310	

**Electives:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ACCT 381	ACCT 381	ACCT 383	ACCT 383	ACCT 384
ACCT 382	ACCT 382	ACCT 385	ACCT 385	ACCT 481
ACCT 489	ACCT 489	ACCT 386	ACCT 386	ACCT 485
ARTS 140	ARTS 140	ARTS 216	ARTS 216	ACCT 488
ARTS 216	ARTS 211	BIOL 326	BIOL 326	ACCT 490
BIOL 223	BIOL 223	BIOL 326L	BIOL 326L	ECON/ ENVS 310
BIOL 223L	BIOL 223L	COMM/ WMST 343	COMM 393	ECON/ FINC 495
COMM 344	COMM 214	ECON 320	ECON 394	ENGL 420
ECON 393	COMM 303	ECON 320	ENGL 420	FINC 396
ECON/ FINC 395	ECON 320	ECON 393	ENGL 420	FINC 410
EDUC 233	ECON 393	ECON 394	ENGL 420	FINC 496
FINC 354	FINC 395	ENGL 420	FINC 498	MGMT 200
MGMT 150	EDUC 233	FINC 396	MGMT 150	MGMT 360
MGMT 339	FINC 354	FINC 397	MGMT 339	MGMT 363
MGMT 341	MGMT 150	FINC 498	MGMT 361	MGMT 364 *
MGMT 362	MGMT/ POSC 311	MGMT 150	MGMT 362	MGMT 365 *
MKTG 327	MGMT 339	MGMT 339	MGMT 422	MGMT 367
MKTG 331	MGMT 340	MGMT 361	MKTG 335	MGMT/ HIST 371
MKTG 332	MGMT 341	MGMT 362	MKTG 352	MGMT 375
MKTG 372	MGMT 341	MGMT 422	MKTG 354	MGMT 461
MKTG 460	MGMT 353	MKTG 335	MKTG 370	PHED 100
PHED 150	MGMT 362	MKTG 354	MKTG 410	PHED 101
PSYC 336	MKTG 327	MKTG 360	MKTG 441	PHED 140
	MKTG 331	MKTG 370	MKTG 478	
	MKTG 332	MKTG 410	MKTG 480	
	MKTG 372	MKTG 441	PHED 350	
	PHED 150	MKTG 478	PHIL 460	
	POSC 321	MKTG 480	POSC 292	
	SOCI 430	PHED 350	POSC 326	
		PHIL 460	PSYC/ SOCI 360	
		POSC 360		
		PSYC/ SOCI 360		

**BACHELOR OF ARTS IN BUSINESS ADMINISTRATION****A. General Education Requirements 38-41 sem. hrs**

Ethics Course Requirement:

MGMT 368 Business Ethics **or** 3 hrs  
 PHIL 330 Ethics

**B. Foreign Language Requirement 6 sem. hrs****C. Multicultural Requirement 3 sem. hrs**

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

**D. Core Requirements 48 sem. hrs**

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

ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
* ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
FINC 298	Personal Financial Planning	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I <b>or</b> BIOL/PSYC/SOCI 324 Statistics for the Behavioral and Natural Sciences	3 hrs
MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
* MGMT 338	International Business	3 hrs
MGMT 368	Business Ethics	3 hrs
MGMT 393	Business Information Systems	3 hrs
MGMT 430	Management Science	3 hrs
MGMT 479	Strategic Management	3 hrs
MKTG 310	Principles of Marketing	3 hrs

**E. Major Requirements (Optional) 18 sem. hrs****F. Electives 4-7 sem. hrs****120 sem. hrs****BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION****A. General Education Requirements 38-41 sem. hrs**

Ethics Course Requirement:

MGMT 368 Business Ethics **or** 3 hrs  
 PHIL 330 Ethics

**B. Multicultural Requirement**

Courses that meet this requirement can be found on page 16. Courses from this list are noted in the major requirements below with an asterisk.

**C. Core Requirements 48 sem. hrs**

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

ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
* ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
FINC 298	Personal Financial Planning	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I <b>or</b>	3 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	
MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
* MGMT 338	International Business	3 hrs
MGMT 368	Business Ethics	3 hrs
MGMT 393	Business Information Systems	3 hrs
MGMT 430	Management Science	3 hrs
MGMT 479	Strategic Management	3 hrs
MKTG 310	Principles of Marketing	3 hrs

**D. Business Electives 21 sem. hrs**

Nine of the remaining 21 hours of Business electives must be 300- or 400-level courses and must be taken at Columbia College. Major requirements may be fulfilled within this category. In the Public Relations and Advertising Major, six hours of non-business courses chosen from one of the tracks will count as business electives in this category.

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

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

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

**ACCOUNTING MAJOR**

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

**Required Courses 9 hrs**

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

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

**Elective Courses 9 hrs**

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

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

**FINANCE MAJOR**

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

**Required Courses 9 hrs**

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

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

**Elective Courses 9 hrs**

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



## HEALTHCARE MANAGEMENT MAJOR

Students who elect to earn a major in Healthcare Management must complete the courses listed below. Courses in the major cannot be taken as Pass/Fail.

### Required Courses 18 hrs

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

ECON 320	The Economics of Health-care	3 hrs
MGMT 340	Introduction to Healthcare Management	3 hrs
MGMT 353	Legal and Ethical Aspects of Healthcare	3 hrs
MGMT 360	Organizational Theory	3 hrs
MGMT 361	Human Resource Management	3 hrs
PHIL 460	Biomedical Ethics	3 hrs

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

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

### Required Courses 12 hrs

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

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

### Elective Courses 6 hrs

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

## INTERNATIONAL BUSINESS MAJOR

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

### Required Courses 12 hrs

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

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

### Elective Courses 6 hrs

COMM 303	Intercultural Communication	3 hrs
POSC 292	International Relations	3 hrs
POSC 321	Politics of Developing Nations	3 hrs
POSC 326	International Law and Organization	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs

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

## MANAGEMENT MAJOR

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

### Required Courses 9 hrs

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

MGMT 339	Cross-Cultural Management	3 hrs
MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs

### Elective Courses 9 hrs

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

## MARKETING MAJOR

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

### Required Courses 9 hrs

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

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

**Elective Courses 9 hrs**

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

**PUBLIC RELATIONS AND ADVERTISING MAJOR**

Students who elect to earn a major in Public Relations and Advertising must complete the courses listed below. Six hours of non-business courses chosen from one of the listed option areas below count as business electives in the Bachelor of Science in Business Administration degree. Courses in the major cannot be taken as Pass/Fail.

**Required Business Administration Courses 6 hrs**

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

MKTG 332	Public Relations	3 hrs
MKTG 460	Public Relations Campaigns	3 hrs

**Option 24 hrs**

(Complete one of the following options)

**Option I - Public Relations Track**

MKTG 331	Consumer Behavior	3 hrs
MKTG 441	Marketing Research	3 hrs
ENGL 420	Advanced Editing and Revision	3 hrs
MGMT 372	Crisis Management	3 hrs
MKTG 354	Public Relations Writing	3 hrs
MKTG 370	Social Media	3 hrs

Complete 2 courses from the following:

COMM 214	Mass Communication In Society	3 hrs
COMM 393	Organizational Communication <u>or</u>	3 hrs
MGMT 362	Organizational Behavior	
COMM 303	Intercultural Communication <u>or</u>	3 hrs
MGMT 338	International Business	

MKTG 335	Advertising & Sales Promotion	3 hrs
MKTG 399	Internship (limited to 3 hours total)	3 hrs

**Option II - Advertising Track**

MKTG 335	Advertising and Sales Promotion	3 hrs
MKTG 360	E-Marketing	3 hrs
MKTG 399/499	Internship	3 hrs
ARTS 140	2-D Design	3 hrs
ARTS 216	Graphic Design I	3 hrs
COMM 214	Mass Communication in Society	3 hrs
COMM 393	Organizational Communication	3 hrs

Complete one course from the following:

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

**SPORTS MANAGEMENT MAJOR**

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

**Required Courses 9 hrs**

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

FINC 410	Sports Finance	3 hrs
MKTG 370	Social Media	3 hrs
MKTG 480	Sports and Event Marketing	3 hrs

**Elective Courses 9 hrs**

(Choose a minimum of nine hours from the following courses)

BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 326	Physiology	3 hrs
BIOL 326L	Physiology Laboratory	2 hrs
EDUC 233	Topics: Theory of Coaching	2 hrs
MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
MGMT 399/499	Management Internship	3 hrs
MKTG 332	Public Relations	3 hrs

MKTG	335	Advertising and Sales Promotion	3 hrs
PHED	100	Integrated Fitness I	.5 hr
PHED	101	Integrated Fitness II	.5 hr
PHED	140	First Aid and CardioPulmonary Resuscitation (CPR)	2 hrs
PHED	150	Basic Care & Prevention of Athletic Injuries	2 hrs
PHED	350	Advanced Care, Prevention and Rehabilitation of Athletic Injuries and Illnesses	3 hrs
SOCI	230	The Sociology of Sport	3 hrs

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

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

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

MGMT	361	Human Resource Management	3 hrs
MGMT	362	Organizational Behavior	3 hrs
MKTG	332	Public Relations	3 hrs
MKTG	335	Advertising and Sales Promotion	3 hrs
SOCI	230	The Sociology of Sport	3 hrs

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

See degree requirements, page 97.

## CHEMISTRY

**Department:** Physical and Biological Sciences

**Chairperson:** Frank Somer, Ph.D.

**Full-Time Faculty:** Christopher Babayco  
Julie Estabrooks, Ph.D.

Alan James, Ph.D.  
Nathan Means, Ph.D.  
Rie Sasaki, Ph.D.  
Frank Somer, Ph.D.  
Kent Strodtman, Ph.D.  
Peggy Wright, Ph.D.

**Degrees:** Bachelor of Arts in Chemistry

**Major:** Chemistry

**Minors:** Biology  
Chemistry  
Environmental Science

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

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

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

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



**Core Requirements:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
CHEM 110	CHEM 110	CHEM 110	CHEM 110	
CHEM 111L	CHEM 111L	CHEM 111L	CHEM 111L	
CHEM 112	CHEM 112	CHEM 112	CHEM 112	
CHEM 112L	CHEM 112L	CHEM 112L	CHEM 112L	
CHEM 306	CHEM 306	CHEM 312	CHEM 312	
CHEM 310	CHEM 310	CHEM 312L	CHEM 312L	
CHEM 310L	CHEM 310L	CHEM/	CHEM/	
MATH 201	MATH 201	PHYS 401	PHYS 401	
PHYS 111	PHYS 111	CHEM 490	CHEM 490	
PHYS 111L	PHYS 111L	MATH 201	MATH 201	
		PHYS 112	PHYS 112	
		PHYS 112L	PHYS 112L	

**Electives:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
BIOL/	CHEM 322			CHEM 307
CHEM 420	BIOL/			CHEM/
BIOL/	CHEM 420			ENVS 230
CHEM 420L	BIOL/			
	CHEM 420L			

**BACHELOR OF ARTS IN CHEMISTRY****A. General Education Requirements 38-41 sem. hrs**

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

**B. Foreign Language Requirement 6 sem. hrs****C. Multicultural Requirement 3 sem. hrs**  
Courses that meet this requirement can be found on page 32.**D. Core Requirements 46 sem. hrs**

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

CHEM 110	Chemistry I	3 hrs
CHEM 111L	Introductory Chemistry Laboratory Experience	2 hrs
CHEM 112	Chemistry II	3 hrs
CHEM 112L	Chemistry II Laboratory	2 hrs
CHEM 306	Analytical Chemistry I	5 hrs
CHEM 310	Organic Chemistry I	3 hrs
CHEM 310L	Organic Chemistry I Laboratory	2 hrs
CHEM 312	Organic Chemistry II	3 hrs
CHEM 312L	Organic Chemistry II Laboratory	2 hrs
CHEM 401	Physical Chemistry	3 hrs
CHEM 490	Senior Seminar in Chemistry	3 hrs
MATH 201	Calculus and Analytic Geometry I	5 hrs
PHYS 111	College Physics I	3 hrs
PHYS 111L	Physics I Laboratory	2 hrs
PHYS 112	College Physics II	3 hrs
PHYS 112L	Physics II Laboratory	2 hrs

**E. Chemistry Electives 5 sem. hrs**

CHEM/ENVS 230 Environmental Toxicology and Chemistry 3 hrs

CHEM 307	Analytical Chemistry II	5 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM 420	Biochemistry I	3 hrs
CHEM 420L	Biochemistry Laboratory	2 hrs
CHEM 433	Topics	3 hrs
CHEM	Directed Study 255,256, 257, 257, 355, 356, 357, 455, 456, 457	1-5 hrs

**F. Electives 19-22 sem. hrs****120 sem. hrs**

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

**COMMUNICATION STUDIES****Department: Humanities****Chairpersons: Mark Price, Ph.D.****Full-Time Faculty: Amy Darnell, Ph.D.  
Lisa Ford-Brown, Ph.D.****Degree: Bachelor of Arts in  
Communication Studies****Minors: Communication Studies  
Film Studies****Culminating Experience Course:  
COMM 495 Speech  
Communication  
Integrative Seminar**

As one of the original seven liberal arts, the study of communication is over 2500 years old. Students pursuing a Bachelor of Arts in Communication Studies commit to a culturally significant and vital education. As a foundation to all other academic fields, the study of oral and written communication emphasizes critical thinking and writing. The Communication Studies major serves students and their communities by exploring the ways in which individuals create, maintain, and alter their identities in artistic, face-to-face, and mediated ways. Because of its historical and philosophical underpinnings, Communication Studies complements all other academic programs.

**Course Rotation Schedule****Core Requirements:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
COMM 230	COMM 230	COMM 495	COMM 323	COMM 303
COMM 344			COMM 495	
COMM 360				

**Electives:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
COMM 203	COMM 203	COMM 203	COMM 203	COMM 214
COMM 304	COMM	COMM	COMM	COMM 220
COMM 313	399/499	399/499	399/499	COMM 224
COMM				COMM 320
399/499				COMM 324
				COMM 334
				COMM/
				WMST 343
				COMM 354
				COMM 380
				COMM 385
				COMM 393
				COMM 403
				COMM 420

**BACHELOR OF ARTS IN COMMUNICATION STUDIES****A. General Education Requirements 38-41 sem. hrs**

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

**B. Foreign Language Requirement 6 sem. hrs****C. Multicultural Requirement 3 sem. hrs**

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

**D. Core Requirements 18 sem. hrs**

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

COMM 230	Introduction to Communication Theory and Research	3 hrs
*COMM 303	Intercultural Communication	3 hrs
COMM 323	Argumentation and Persuasion	3 hrs
COMM 344	Visual Communication and Culture	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
COMM 495	Speech Communication Integrative Seminar	3 hrs

**E. Electives 15 sem. hrs**

Fifteen semester hours selected from the courses listed below. No more than three hours of COMM 399 or COMM 499 can count toward the major.

COMM 203	Understanding Human Communication	3 hrs
COMM 214	Mass Media and Society	3 hrs
COMM 220	Introduction to Theatre	3 hrs
*COMM 224	Film History and Analysis	3 hrs
COMM 233/433	Topics	3 hrs
COMM 304	Introduction to Screenwriting	3 hrs

COMM 313	Interpersonal Communication	3 hrs
COMM 320	Advanced Theatre	3 hrs
COMM 324	Film Styles & Genres:	3 hrs
COMM 334	Political Economy of Film and Media	3 hrs
COMM/WMST 343	Gender Communication	3 hrs
COMM 354	Social Media and Virtual Communities	3 hrs
COMM 380	Performance Studies	3 hrs
COMM 385	Performance Styles and Genres	3 hrs
COMM 393	Organizational Communication	3 hrs
COMM 399/499	Communication Internship	3 hrs
COMM 404	Media Criticism	3 hrs
COMM 420	Advanced Acting and Production Techniques	3 hrs

**F. Related Interdisciplinary Electives 6 sem. hrs**

Six 300- 400-level semester hours of electives chosen from the following areas of study: Art, English, Geography, History, Journalism, Management, Marketing, Music, Religious Studies, Political Science, Psychology, Philosophy, Sociology and Women's Studies.

**G. Electives 31-34 sem. hrs**  
**120 sem. hrs****COMPUTER INFORMATION SYSTEMS/SCIENCE**

**Department:** Computer and Mathematical Sciences

**Chair:** Ann Schlemper, Ph.D.

**Full-Time Faculty:** Kenneth Felts, II, Ph.D.  
Nataliya Latushkina, Ph.D.  
Yihsiang Liow, Ph.D.  
Ann Schlemper, Ph.D.  
Suzanne Tourville, Ph.D.  
Seth Warn, Ph.D.  
Youlong Zhuang, Ph.D.

**Degrees:** Bachelor of Science in Computer Information Systems  
Bachelor of Science in Computer Science  
Bachelor of Science in

**Management Information Systems**

**Associate of Science in Computer Information Systems**

**Associate of Science in Pre-Engineering**

**Minors:** Computer Information Systems  
Computer Science  
Mathematics

**Culminating Experience Courses:**

**CISS 493 Senior Seminar in Computer Information Systems (Computer Information Systems)**

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

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

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

**Students majoring in Computer Science or Computer Information Systems are required to purchase a laptop computer no later than the semester in which they enroll in CISS 245 Advanced Programming.**

**Course Rotation Schedule**

**Core Requirements:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ACCT 280	ACCT 280	ACCT 280	ACCT 280	
ACCT 281	ACCT 281	ACCT 281	ACCT 281	
CISS 240	CISS 240	CISS 240	CISS 240	
CISS 245	CISS 245	CISS 245	CISS 245	
CISS 285	CISS 285	CISS 325	CISS 325	
CISS 350	CISS 350	CISS 350	CISS 350	
CISS 493	CISS 358	CISS 420	CISS 430	
CISS 494	CISS 360	CISS 445	CISS 493	
FINC 350	CISS 493	CISS 493	CISS 494	
MATH 180	CISS 494	CISS 494	FINC 350	
MATH 201	FINC 350	FINC 350	MATH 180	
MATH 225	MATH 180	MATH 180	MATH 201	
MATH 250	MATH 201	MATH 201	MATH 250	
MGMT 330	MATH 225	MATH 250	MATH 325	
	MATH 250	MATH 325	MGMT 330	
	MGMT 330	MGMT 330		

**Electives:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
CISS 234	CISS 234	CISS 238	CISS 370	CISS 236
CISS/	CISS 301	CISS 302	CISS/	
MATH 362	CISS 380	CISS 390	MATH 451	
CISS 375	CISS 410	CISS 420		
CISS 391	CISS 465	CISS 438		
CISS 450	CISS 472	CISS 445		
CISS 465				
CISS 472				

**BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS**

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

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

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

**C. Core Requirements 41 sem. hrs**  
(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.)

CISS 240	Introduction to Programming	4 hrs
CISS 245	Advanced Programming	4 hrs
CISS 285	Structured Systems Analysis & Design	3 hrs
CISS 325	Systems Analysis, Design & Implementation Projects	3 hrs
CISS 350	Advanced Algorithms and Data Structures	3 hrs
CISS 360	Computer Systems and Assembly Language	3 hrs
CISS 430	Introduction to Database Systems	3 hrs

CISS 493	Senior Seminar in Computer Information Systems	3 hrs
ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
MGMT 330	Principles of Management	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I	3 hrs

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

Eighteen hours selected from the following courses:

CISS 234	Visual Basic <b>or</b>	3 hrs
CISS 236	COBOL Programming <b>or</b>	
CISS 238	Java Programming	
CISS 355	Directed Study	3 hrs
CISS 370	Operating Systems <b>or</b>	3 hrs
CISS 301	Operating Systems for Business Computing	
CISS 375	Compiler Construction	3 hrs
CISS 380	Computer Graphics	3 hrs
* CISS 390	Global Information Systems Management	3 hrs
CISS 391	Information Systems Security	3 hrs
CISS 410	Computer Networks and Communications <b>or</b>	3 hrs
CISS 302	Business Data Communications & Networking	
CISS 420	Computer Architecture	3 hrs
CISS 433	Topics in Information Systems	1-3 hrs
CISS 438	Object-Oriented Analysis Design	3 hrs
CISS 445	Programming Languages	3 hrs
CISS 450	Artificial Intelligence	3 hrs
CISS 455	Directed Study	3 hrs
CISS 465	Software Engineering	3 hrs
CISS 472	Data Warehousing and Decision Support Systems	3 hrs
CISS 499	Internship	1-6 hrs

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

**E. Electives 20-23 sem. hrs**  
**120 sem. hrs**

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

## BACHELOR OF SCIENCE IN COMPUTER SCIENCE

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

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

**B. Multicultural Requirement 3 sem. hrs**  
Courses that meet this requirement can be found on page 32.

**C. Core Requirements 46 sem. hrs**  
(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)

CISS 240	Introduction to Programming	4 hrs
CISS 245	Advanced Programming	4 hrs
CISS 285	Structured Systems Analysis & Design	3 hrs
CISS 350	Advanced Algorithms and Data Structures <b>or</b>	3 hrs
CISS 358	Algorithm Analysis	3 hrs
CISS 360	Computer Systems and Assembly Language	3 hrs
CISS 420	Computer Architecture	3 hrs
CISS 430	Introduction to Database Systems	3 hrs
CISS 445	Programming Languages	3 hrs
CISS 494	Senior Seminar in Computer Science	3 hrs
MATH 180	Precalculus	3 hrs
MATH 201	Calculus and Analytic Geometry I	5 hrs
MATH 225	Discrete Mathematics I	3 hrs
MATH 250	Statistics I	3 hrs
MATH 325	Discrete Mathematics II	3 hrs

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

Fifteen hours selected from the following elective courses:

CISS 234	Visual Basic <b>or</b>	3 hrs
CISS 236	COBOL Programming <b>or</b>	3 hrs
CISS 238	Java Programming	3 hrs
CISS 355	Directed Study	3 hrs
CISS 362	Introduction to Automata Theory, Languages and Computation	3 hrs
CISS 370	Operating Systems	3 hrs
CISS 375	Compiler Construction	3 hrs
CISS 380	Computer Graphics	3 hrs
CISS 410	Computer Networks and Communications	3 hrs
CISS 433	Topics in Information Systems	1-3 hrs
CISS 438	Object-Oriented Analysis and Design	3 hrs

CISS 450	Artificial Intelligence	3 hrs
CISS 451	Introduction to Cryptography & Computer Security	3 hrs
CISS 455	Directed Study	3 hrs
CISS 465	Software Engineering	3 hrs
CISS 472	Data Warehousing and Decision Support Systems	3 hrs
CISS 499	Internship	1-6 hrs

**D. Electives** 15-18 sem. hrs  
120 sem. hrs

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

## BACHELOR OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS

See degree requirements, page 86.

## ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS

See degree requirements, pages 97-98.

## CRIMINAL JUSTICE ADMINISTRATION

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

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

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

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

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

**Certificate:** Crime Scene Investigation

### Culminating Experience Course:

#### CJAD 495 Integrative Seminar

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

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

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

Students considering either a BS or BA degree should consider their own experience in the criminal justice area. For students currently working in the criminal justice field the BA is recommended. For those desiring to enter the field, the BS degree is recommended; the BS degree offers practicum and internship experiences that add to the student's understanding of the criminal justice career area.

#### Course Rotation Schedule

##### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
CJAD 101	CJAD 101	ANTH/PSYC/ SOC 327	ANTH/PSYC/ SOC 327	CJAD 425
CJAD 301	CJAD 301	CJAD 101	CJAD 101	
CJAD 311	CJAD 311	CJAD 325	CJAD 350	
CJAD 345	CJAD 320	CJAD 350	CJAD 390	
CJAD 390	CJAD 345	CJAD 390	CJAD 415	
CJAD 451	CJAD 390	CJAD 405	CJAD 495	
CJAD 499	CJAD 499	CJAD 415	CJAD 499	
POSC 390	PSYC/BIOL/ SOC 324	CJAD 495	HUMS 300	
PSYC/BIOL/ SOC 324	PSYC/ SOC 325	CJAD 499	POSC 340	
PSYC/ SOC 325	SOC 321	HUMS 300	PSYC/BIOL/ SOC 324	
SOC 321		POSC 340	SOC 324	
		PSYC/BIOL/ SOC 324	PSYC/ SOC 331	
		PSYC/ SOC 325		

## BACHELOR OF ARTS IN CRIMINAL JUSTICE ADMINISTRATION

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

**Ethics Course Requirement:** **3 hrs**

CJAD 345 Ethics and Morality  
in Criminal Justice or  
PHIL 330 Ethics

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



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

**D. Core Requirements 42 sem. hrs**  
(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail):

CJAD 101	Introduction to Criminal Justice Administration	3 hrs
CJAD 301	Criminal Law	3 hrs
CJAD 311	Police in a Democratic Society	3 hrs
* CJAD 320	Cultural Diversity in Criminal Justice	3 hrs
CJAD 325	Juvenile Justice System and Procedures	3 hrs
CJAD 345	Ethics and Morality in Criminal Justice	3 hrs
CJAD 350	Corrections and Penology	3 hrs
CJAD 405	Laws of Criminal Evidence	3 hrs
CJAD 415	Criminal Procedures	3 hrs
CJAD 451	Management of Criminal Justice Agencies	3 hrs
CJAD 495	Integrative Seminar	3 hrs
HUMS 300	Exploring Research <u>or</u>	3 hrs
	PADM/POSC 395 Political Science and Public Administration Research Methods <u>or</u>	
	CJAD 425 Legal Research & Writing <u>or</u>	
	PSYC/SOCI/ANTH 327 Qualitative Research Methods	
POSC 340	Judicial Process	3 hrs
SOCI 321	Criminology <u>or</u>	3 hrs
	SOCI 331 Juvenile Delinquency	

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

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

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

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

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**120 sem. hrs**

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

## BACHELOR OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

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

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

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

**C. Core Requirements 51 sem. hrs**  
(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail)

CJAD 101	Introduction to Criminal Justice Administration	3 hrs
CJAD 301	Criminal Law	3 hrs
CJAD 311	Police in a Democratic Society	3 hrs
* CJAD 320	Cultural Diversity in Criminal Justice	3 hrs
CJAD 325	Juvenile Justice System and Procedures	3 hrs
CJAD 345	Ethics and Morality in Criminal Justice	3 hrs
CJAD 350	Corrections and Penology	3 hrs
CJAD 390	Criminal Justice Practicum	3 hrs
CJAD 405	Laws of Criminal Evidence	3 hrs
CJAD 415	Criminal Procedures	3 hrs
CJAD 451	Management of Criminal Justice Agencies	3 hrs
CJAD 495	Integrative Seminar	3 hrs
CJAD 499	Internship	3 hrs
POSC 340	Judicial Process	3 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	3 hrs
PSYC/SOCI 325	Quantitative Research Methods	3 hrs
SOCI 321	Criminology <u>or</u>	3 hrs
	SOCI 331 Juvenile Delinquency	

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

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

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



<b>F. Certificate in Crime Scene Investigation (Optional)</b>	<b>15 sem. hrs</b>
	<hr/>
	<b>120 sem. hrs</b>

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

## ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

See degree requirements, page 98.

### CERTIFICATE IN CRIME SCENE INVESTIGATION

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

Certificate Requirements: Students are required to complete a mandatory 9 semester hour core block of courses with 6 additional discretionary hours chosen from a list of pre-approved courses. These courses are:

<b>Required:</b>	<b>9 sem. hrs</b>
CJAD 201 Criminal Investigation	3 hrs
CJAD 203 Crime Scene Investigation	3 hrs
CJAD 303 Crime Scene Photography	3 hrs

<b>Electives:</b>	<b>6 sem. hrs</b>
<b>(Taken from the following list)</b>	
CJAD 305 Forensic Anthropology	3 hrs
CJAD 327 Fingerprint Evidence	3 hrs
CJAD 328 Shooting Incidents	3 hrs
CJAD 413 Bloodstain Evidence	3 hrs
CJAD 333/433 Topics: (Departmental approval required)	3 hrs
CJAD 445 Forensic Pathology	3 hrs

**Total required: 15 sem. hrs**

The CSI Certificate is available only to students who have a declared major in Criminal Justice Administration (BS or BA), a minor in Criminal Justice or major in Forensic Science (BS). The cer-

tificate will be awarded only after successful completion of the student's degree program in one of the above areas.

## PARTNERS IN LAW ENFORCEMENT PROGRAM

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

<b>Core Equivalencies</b>	<b>9 sem. hrs</b>
CJAD 301 Criminal Law	3 hrs
CJAD 311 Police in a Democratic Society	3 hrs
CJAD 415 Criminal Procedures	3 hrs

<b>Criminal Justice lower-level electives</b>	<b>9 sem. hrs</b>
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<b>General electives</b>	<b>6 sem. hrs</b>
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The equivalency policy is effective based on the following provisions:

1. Basic law enforcement academies must be a minimum of 400 hours in length and must have been completed within the five years prior to applying for equivalencies.
2. Students who complete a basic law enforcement academy of less than 400 hours will be eligible to earn up to 12 semester hours of criminal justice elective credit in which one semester hour will be awarded for each 20 hours of training.
3. Students may not be awarded credit for both the Partners in Law Enforcement (PILE) program and the Partners in

Corrections (PiC) program. Students may not be awarded credit for one of the Partners programs and awarded criminal justice electives for other training.

4. If a student completes an acceptable academy for one of the Partners programs and then subsequently completes a state cross-over training program for the other, then as long as the original academy training meets the eligibility rules for acceptance, the students may choose which program (PiLE or PiC) for which to be awarded credit. Students cannot be awarded credit for both programs.
5. If a student has completed basic academy training for both programs but neither training meets the eligibility rules for PiLE or PiC, then the student may be eligible to earn up to twelve semester hours of criminal justice elective credit in which one semester hour will be awarded for twenty hours of basic law enforcement and corrections academy training. Total credit may not exceed twelve semester hours.
6. Students must have successfully completed fifteen semester hours of college coursework at Columbia College before equivalencies may be applied. Students must notify the Evaluations Office when they are eligible for credit to be applied.

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

## PARTNERS IN CORRECTIONS PROGRAM

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

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

<b>Core Equivalencies</b>	<b>6 sem. hrs</b>
CJAD 320 Cultural Diversity in Criminal Justice	3 hrs
CJAD 345 Ethics and Morality in Criminal Justice	3 hrs

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

**General electives** **9 sem. hrs**

The equivalency policy is based on the following provisions:

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

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

## EDUCATION

<b>Department:</b>	<b>Education</b>
<b>Chairperson:</b>	<b>Karen Weston, Ph.D.</b>
<b>Full-Time Faculty:</b>	<b>Linda Bradley Paul Hanna, Ph.D. T. Curtis Mason, Ph.D. Kristina Miller, Ph.D. Teresa VanDover, Ph.D. Karen Weston, Ph.D.</b>
<b>Program/Degrees:</b>	<b>Bachelor of General Studies for Elementary Education Certification Master of Arts in Teaching Teacher Certification</b>
<b>Program</b>	
<b>Minors:</b>	<b>Education, General Art Education, K-12 Certification</b>

**Elementary Education  
Certification  
Middle Level Education  
Certification  
Secondary Education  
Certification**

**Culminating Experiences:**

**Submission of a passing score on the appropriate PRAXIS II Examination constitutes the culminating experience for the Professional Pre-Service Education Program. Students must successfully complete the Program Goals Portfolio Assessment (including the Exit Interview) and the Student Teaching Experience to be recommended for certification. (See page 58 for student teaching eligibility.)**

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

For all students intending to teach, distribution of content hours must meet the Missouri Department of Elementary and Secondary Education (DESE) distribution requirements for certification. Therefore, it is important that students obtain continual advice from a member of the Education faculty throughout their academic and certification sequence. (Specific content area courses are listed on Middle School and Secondary Certification Sections, pages 36-40).

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

Columbia College offers certification coursework in the following areas:

- Art K-12
- Special Education K-12<sup>1</sup>
- Elementary (1-6)
- Middle Level (5-9)
  - English/Language Arts
  - Mathematics
  - Science
  - Social Studies
  - Speech/Theatre

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

Secondary (9-12)  
Biology  
Business (Non-Vocational)  
Chemistry  
English  
General Science  
Mathematics  
Social Studies  
Speech/Theatre

**Course Rotation Schedule**

**Professional Education Requirements:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
EDUC 100	EDUC 100	EDUC 100	EDUC 100	EDUC 271
EDUC 198	EDUC 198	EDUC 105	EDUC 105	EDUC 372
EDUC 200	EDUC 200	EDUC/	EDUC/	
EDUC 302	EDUC 302	PSYC 230	PSYC 230	
EDUC 311	EDUC 311	EDUC 270	EDUC 270	
EDUC 322	EDUC 322	EDUC 298	EDUC 298	
EDUC 326	EDUC 326	EDUC 300	EDUC 300	
EDUC 331	EDUC 331	EDUC 336	EDUC 336	
EDUC 338	EDUC 338	EDUC 345	EDUC 345	
EDUC 358	EDUC 358	EDUC 359	EDUC 359	
EDUC/	EDUC/	EDUC 360	EDUC 360	
PSYC 391	PSYC 391	EDUC 362	EDUC 362	
EDUC 398	EDUC 398	EDUC 365	EDUC 365	
EDUC 400	EDUC 400	EDUC 367	EDUC 367	
EDUC 420	EDUC 420	EDUC 369	EDUC 369	
EDUC 422	EDUC 422	EDUC 380	EDUC 380	
EDUC 424	EDUC 424	EDUC 390	EDUC 390	
EDUC 426	EDUC 426	EDUC/	EDUC/	
EDUC 498	EDUC 498	PSYC 392	PSYC 392	
SOCI	SOCI	EDUC 400	EDUC 400	
/ANTH 270	/ANTH 270	EDUC 420	EDUC 420	
		EDUC 422	EDUC 422	
		EDUC 424	EDUC 424	
		EDUC 426	EDUC 426	
		EDUC 498	EDUC 498	
		SOCI	SOCI	
		/ANTH 270	/ANTH 270	

**Admission to the Teacher Certification Program**

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

Students who seek admission to the program must have:

- Declared a Bachelor's degree in a subject/ content area (ex. English, History, Business, etc.);
- Completed 5-6 hours of Education courses at Columbia College which must include EDUC 100;
- Attained the following GPAs:
  - 2.5 or above on all college coursework (Columbia College and other institutions);

- 2.8 or above on all professional education courses with no grade less than C;
- 2.8 or above on all content/concentration area courses with no grade less than C (this GPA must be achieved prior to acceptance for student teaching).
- Demonstrated competencies in written communications, reading comprehension and basic mathematical skills and concepts as verified by a score above the national average on the ACT or equivalent standardized and nationally normed test. Current required scores are available from teacher certification program advisors, the department chair, or the certification officer; [ACT or equivalent may be waived if CBASE composite score is 288 or above (passing all sections)];
- Demonstrated competency in the areas of English, Mathematics, Science and Social Sciences as verified by passing scores on all sections of the Missouri College Basic Academic Skills Examination (CBASE). All sections of the CBASE must be passed within two years from the semester that the test was first taken or all sections of the test expire and must be repeated. [If the student's ACT score is below the national average, they must pass all sections of the CBASE with a minimum composite score of 288.];
- Completed application materials for admission to the Teacher Certification Program (to be obtained from the Certification Officer by appointment) and will include: Request for Admission, GPA Worksheet, and two letters of recommendation (one from the Education Department faculty and one from faculty outside the Education Department).
- All students fully admitted to the Teacher Certification Program will be reviewed on a yearly basis until they have completed or withdrawn from the program. Areas for review could include:
  - GPA (overall, in content area, and education coursework);
  - Reports from faculty members regarding conduct and progress of student.

#### **Transfer Student Admission to the Teacher Certification Program:**

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

- Students transferring in their first six (6) hours of education coursework from another institution could be admitted provisionally and would only be required to submit one letter of recommendation from an education faculty member from that institution.

- If admitted provisionally, students would be re-evaluated after one year and also at the time of being fully admitted to the TCP.

#### **Retention Criteria:**

- Complete at least six hours of professional education each year.
- Complete Field Experiences and receive favorable evaluations from cooperating teachers and faculty supervisors.
- Maintain a cumulative GPA of 2.5 or above after acceptance to the program.
- Maintain a cumulative GPA of 2.8 or above in professional education courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

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

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

### **STUDENT TEACHING PROGRAM**

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

- Formal admission to the Teacher Certification Program (TCP).
- Submission of Student Teaching Application to Field Experience Director.
- Ninety (90) hours or more of college credit successfully completed.
- Grade point average of 2.8 or higher in professional education courses and in subject matter area(s) of concentration with no grade of less than "C."
- Passing PRAXIS II score
- Passing CBASE score (pass all 4 sections of test).
- Proof of liability insurance.
- Completion of the following (this applies to all certification areas):
  - EDUC 100 – Introduction to Education
  - EDUC 198 – Field Experience I



- EDUC 200 – Law, Ethics and Education
- EDUC 230 – Educational Psychology
- EDUC 298 – Field Experience II
- EDUC 300 – Techniques of Teaching
- EDUC 311 – Classroom and Behavior Management Techniques

Elementary Certification students must also have completed:

- EDUC 270 – Literature for Children and Adolescents
- EDUC 302 – Teaching Skills
- EDUC 322 – Educational Measurement and Assessment\*
- EDUC 331 – Teaching of Reading
- EDUC 336 – Creative and Language Arts in Elementary and Middle School
- EDUC 338 – Teaching Reading in the Content Area\*
- EDUC 358 – Teaching Mathematics in the Elementary Schools

(\* These courses are required for those seeking Elementary Certification August 2009 or after)

Middle School Certification students must also have completed:

- EDUC 322 – Educational Measurement and Assessment
- EDUC 326 – Middle School Methods
- EDUC 331 – Teaching of Reading
- EDUC 336 – Creative and Language Arts in Elementary and Middle School
- EDUC 338 – Teaching of Reading in the Content Area
- Appropriate methods courses for concentration area

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

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

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

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

Student Teaching Applications must be accompanied by the Student Teaching Requirement Verification form, Personal Data Sheets, and an Autobiography.

Permission is based on these materials and a review of the student's communication competence; comprehensive ability; sense of responsibility and level of maturity; and locus of control.

## THE BEACON PROGRAM

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

Students seeking certification to teach will declare a major in their content area (i.e. Math, History, English, Science) and a minor in Elementary Education Certification or Middle Level Education Certification or Secondary Education Certification or Art K-12 Certification. Students will be required to maintain a 2.8 GPA within each minor and complete a minimum of half of the Education coursework through Columbia College.

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

Students pursuing Elementary Education Certification have two degree options:

1. Obtain the Bachelor of General Studies for Elementary Education Certification that includes the Elementary Education Certification Minor and Elementary Education Content Area Minors in Language Arts, Mathematics, Science and Social Studies. **Students must complete all minors to earn this degree.**

2. Obtain a degree in a content area and add the Elementary Education Certification Minor. Recommended content degree programs are listed in the "Beacon Elementary Education" section. .

## BACHELOR OF GENERAL STUDIES FOR ELEMENTARY EDUCATION CERTIFICATION STUDENTS

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

**Basic Studies (12 hours)**



CISS 170 Introduction to Computer Systems <u>or</u>	3 hrs
CISS 171 Introduction to Computer Information Systems for MAC users <u>or</u>	
CISS 176 Introduction to Computer Science	
COMM 110 Introduction to Speech	3 hrs
ENGL 112 English Composition II	3 hrs
MATH 150 College Algebra	3 hrs

**History (6 hours)**Choose two courses from the following:

HIST 101 Western Civilization I	3 hrs
HIST 102 Western Civilization II	3 hrs
HIST 111 World History to 1500	3 hrs
HIST 112 World History since 1877	3 hrs
HIST 121 American History to 1877	3 hrs
HIST 122 American History Since 1877	3 hrs

**Arts and Humanities (6 hours)**Choose one or two from the following:

ARTS 105 Art Appreciation	3 hrs
ARTS 111 Art and Ideas I	3 hrs
ARTS 112 Art and Ideas II	3 hrs
MUSI 122 Music Appreciation	3 hrs

Choose none or one of the following:

ARTS 105 Art Appreception	3 hrs
ARTS 111 Art and Ideas I	3 hrs
ARTS 112 Art and Ideas II	3 hrs
COMM 203 Understanding Human Communication	3 hrs
COMM 224 Film History & Analysis	3 hrs
ENGL 123 Introduction to Mythology and Folklore	3 hrs
ENGL 210 Introduction to Fiction	3 hrs
ENGL 211 Introduction to Poetry	3 hrs
ENGL 212 Introduction to Drama	3 hrs
ENGL 231 English Literature I	3 hrs
ENGL 232 English Literature II	3 hrs
ENGL 241 American Literature I	3 hrs
ENGL 242 American Literature II	3 hrs
ENGL 263 World Literature I	3 hrs
ENGL 264 World Literature II	3 hrs
MUSI 122 Music Appreciation	3 hrs

**Natural Sciences and Mathematics (6 hours)**

ENVS/BIOL 115 Introduction to Environmental Science or higher level BIOL/ENVS course	3 hrs
CHEM/PHYS 108 Physical Science Survey or higher level CHEM/PHYS course	3 hrs

**Social and Behavioral Sciences (6 hours)**

PSYC 101 General Psychology	3 hrs
GEOG/ANTH 101 Introduction to Geography	3 hrs

**Ethics (3 hours)**

EDUC 200 Law, Ethics and Education	3 hrs
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**B. Multicultural Requirement (3 hours)**

SOCI/ANTH 270 Minority Cultures and Relations	3 hrs
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**C. Elementary Education Certification Minor:**

SOCI/ANTH 270 Minority Cultures and Relations	3 hrs
EDUC 100 Introduction to Education	3 hrs
EDUC 105 Human Health	3 hrs
EDUC 198 Field Experience I	1 hr
EDUC 200 Law, Ethics and Education	3 hrs
EDUC/PSYC 230 Educational Psychology	3 hrs
EDUC 270 Literature for Children & Adolescents	3 hrs
EDUC 298 Field Experience II	1 hr
EDUC 300 Techniques of Teaching	3 hrs
EDUC 302 Teaching Skills	3 hrs
EDUC 311 Classroom and Behavior Management Techniques	3 hrs
EDUC 322 Educational Measurement & Assessment	3 hrs
EDUC 331 Teaching of Reading	3 hrs
EDUC 336 Creative and Language Arts in Elementary & Middle Schools	3 hrs
EDUC 338 Teaching Reading in the Content Area	3 hrs
EDUC 358 Teaching Mathematics in the Elementary School	3 hrs
EDUC 380 Diagnostic & Corrective Reading	3 hrs
EDUC 390 Education and Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 391 Child Psychology	3 hrs
EDUC 400 Senior Seminar	3 hrs
EDUC 420 Student Teaching in the Elementary School	12 hrs

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 131 sem. hrs
**Elementary Education Content Area Minors in Language Arts, Social Studies, Science and Mathematics**

*NOTE: Many of these courses also apply toward General Education requirements and the Elementary Education Certification Minor.*

**Language Arts: (21 hours)**

COMM 110 Introduction to Speech	3 hrs
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EDUC 270 Literature for Children and Adolescents	3 hrs
EDUC 331 Teaching of Reading	3 hrs
EDUC 336 Creative and Language Arts in Elementary & Middle Schools	3 hrs
EDUC 338 Teaching Reading in the Content Area	3 hrs
EDUC 380 Diagnostic & Corrective Reading	3 hrs
ENGL 112 English Composition II	3 hrs

**Mathematics: (21 hours)**

CISS 170 Introduction to Computer Information Systems <u>or</u>	3 hrs
CISS 171 Introduction to Computer Informations Systems for MAC users <u>or</u>	
CISS 176 Introduction to Computer Science	
EDUC 358 Teaching Mathematics in the Elementary School	3 hrs
MATH 102 Mathematics for the Elementary School Teacher	3 hrs
MATH 150 College Algebra	3 hrs
MATH 155 Algebraic Reasoning for Elementary and Middle School Teachers	3 hrs
MATH 165 Geometric Reasoning for Elementary and Middle School Teachers	3 hrs
MATH 170 Finite Mathematics (or higher)	3 hrs

**Science: (21 hours)**

BIOL 108 Human Biology <u>or</u>	3 hrs
BIOL 110 Principles of Biology I or higher Biology	
EDUC105 Human Health	3 hrs
PHYS/CHEM 108 Physical Science Survey (or higher)	3 hrs
ENVS/BIOL 115 Introduction to Environmental Science (or higher)	3 hrs

Minimum of three hours from the following:

ENVS/GEOG 220, ENVS/BIOL 222, ENVS 272, ENVS 320, GEOL 110.

Minimum of six hours from the following:

BIOL 108L, BIOL 110L, BIOL 112L, BIOL/ENVS 115L, BIOL 223L, BIOL/ENVS 320L or above, CHEM/PHYS 108L, or GEOL 110L (Recommended: BIOL 108L or 110L, BIOL/ENVS 115L, CHEM/PHYS 108L)

**Social Studies: (27 hours)**

ECON 293 Macroeconomics or ECON 294 Microeconomics	3 hrs
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EDUC/PSYC 230 Educational Psychology	3 hrs
EDUC 390 Education and Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 391 Child Psychology	3 hrs
GEOG/ANTH 101 Introduction to Geography	3 hrs
PSYC 101 General Psychology	3 hrs
SOCI/ANTH 270 Minority Cultures and Relations	3 hrs
History courses from "General Education" section listed above	6 hrs

**BEACON ELEMENTARY EDUCATION (1-6) CERTIFICATION****General Education 38-41 hrs**

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

**I. Basic Studies and Mathematics**

1. MATH 102 – Mathematics for the Elementary School Teacher
2. MATH 150 – College Algebra

**II. Arts and Humanities**

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

**III. Social and Behavioral Sciences**

1. PSYC 101 – General Psychology
2. ECON 293 – Macroeconomics or  
ECON 294 – Microeconomics
3. GEOG/ANTH 101 – Introduction to Geography

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

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

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

Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area

chosen. (Please refer to your entrance year catalog for specific degree requirements.)

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

### Elementary Education Certification Minor **68 hrs**

Sixty-five semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 68 hours of coursework. Students must complete at least half of the education coursework through Columbia College and maintain a 2.8 GPA with no grade less than C.

SOCI/ANTH 270	Minority Cultures and Relations	3 hrs
EDUC 100	Introduction to Education (Must be taken within first 9 hrs of EDUC classes, includes field experience)	3 hrs
EDUC 105	Human Health	3 hrs
EDUC 198	Field Experience I	1 hr
EDUC 298	Field Experience II	1 hr
EDUC 200	Law, Ethics, and Education (Meets college Ethics requirement)	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 300	Techniques of Teaching (includes field experience)	3 hrs
EDUC 302	Teaching Skills (includes field experience)	3 hrs
EDUC 311	Classroom and Behavior Management Techniques (includes field experience)	3 hrs
EDUC 322	Educational Measurement and Assessment	3 hrs
EDUC 331	Teaching of Reading (includes field experience)	3 hrs
EDUC 336	Creative and Language Arts Elementary & Middle Schools (includes field experience)	3 hrs
EDUC 338	Teaching Reading in the Content Area (includes field experience)	3 hrs
EDUC 358	Teaching Math in the Elementary School (includes field experience)	3 hrs
EDUC 380	Diagnostic and Corrective Reading (includes field experience)	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 391	Child Psychology	3 hrs

EDUC 400 Senior Portfolio 3 hrs  
(This course is to be taken the semester before student teaching)

EDUC 420 Student Teaching in the Elementary Schools [16 wks] 12 hrs  
(Must receive a "B" or higher for certification)

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

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

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

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

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

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

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

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

#### Middle Level Content Area

The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the chosen content area. Students seeking Middle Level Education Certification may choose from the following content areas:

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

#### Content Area Requirements:

##### Language Arts (Minimum 21 hours)

- COMM 203 Understanding Human Communication 3 hrs
- COMM 360 Oral Interpretation of Literature 3 hrs

EDUC 336 Creative and Language Arts in 3 hrs  
Elementary and Middle Schools  
(includes field experience)

ENGL 311 Descriptive Grammar of 3 hrs  
the English Language **or**

ENGL 312 The History of the English  
Language **or**

ENGL 490 Literary and Critical Thinking  
Literature Elective 3 hrs

Electives (9 hours) - Choose three courses from the  
following: ENGL 231, ENGL 232, ENGL 241,  
ENGL 242, ENGL 350, ENGL 351, ENGL 370.

### Mathematics (Minimum 21 hours)

CISS 176 Introduction to Computer 3 hrs  
Science **or**

CISS 145 Introduction to Python Programming

MATH 102 Mathematics for the 3 hrs  
Elementary School Teacher

MATH 150 College Algebra 3 hrs

MATH 155 Algebraic Reasoning for 3 hrs  
Elementary & Middle School  
Teachers

MATH 165 Geometric Reasoning for 3 hrs  
Elementary & Middle School Teachers

MATH 250 Statistics I 3 hrs

Math Elective (MATH 170 or higher) 3 hrs

### Science (Minimum 22 hours)

BIOL 110 Principles of Biology I 3 hrs

BIOL/ENVS 115 Introduction to 3 hrs  
Environmental Science

CHEM/PHYS 108 Physical Science 3 hrs  
Survey

CHEM 109 Chemistry for Biological and 3 hrs  
Health-Related Sciences **or**

CHEM 110 Chemistry I 3 hrs

GEOL 110 Introduction to Physical 3 hrs  
Geology

PHYS 111 College Physics I 3 hrs  
Geology Laboratory

Lab Electives (4 hours) - Choose two courses from  
the following: BIOL 110L, BIOL/ENVS 115L, CHEM/  
PHYS 108L, CHEM 111L, GEOL 110L, PHYS 111L

### Social Studies (Minimum 21 hours)

ANTH /GEOG101 Introduction to Geo- 3 hrs  
graphy

ECON 293 Macroeconomics **or** 3 hrs  
ECON 294 Microeconomics (both recom-  
mended)

HIST 101 Western Civilization I **or** 3 hrs

HIST 111 World History to 1500

HIST 102 Western Civilization II **or** 3 hrs

HIST 112 World History Since 1500

HIST 121 American History to 1877 3 hrs

HIST 122 American History Since 1877 3 hrs

POSC 111 American National Govern- 3 hrs  
ment

### Speech/Theatre (Minimum 21 hours)

COMM 110 Introduction to Speech 3 hrs

COMM 220 Introduction to Theatre 3 hrs

COMM 323 Argumentation and Debate 3 hrs

COMM 420 Advanced Acting and 3 hrs  
Production Techniques

Electives (9 hours)

Choose three courses from the following:

COMM 203, COMM 303, COMM 313, COMM

320, COMM 360, COMM 380, COMM 385

### Middle Level Education

62 hrs

#### Certification Minor

Fifty-nine semester hours of courses with an  
EDUC field code plus SOCI 270. Minor is restricted to  
the following specific 62 hours of coursework. Students  
must complete at least half of the Education course-  
work through Columbia College and maintain a 2.8  
GPA.

SOCI/ANTH 270 Minority Cultures and 3 hrs  
Relations

EDUC 100 Introduction to Education 3 hrs  
(Must be taken within first  
9 hrs of EDUC classes) (includes  
field experience)

EDUC 198 Field Experience I 1 hr

EDUC 200 Law, Ethics, and Education 3 hrs  
(Meets college Ethics requirement)

EDUC/PSYC 230 Educational Psychology 3 hrs

EDUC 270 Literature for Children and 3 hrs  
Adolescents

EDUC 298 Field Experience II 1 hr

EDUC 300 Techniques of Teaching 3 hrs  
(includes field experience)

EDUC 311 Classroom and Behavior 3 hrs  
Management Techniques  
(includes field experience)

EDUC 322 Educational Measurement 3 hrs  
and Assessment

EDUC 326 Middle School Methods 3 hrs  
(includes field experience)

EDUC 331 Teaching of Reading 3 hrs  
(includes field experience)

EDUC 336 Creative and Language Arts in 3 hrs  
Elementary and Middle School  
(includes field experience)

EDUC 338 Teaching Reading in the 3 hrs  
Content Area  
(includes field experience)

Teaching Methods Course: 3 hrs  
Math-359; Social Studies-362;



	Science 365; English-367; Speech/ Theatre 368) (includes field experience)	
EDUC 390	Education and Psych- ology of the Exceptional Child	3 hrs
EDUC/PSYC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar (To be taken the semester before student teaching.)	3 hrs
EDUC 424	Student Teaching in Middle Level Schools [16 wks] (Must receive a "B" or higher for certification)	12 hrs

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

## BEACON SECONDARY EDUCATION (9-12) CERTIFICATION

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

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

### Liberal Arts and Science Degree **40-67 hrs**

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

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

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

### Secondary Content Area

The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the chosen content area. Students seeking Secondary Education Certification may choose from the following content areas:

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

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

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

ACCT 280	Accounting I (Financial)	3 hrs
ACCT 385	Accounting Information Systems <b>or</b>	3 hrs
	An approved Computer Technology course	
CISS 170	Introduction to Computer Information Systems <b>or</b>	3 hrs
CISS 171	Introduction to Computer Information Systems for MAC Users <b>or</b>	
CISS 176	Introduction to Computer Science	
ECON 293	Macroeconomics <b>or</b>	3 hrs
ECON 294	Microeconomics	
EDUC 369	Teaching Business*	3 hrs

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

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

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

Business Electives (0-6 hrs) Recommended\*:

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

\*(Electives only needed if Business hours in above categories are below 30 hours required by DESE.)

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

BIOL 110	Principles of Biology I	3 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/CHEM 420	Biochemistry I	3 hrs



BIOL/CHEM 420L	Biochemistry Laboratory	2 hrs
CHEM 306	Analytical Chemistry I	5 hrs
CHEM 310	Organic Chemistry I	3 hrs
CHEM 310L	Organic Chemistry I Laboratory	2 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM/PHYS 401	Introduction to Physical Chemistry/Chemical Physics	3 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
PHYS 111	College Physics I	3 hrs

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

EDUC 270	Literature for Children and Adolescents	3 hrs
ENGL 111	English Composition I	3 hrs
ENGL 112	English Composition II	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language <u>or</u>	3 hrs
	ENGL 490 Literature and Critical Theory	
ENGL 241	American Literature I <u>or</u>	3 hrs
	ENGL 242 American Literature II <u>or</u>	
	ENGL 450 Minority and Ethnic Literature of the United States	

**One course selected from:**

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 263	World Literature I	3 hrs
ENGL 264	World Literature II	3 hrs

**and**

Electives (3 hrs) in writing/criticism courses  
 Elective (3 hrs) in World/English Literature  
 Elective English Credit (0-2 hrs)\*

*\*(These electives only needed if English hours in above categories are below 30 hours required by DESE.)*

**GENERAL SCIENCE (Grades 9-12) (Minimum 32 hours)**

ASTR 108	Introduction to Astronomy	3 hrs
BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/ENVS 115L	Introduction to Environmental Science Laboratory	2 hrs
CHEM/PHYS 108	Physical Science Survey	3 hrs
CHEM/PHYS 108L	Physical Science Survey Laboratory	2 hrs
CHEM 109	Chemistry for Biological and Health-Related Sciences	3 hrs

CHEM 111L	Introductory Chemistry Laboratory Experience	2 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
	Electives from any of the above listed categories: Recommended Elective:	
ENVS/EDUC 372	Environmental Education	3 hrs

**MATHEMATICS (Grades 9-12) (Minimum 30 hours)**

CISS 170	Introduction to Computer Information Systems <u>or</u>	3 hrs
	CISS 171 Introduction to Computer Information Systems for MAC Users <u>or</u>	
	CISS 176 Introduction to Computer Science	
MATH 150	College Algebra	3 hrs
MATH 201	Calculus and Analytical Geometry I	5 hrs
MATH 222	Calculus and Analytical Geometry II	5 hrs
MATH 331	Foundations of Geometry	3 hrs
MATH	Electives from above listed categories (Computer Science, Algebraic Structures, Calculus/Geometry and Geometry)	4 hrs

**Minimum ten (10) hours from at least three (3) of the following areas:****History of Mathematics (2-3 hrs)**

Recommended: MATH 330 – History of Mathematics

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

Recommended: MATH 102 – Mathematics for the Elementary School Teacher

**Number Theory (2-3 hrs)****Completion Calculus Sequence (2-5 hrs)**

Recommended: MATH 300 – Multivariate Calculus

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

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

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

Recommended: CISS 240 – Introduction to Programming

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

Recommended: MATH 303 – Linear Algebra

**SOCIAL STUDIES (Grades 9-12) (Minimum 40 hours)**

ECON 293 Macroeconomics or 3 hrs

ECON 294	Microeconomics	3 hrs
GEOG/ANTH 101	Introduction to Geography	3 hrs
HIST 101	Western Civilization I <b>or</b>	3 hrs
HIST 111	World History to 1500	
HIST 102	Western Civilization II <b>or</b>	3 hrs
HIST 112	World History Since 1500	
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
POSC 111	American National Government	3 hrs
POSC 215	State and Local Government	3 hrs
PSYC 101	General Psychology	3 hrs
SOCI 111	General Sociology <b>or</b>	3 hrs
SOCI/ANTH 270	Minority Cultures and Relations	3 hrs
Electives – Six (6) hours in American History		
Electives – Three (3) hours in World History		
Electives – (1-3 hrs) from any of the above listed categories		

### Secondary Education Certification Minor **50 hrs**

Forty-seven semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 50 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA with no grade less than C.

SOCI/ANTH 270	Minority Cultures and Relations	3 hrs
EDUC 100	Introduction to Education (Must be taken within first 9 hrs of EDUC classes)(includes field experience)	3 hrs
EDUC 198	Field Experience I	1 hr
EDUC 200	Law, Ethics, and Education (Meets college Ethics requirement)	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 298	Field Experience II	1 hr
EDUC 300	Techniques of Teaching (includes field experience)	3 hrs
EDUC 311	Classroom and Behavior Management Techniques (includes field experience)	3 hrs
EDUC 322	Educational Measurement and Assessment	3 hrs
EDUC 338	Teaching Reading in the Content Area (includes field experience)	3 hrs
Teaching Methods Course: Math-360; Social Studies-362; Science-365; English-367; Business-369 (includes field experience)		3 hrs

EDUC 390	Education and Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar (This course is to be taken the semester before student teaching)	3 hrs
EDUC 422	Student Teaching in the Secondary Schools [16 wks] (Must receive a "B" or higher for certification)	12 hrs

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

### BEACON ART EDUCATION (K-12) CERTIFICATION

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

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

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

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

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

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

#### Content Area Requirements **30 hrs**

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

##### I. Design & Composition

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

##### II. Two-Dimensional Art

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

##### III. Three-Dimensional Art

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

**IV. History, Theory, and Criticism**

- ARTS 111 – Art and Ideas I **or**  
ARTS 112 – Art and Ideas II **or**  
Art History 300 or above

**V. Art for Elementary Grades**

- EDUC 345 – Teaching Art k-12

**VI. Art Electives** (if 30 hour minimum has not been met.)

### Art Education K-12 Certification Minor 51 hrs

Forty-eight semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 51 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA with no grade less than a C.

SOCI/ANTH 270	Minority Cultures and Relations	3 hrs
EDUC 100	Introduction to Education (Must be taken within first 9 hrs of EDUC classes)(includes field experience)	3 hrs
EDUC 198	Field Experience I	1 hr
EDUC 200	Law, Ethics, and Education (Meets college Ethics requirement)	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 298	Field Experience II	1 hr
EDUC 300	Techniques of Teaching (includes field experience)	3 hrs
EDUC 311	Classroom and Behavior Management Techniques (includes field experience)	3 hrs
EDUC 322	Educational Measurement and Assessment	3 hrs
EDUC 338	Teaching Reading in the Content Area** (includes field experience)	3 hrs
EDUC 345	Teaching Art K-12 (includes field experience)	4 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar (This course is to be taken the semester before student teaching)	3 hrs
EDUC 422	Student Teaching in the Secondary Schools [16 wks] (Must receive a "B" or higher for certification) (Two placements [1:K-6 & 1:7-12] 8 wks each for Art K-12 certification)	12 hrs

**Note: To take any course listed with a field experience component, student must submit application forms by**

**the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.**

## SPECIAL EDUCATION (K-12)

### General Education 38-41 hrs

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

#### I. Basic Studies and Mathematics

- MATH 102 Mathematics for the Elementary School Teacher
- CISS 170 Introduction to Computer Information Systems **or**  
CISS 171 Introduction to Computer Information Systems for MAC Users **or**  
CISS 176 Introduction to Computer Science

#### II. Arts and Humanities

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

#### III. Social and Behavioral Sciences

- PSYC 101 - General Psychology
- ECON 293 - Macroeconomics **or**  
ECON 294 - Microeconomics
- GEOG/ANTH 101 - Introduction to Geography

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

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

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

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

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

**Special Education is not a specific Education Minor.** Students seeking Special Education certification will obtain the Education (General) Minor and finish certification requirements at the Post Baccalaureate level\*. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA within the

minor with no grade less than C.

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

<b>Professional Education Coursework</b>		<b>50 hrs</b>
SOCI/ANTH 270	Minority Cultures and Relations	3 hrs
EDUC 100	Introduction to Education (Must be taken within first 9 hrs of EDUC classes)(includes field experience)	3 hrs
EDUC 105	Human Health	3 hrs
EDUC 198	Field Experience I	1 hr
EDUC 200	Law, Ethics, and Education	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children and Adolescents	3 hrs
EDUC 298	Field Experience II	1 hr
EDUC 300	Techniques of Teaching (includes field experience)	3 hrs
EDUC 302	Teaching Skills (includes field experience)	3 hrs
EDUC 311	Classroom and Behavior Management Techniques (includes field experience)	3 hrs
EDUC 331	Teaching of Reading (includes field experience)	3 hrs
EDUC 336	Creative and Language Arts in Elementary and Middle Schools (includes field experience)	3 hrs
EDUC 338	Teaching Reading in the Content Area (includes field experience) <b>or</b>	3 hrs
EDUC 516	Reading and Writing Across the Curriculum	
EDUC 358	Teaching Mathematics in the Elementary School (includes field experience)	3 hrs
EDUC 380	Diagnostic and Corrective Reading (includes field experience)	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
PSYC 330	Lifespan Developmental Psychology	3 hrs

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

### **Complete Certification Sequence 24 hrs (Graduate) 15 hrs (Undergraduate)**

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

### **UNDERGRADUATE POST-BACCALAUREATE CERTIFICATION PROGRAM**

Students who are seeking teacher certification and hold a baccalaureate degree from a regionally accredited college or university may complete certification requirements at the undergraduate level, as detailed in the Beacon Program requirements.

### **THE DAYSTAR PROGRAM**

This program is designed primarily for Day Campus students who are new freshmen. (Freshman-level transfer students with only liberal arts and sciences college credit may also apply.)

*DAYSTAR* is a four-year + program that allows students to earn a Bachelor of Arts in a content area (i.e. Biology, Math, History, etc), PLUS a Master of Arts in Teaching degree. Students graduating from this program will be eligible to be recommended for certification to teach in Missouri at the elementary, middle, or secondary school level.

Education courses are taught in the summer (five summers total) while academic content courses and internships are taught in the fall and spring. Students obtain substantial practical teaching experience with exposure to the classroom every semester.



Students admitted to this program will receive a *DAYSTAR* tuition grant to cover tuition costs for required courses taken in the summer sessions.

Admission to the *DAYSTAR* Program requires a separate application and approval by the Education Department. Entry to the teacher certification program must occur prior to student teaching. (See “Admission to Teacher Certification Program” page 33.) Admission to the MAT program is required to complete certification. To be eligible for certification, students must have a minimum ACT score of 22, a 3.0 cumulative grade point average, passing scores on all sections of the CBASE and a passing score on the Praxis II examination.

*DAYSTAR* students will graduate from Columbia College knowing they have successfully completed one of the most challenging and innovative teaching programs in the nation while earning both a bachelor’s and a master’s degree in little more than four years. (Note: See the *DAYSTAR* Certification checklists for the lists of certification courses taken at the Post-Baccalaureate level.)

*DAYSTAR* is an adapted Holmes-group model of teacher education which:

- Emphasizes academic content over pedagogy at the undergraduate level.
- Substantively increases opportunities for practical experience in clinical placements (students will participate in a clinical experience during each semester of enrollment, including summer placements),
- Provides for specific study of, and clinical experience with, special needs students,
- Requires demonstrated content (ACT, CBASE, and Praxis) and clinical (Field Placement) competence prior to being admitted to the certification sequence, and
- Focuses on pedagogy at the graduate level culminating with a professional degree in education.

## **DAYSTAR ELEMENTARY EDUCATION (1-6) CERTIFICATION**

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

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

In order to complete the requirements set forth by the Missouri Department of Elementary and Secondary Education, the following courses must be included in your general education coursework.

### **I. Basic Studies**

1. MATH 102 – Mathematics for the Elementary School Teacher
2. MATH 150 – College Algebra

### **II. Arts and Humanities**

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

### **III. Social and Behavioral Sciences**

1. PSYC 101 – General Psychology
2. ECON 293 – Macroeconomics **or**  
ECON 294 – Microeconomics
3. GEOG/ANTH 101 – Introduction to Geography

### **Liberal Arts and Science Degree 40-54 hrs**

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

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

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

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

### **Professional Education Coursework 45 hrs**

SOCI/ANTH 270	Minority Cultures and Relations	3 hrs
EDUC 100	Introduction to Education (includes field experience)	3 hrs
EDUC 105	Human Health	3 hrs
EDUC 198	Field Experience I	1 hr
EDUC 200	Law, Ethics, and Education	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children and Adolescents	3 hrs
EDUC 298	Field Experience II	1 hr
EDUC 300	Techniques of Teaching (includes field experience)	3 hrs
EDUC 302	Teaching Skills (includes field experience)	3 hrs
EDUC 311	Classroom and Behavior	3 hrs



	Management Techniques (includes field experience)	
EDUC 331	Teaching of Reading (includes field experience)	3 hrs
EDUC 336	Creative and Language Arts in Elementary and Middle Schools (includes field experience)	3 hrs
EDUC 358	Teaching Mathematics in the Elementary School (includes field experience)	3 hrs
EDUC 380	Diagnostic and Corrective Reading (includes field experience)	3 hrs
EDUC/PSYC391	Child Psychology	3 hrs
EDUC 398	Daystar Field Experience III	1 hr
EDUC 400	Senior Seminar** (Students will take this course <u>after</u> their undergraduate degree is completed)	3 hrs

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

### Three Year Baccalaureate Program 124-138 hrs

Must be admitted to the Teacher Certification Program prior to enrolling in the MAT program. (See "Admission to Teacher Certification Program.")

### Fourth Year Master of Arts in Teaching 36 hrs

(One academic year and 2 summer sessions)

EDUC 521	Language, Literature, & Arts for Creative Elem. & MS (includes field experience)	3 hrs
EDUC 525	Educating Exceptional Individuals	3 hrs
EDUC 563	Management of the Classroom Environment (includes field experience)	3 hrs
EDUC 580	Methods of Effective Academic Evaluation	3 hrs
EDUC 698	Graduate Student Teaching [16 weeks] (Must receive a "B" or higher for certification)	9 hrs
	Additional Graduate Courses	18 hrs

## DAYSTARMIDDLE SCHOOL EDUCATION (5-9) CERTIFICATION

### General Education 38-41 hrs

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

### Liberal Arts and Science Degree 40-60 hrs

Students seeking certification in Middle Level

Education may choose from the following recommended degree areas:

BA – Biology  
BS – Biology  
BA – Chemistry  
BA – Communication Studies  
BA – English  
BS – Environmental Science  
BA – History  
BS – Mathematics  
BA – Sociology

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

### Middle Level Content Area

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

English/Language Arts  
Mathematics  
Science  
Social Studies  
Speech/Theatre

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

## MIDDLE SCHOOL CONTENT AREA REQUIREMENTS

### Language Arts (Minimum 21 hours)

COMM 203	Understanding Human Communication	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
EDUC 336	Creative and Language Arts in Elementary and Middle Schools (includes field experience)	3 hrs
ENGL 311	Descriptive Grammar of the English Language <u>or</u>	3 hrs
ENGL 312	The History of the English Language <u>or</u>	3 hrs
ENGL 490	Literary and Critical Theory	3 hrs
	English/Language Arts Electives	6 hrs

Electives (nine hours)

Choose three courses from the following: ENGL 231, ENGL 232, ENGL 241, ENGL 242, ENGL 350, ENGL 351, ENGL 370

### Mathematics (Minimum 21 hours)

CISS 176	Introduction to Computer Science <u>or</u>	3 hrs
CISS 145	Introduction to Python Programming	
MATH 102	Mathematics for the	3 hrs

	Elementary School Teacher	
MATH 150	College Algebra	3 hrs
MATH 155	Algebraic Reasoning for Elementary and Middle School Teachers	3 hrs
MATH 165	Geometric Reasoning for Elementary and Middle School Teachers	3 hrs
MATH 250	Statistics I	3 hrs
MATH Electives (MATH 170 or higher)		3 hrs

**Science (Minimum 21 hours)**

BIOL 110	Principles of Biology I	3 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
CHEM/PHYS 108	Physical Science Survey	3 hrs
CHEM 109	Chemistry for Biological and Health-Related Science <b>or</b>	3 hrs
CHEM 110	Chemistry I	
GEOL 110	Introduction to Physical Geology	3 hrs
PHYS 111	College Physics Lab Electives (4 hrs)	3 hrs
Choose two courses from the following: BIOL 110L, BIOL/ENVS 115L, CHEM/PHYS 108L, CHEM 111L, GEOL 110L, PHYS 111L		

**Social Studies (Minimum 21 hours)**

ECON 293	Macroeconomics <b>or</b>	3 hrs
ECON 294	Microeconomics (both recommended)	
GEOG/ANTH 101	Introduction to Geography	3 hrs
HIST 101	Western Civilization I <b>or</b>	3 hrs
HIST 111	World History to 1500	
HIST 102	Western Civilization II <b>or</b>	3 hrs
HIST 112	World History Since 1500	
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
POSC 111	American National	3 hrs

**Speech/Theatre (Minimum 21 hrs)**

COMM 110	Introduction to Speech	3 hrs
COMM 220	Introduction to Theatre	3 hrs
COMM 323	Argumentation and Debate	3 hrs
COMM 420	Advanced Acting and Production Techniques	3 hrs
Electives (9 hours)		
Choose three courses from the following: COMM 203, COMM 303, COMM 313, COMM 320, COMM 360, COMM 380, COMM 385		

**Professional Education Coursework 38 hrs**

SOCI/ANTH 270	Minority Cultures and Relations	3 hrs
EDUC100	Introduction to Education (includes field experience)	3 hrs
EDUC 198	Field Experience I (includes field experience)	1 hr
EDUC 200	Law, Ethics, and Education (Meets college ethics requirement)	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 298	Field Experience II	1 hr
EDUC 300	Techniques of Teaching (includes field experience)	3 hrs
EDUC 326	Middle School Methods (includes field experience)	3 hrs
EDUC 331	Teaching of Reading (includes field experience)	3 hrs
EDUC 338	Teaching Reading in the Content Area (includes field experience)	3 hrs

## Teaching Methods Course:

(Math- 359; Social Studies- 362; Science- 365;  
English- 367; Speech- Theatre- 368) (includes  
field experience)

EDUC/PSYC392	Adolescent Psychology	3 hrs
EDUC 398	Daystar Field Experience III (includes field experience)	1 hr
EDUC 400	Senior Seminar** (Students will take this course <u>after</u> their undergraduate degree is completed)	3 hrs

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

**Three Year Baccalaureate Program Total 120-136 hrs**

Students must be admitted to Teacher Certification Program prior to enrolling in the MAT program. (See "Admission to Teacher Certification Program.")

**Fourth Year Master of Arts in Teaching 39 hrs**  
(One academic year and 2 summer sessions)

EDUC 516	Reading and Writing Across the Curriculum ** (includes field experience)	3 hrs
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*(This course could be taken to remain full-time in the 2nd session of fourth year, but is not required for the MAT degree.)*

EDUC 521	Language, Literature and the Creative Arts for Elementary and Middle Schools ** (includes field experience)	3 hrs
EDUC 525	Educating Exceptional Individuals**	3 hrs
EDUC 563	Management of the Classroom Environment (includes field experience)	3 hrs
EDUC 580	Methods of Effective Academic Evaluation**	3 hrs
EDUC 698	Graduate Student Teaching [16 wks] (Must receive a "B" or higher for certification)**	9 hrs
Additional Graduate Courses		15 hrs

\*\* Readmit to the Post-Baccalaureate Program to complete the certification sequence.

## DAYSTAR SECONDARY EDUCATION (9-12) CERTIFICATION

### General Education 38-41 hrs

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

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

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

- BA – Biology
- BS – Biology
- BA – Business Administration
- BS – Business Administration
- BA – Chemistry
- BA – English
- BS – Environmental Science
- BA – History
- BS – Mathematics
- BA – Sociology

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

### Secondary Content Area Requirements

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

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

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

BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL 290	Principles of Cell Biology	3 hrs

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

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

ACCT 280	Accounting I (Financial)	3 hrs
ACCT 385	Accounting Information Systems <u>or</u>	3 hrs

An approved Computer Technology course

CISS 170	Introduction to Computer Information Systems <u>or</u>	3 hrs
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CISS 171 Introduction to Computer

Information Systems for MAC Users or

CISS 176 Introduction to Computer Science

ECON 293	Macroeconomics <u>or</u>	3 hrs
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ECON 294 Microeconomics

EDUC 369	Teaching Business *	3 hrs
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\* This course must include a resumé that will document one (1) year or two thousand (2000) hours of approved occupational experience or appropriate internship. The approval process is determined by the nature of employment in a business occupation. Copy of resumé needed for student file.

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

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

Business Electives (0-6 hrs) Recommended\*:

ACCT 281	Accounting II (Managerial)	3 hrs
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FINC 298	Personal Financial Planning	3 hrs
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MGMT 338	International Business	3 hrs
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MKTG 410	Global Marketing	3 hrs
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\*(Electives only needed if Business hours in above categories are below 30 hours required by DESE.)

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

BIOL 110	Principles of Biology I	3 hrs
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BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
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BIOL/CHEM 420	Biochemistry I	3 hrs
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BIOL/CHEM 420L	Biochemistry Laboratory	2 hrs
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CHEM 306	Analytical Chemistry I	5 hrs
CHEM 310	Organic Chemistry I	3 hrs
CHEM 310L	Organic Chemistry I Laboratory	2 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM/PHYS 401	Introduction to Physical Chemistry/Chemical Physics	3 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs
PHYS 111	College Physics I	3 hrs

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

EDUC 270	Literature for Children and Adolescents	3 hrs
EDUC 367	Teaching Middle School and Secondary English (Course will include one hour of field experience: 35 hour placement)	3 hrs
ENGL 111	English Composition I	3 hrs
ENGL 112	English Composition II	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language <u>or</u>	3 hrs
ENGL 490	Literary and Critical Theory	3 hrs

**Two courses selected from:**

ENGL 241	American Literature I <u>or</u>	3 hrs
ENGL 242	American Literature II <u>or</u>	
ENGL 450	Minority and Ethnic Litera- ture of the United States	

**One course selected from:**

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 263	World Literature I	3 hrs
ENGL 264	World Literature II	3 hrs
Electives criticism courses <u>and</u>		3 hrs
Elective World/English Literature		3 hrs
Elective English Credit*		0-2 hrs

\* (Electives only needed if English hours in above categories are below 30 hours required by DESE.)

**GENERAL SCIENCE (Grades 9-12)  
(Minimum 32 hours)**

ASTR 108	Introduction to Astronomy	3 hrs
BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs

BIOL/ENVS 115L	Introduction to Environ- mental Science Laboratory	2 hrs
CHEM/PHYS 108	Physical Science Survey	3 hrs
CHEM/PHYS 108L	Physical Science Survey Laboratory	2 hrs
CHEM 109	Chemistry for Biological and Health-Related Sciences	3 hrs
CHEM 111L	Introductory Chemistry Laboratory Experience	2 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
HIST/PHIL 303	History and Philosophy of Modern Science	3 hrs

Electives from any of the above listed categories: Recommended Elective:

ENVS/EDUC 372	Environmental Education	3 hrs
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**MATHEMATICS (Grades 9-12) (Minimum 30 hours)**

CISS 170	Introduction to Computer Information Systems <u>or</u>	3 hrs
CISS 171	Introduction to Computer Information Systems for MAC Users <u>or</u>	
CISS 176	Introduction to Computer Science	
MATH 150	College Algebra	3 hrs
MATH 201	Calculus and Analytical Geometry I	5 hrs
MATH 222	Calculus and Analytical Geometry II	5 hrs
MATH 331	Foundations of Geometry	3 hrs
MATH Electives from above listed	categories (Computer Science, Algebraic Structures, Calculus/ Geometry, and Geometry)	4 hrs

**Minimum ten (10) hours from at least three (3) of  
the following areas:****History of Mathematics (2-3 hrs)**

Recommended: MATH 330 – History of  
Mathematics

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

Recommended: MATH 102 – Mathematics for  
the Elementary School Teacher

**Number Theory (2-3 hrs)****Completion Calculus Sequence (2-5 hrs)**

Recommended: MATH 300 – Multivariate Calculus

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

Recommended: MATH 250 – Statistics I or

MATH 251 Statistics II or

MATH 340 Introduction to Probability Theory



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

Recommended: CISS 240 – Introduction to Programming

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

Recommended: MATH 303 – Linear Algebra

**SOCIAL STUDIES (Grades 9-12)****(Minimum 40 hours)**

ECON 293 Macroeconomics or 3 hrs

ECON 294 Microeconomics

GEOG/ANTH 101 Introduction to Geography 3 hrs

HIST 101 Western Civilization I 3 hrs

HIST 102 Western Civilization II 3 hrs

HIST 121 American History to 1877 3 hrs

HIST 122 American History Since 1877 3 hrs

POSC 111 American National Government 3 hrs

POSC 215 State and Local Government 3 hrs

PSYC 101 General Psychology 3 hrs

SOCI 111 General Sociology or 3 hrs

SOCI/ANTH 270 Minority Cultures and Relations

Electives – Six (6) hours in American History

Electives – Three (3) hours in World History

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

**Professional Education Coursework 26 hrs**

SOCI/ANTH 270 Minority Cultures and Relations 3 hrs

EDUC100 Introduction to Education 3 hrs  
(includes field experience)

EDUC 198 Field Experience I 1 hr  
(includes field experience)

EDUC 200 Law, Ethics, and Education 3 hrs  
(Meets college ethics requirement)

EDUC/PSYC 230 Educational Psychology 3 hrs

EDUC 298 Field Experience II 1 hr  
(includes field experience)

EDUC 300 Techniques of Teaching 3 hrs  
(includes field experience)

Teaching Methods Courses:

(Math- 360; Social Studies- 362; Science- 365; English- 367; Business- 369) (includes field experience)

EDUC/PSYC 392 Adolescent Child Psychology 3 hrs

EDUC 398 Daystar Field Experience III 1 hr  
(includes field experience)

EDUC 400 Senior Seminar\*\* 3 hrs

(Students will take this course after their undergraduate degree is completed)

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

**Three Year Baccalaureate Total 127-136 hrs Program**

Students must be admitted to Teacher Certification Program prior to enrolling in the MAT Program (See “Admission to Teacher Certification”).

**Fourth Year Master of Arts In Teaching 36 hrs**

(One academic year and 2 summer sessions)

EDUC 521 Language, Literature, and the Creative Arts for Elementary and Middle Schools\*\* 3 hrs

*(This course could be taken to remain full-time in the 1st session of the fourth year, but is not required for the MAT degree.)*

(includes field experience)

EDUC 525 Educating Exceptional Individuals\*\* 3 hrs

EDUC 563 Management of the Classroom Environment\*\* 3 hrs  
(includes field experience)

EDUC 580 Methods of Effective Academic Evaluation\*\* 3 hrs

EDUC 698 Graduate Student Teaching [16 wks] (Must receive “B” or higher for certification) 9 hrs

Additional Graduate Courses 15 hrs

**FIRST YEAR TEACHERS**

First year teachers who are eligible for the GI Bill may now receive VA Education Benefits for On-the-Job Training (OJT) during their first contract year. They can be teaching with a regular professional certificate or a temporary authorization.

**A. Requirements for participation:**

- Application for VA Benefits.
- Application for approval of the OJT position.
  - Training outline developed by school officials, including a letter detailing mentoring/supervision by either school principal or experienced teacher.



- Designate a school official to serve as the contact person between the school and Missouri Department of Elementary and Secondary Education and the VA.

#### B. Benefits:

- First year teachers can receive VA Education Benefits under Chapter 34/30 that are paid directly to him/her and thus need no special accounting or payroll practices. This is a valuable addition to first year salaries. The amount a person receives depends upon his/her chapter of eligibility and years of service.
- This benefit is separate from Troops-to-Teachers and may be used in addition to Troops-to-Teacher funds.
- Allows the school districts to participate and be a positive force in the veteran's transition from military to civilian life.

Contact the Veterans' Education and Training Section of DESE at 573-751-3487 for more details.

## ENGLISH

**Department:** Humanities

**Chairperson:** Mark Price, Ph.D.

**Full-Time Faculty:** Danny Campbell, Ph.D.  
 Johanna Denzin, Ph.D.  
 Heather Ditzer  
 Christina Ingoglia  
 Lizbeth Metscher  
 Peter Monacell, Ph.D.  
 Miranda Wilkerson, Ph.D.

**Degree:** Bachelor of Arts in English

**Minors:** English  
 Music  
 Spanish  
 Speech Communication

**Program:** English as a Second or Other Language

**Culminating Experience Course:**  
 ENGL 431 Senior Essay

The Bachelor of Arts in English provides a foundation for career preparation and graduate study. It emphasizes clear communication and critical thinking, skills fundamental to all areas of career

and liberal arts studies, and offers, through literary study, a basis for growth in understanding the human condition. Society, the professions, college constituents and the individual student are well served, directly and indirectly, by the influences of an English major, which may also be effectively combined with other academic or career areas.

### Course Rotation Schedule

#### Core Requirements:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ENGL 207	ENGL 207	ENGL 232	ENGL 232	
ENGL 231	ENGL 231	ENGL 242	ENGL 242	
ENGL 241	ENGL 241	ENGL 313	ENGL 313	
ENGL 490	ENGL 313	ENGL 314	ENGL 314	
	ENGL 314	ENGL 315	ENGL 315	
	ENGL 315	ENGL 331	ENGL 331	
	ENGL 490	ENGL 408	ENGL 351	
		ENGL 431	ENGL 408	
			ENGL 431	

#### Electives:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
ENGL 241	ENGL 311	COMM 380	COMM 360	ENGL 210
ENGL 370	ENGL 370	ENGL 204	ENGL 351	ENGL 211
ENGL 399	ENGL 399	ENGL 232	ENGL 399	ENGL 212
ENGL 499	ENGL 499	ENGL 242	ENGL 420	ENGL 263
		ENGL 312	ENGL 499	ENGL 264
		ENGL 350		ENGL 280
		ENGL 399		ENGL 323
		ENGL 499		ENGL 360
				ENGL 361
				ENGL 362
				ENGL 397
				ENGL 450

## BACHELOR OF ARTS IN ENGLISH

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

**Ethics Course Requirement** 3 hrs  
 ENGL 331 Ethical Issues in Literature or  
 PHIL 330 Ethics

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

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

**D. Choice of Literature or Creative Writing Emphasis** 40 sem. hrs

**1. Literature Emphasis Core Requirements** 21 sem. hrs

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

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs

ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs
ENGL 351	Readings in Shakespeare	3 hrs
ENGL 431	Senior Seminar	3 hrs
ENGL 490	Literary and Critical Theory	3 hrs

**Literature Emphasis Electives 18 sem. hrs**

Twenty-one semester hours selected from the following:

ENGL 204	Technical Writing	3 hrs
ENGL 207	Introduction to Creative Writing I- Multigenre	3 hrs
*ENGL 263	World Literature I	3 hrs
* ENGL 264	World Literature II	3 hrs
ENGL 280	Film and Literature	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs
ENGL 323	The Hero in Mythology	3 hrs
ENGL 331	Ethical Issues in Literature	3 hrs
ENGL 333	Topics	3 hrs
ENGL 350	Major Literary Figures	3 hrs
ENGL 360	Readings in Fiction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
ENGL 362	Readings in Drama	3 hrs
ENGL 370	Major Literary Periods	3 hrs
ENGL 397	Science Fiction and Fantasy	3 hrs
ENGL 420	Advanced Editing and Revision	3 hrs
ENGL 433	Topics	3 hrs
* ENGL 450	Minority and Ethnic Literature of the United States	3 hrs

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

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

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

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

ENGL 207	Introduction to Creative Writing I- Multigenre	3 hrs
ENGL 313	Intermediate Creative Writing I-Fiction	3 hrs
ENGL 314	Intermediate Creative Writing II- Creative Non-Fiction	3 hrs
ENGL 315	Intermediate Creative Writing III-Poetry	3 hrs

ENGL 408	Advanced Creative Writing	3 hrs
ENGL 431	Senior Seminar	3 hrs
ENGL 490	Literary and Critical Theory	3 hrs

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

Eighteen hours selected from the following:

(Students may choose no more than two of the following: ENGL 231, ENGL 232, ENGL 241, ENGL 242)

ENGL 204	Technical Writing	3 hrs
* ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs
ENGL 263	World Literature I	3 hrs
* ENGL 264	World Literature II	3 hrs
ENGL 280	Film and Literature	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs
ENGL 323	The Hero in Mythology	3 hrs
ENGL 331	Ethical Issues in Literature	3 hrs
ENGL 333	Topics	3 hrs
ENGL 399	English Internship	3 hrs
ENGL 350	Major Literary Figures	3 hrs
ENGL 351	Readings in Shakespeare	3 hrs
ENGL 360	Readings in Fiction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
ENGL 362	Readings in Drama	3 hrs
ENGL 370	Major Literary Periods	3 hrs
ENGL 397	Science Fiction and Fantasy	3 hrs
ENGL 420	Advanced Editing and Revision	3 hrs
ENGL 433	Topics	3-6 hrs
* ENGL 450	Minority and Ethnic Literature of the United States	3 hrs
ENGL 499	Advanced English Internship	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
COMM 380	Performance Studies	3 hrs

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

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

- E. Open Electives:** 31-34 sem. hrs  
Recommend more courses in upper-level English and/or Journalism

**120 sem. hrs**

- F. A candidate for a baccalaureate degree with a major in English must pass, with a satisfactory rating (grade of C or higher), ENGL 431 Senior Essay as a culminating evaluative experience.**

## ENVIRONMENTAL SCIENCE

**Department:** Physical and Biological Sciences

**Chairperson:** Frank Somer, Ph.D.

**Full-Time Faculty:** Christopher Babayco, Ph.D.  
Julie Estabrooks, Ph.D.  
Alan James, Ph.D.  
Nathan Means, Ph.D.  
Rie Sasaki, Ph.D.  
Frank Somer, Ph.D.  
Kent Strodtman, Ph.D.  
Peggy Wright, Ph.D.

**Degree:** Bachelor of Science in Environmental Science

**Minors:** Biology  
Chemistry  
Environmental Science

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

The Environmental Science major is a science-based course of study that focuses on the natural environment and man's interactions and use of its resources. Students examine the structure and function of natural systems and develop techniques and skills that will allow them to work in the field of natural resources. A degree in Environmental Science can lead to careers in a wide variety of public and private organizations and government agencies. It will also prepare those students who wish to pursue advanced graduate study.

## Course Rotation Schedule

### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 110	BIOL 110	BIOL 110	BIOL 110	
BIOL 110L	BIOL 110L	BIOL 110L	BIOL 110L	
BIOL 112	BIOL 112	BIOL 112	BIOL 112	
BIOL 112L	BIOL 112L	BIOL 112L	BIOL 112L	
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	
BIOL 343	BIOL 353	CHEM 110	CHEM 110	
CHEM 110	CHEM 110	CHEM 111L	CHEM 111L	
CHEM 111L	CHEM 111L	CHEM 112	CHEM 112	
CHEM 112	CHEM 112	CHEM 112L	CHEM 112L	
CHEM 112L	CHEM 112L	ENVS/ BIOL 320	ENVS/ BIOL 320	
ENVS/ GEOG 251	ENVS/ BIOL 222	ENVS/ BIOL 320L	ENVS/ BIOL 320L	
ENVS/BIOL/ CHEM 395	ENVS/BIOL/ CHEM 395	ENVS/BIOL/ CHEM 395	ENVS/BIOL/ CHEM 395	
ENVS 399	ENVS 399	ENVS 399	ENVS 399	
ENVS/ BIOL 490	ENVS/ BIOL 490	ENVS/ BIOL 490	ENVS/ BIOL 490	
ENVS 499	ENVS 499	ENVS 499	ENVS 499	
GEOG 101	GEOG 101	GEOG 101	GEOG 101	

## BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE

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

**Ethics Course Requirement** 3 hrs  
ENVS/PHIL 332 Environmental Ethics or  
PHIL 330 Ethics

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

- C. Core Requirements** 54 sem. hrs  
(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL 112	Principles of Biology II	3 hrs
BIOL 112L	Principles of Biology II Laboratory	2 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	3 hrs
BIOL 343	Botany	5 hrs
BIOL 353	Zoology	5 hrs
ENVS/BIOL 222	Conservation Biology	3 hrs
* ENVS/GEOG 251	Resource Management	3 hrs
ENVS/BIOL 320	Ecology	3 hrs
ENVS/BIOL 320L	Ecology Laboratory	2 hrs

ENVS/BIOL/CHEM 395 Research Design	3 hrs
ENVS/BIOL 490 Senior Seminar	1 hr
ENVS 399/499 Science Internship	3 hrs
CHEM 110 Chemistry I	3 hrs
CHEM 111L Introductory Chemistry Laboratory Experience	2 hrs
CHEM 112 Chemistry II	3 hrs
CHEM 112L Chemistry II Laboratory	2 hrs
*GEOG/ANTH 101 Introduction to Geography	3 hrs

#### D. Environmental Science 18 sem. hrs Electives

Eighteen semester hours of courses with a BIOL, ENVS, CHEM, GEOL prefix. A minimum of 12 of these hours must be in upper-level coursework. A maximum of three of these hours may be obtained from internships (ENVS 399/499) All courses must be completed with a grade of C or higher.

#### E. Electives 4-7 sem. hrs

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#### 120 sem. hrs

**F. ENVS 490 Senior Seminar is the culminating evaluative experience course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.**

## FORENSIC SCIENCE

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

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

**Coordinator:** Michael Lyman, Ph.D.

**Full-Time Faculty:** Christopher Babayco, Ph.D.  
Joseph Carrier, Ph.D.  
Julie Estabrooks, Ph.D.  
Kenneth Felts, II, Ph.D.  
Alan James, Ph.D.  
Barry Langford, J.D.  
Natasha Latushkina, Ph.D.  
Michael Lyman, Ph.D.  
Melinda McPherson, Ph.D.  
Nathan Means, Ph.D.  
Rie Sasaki, Ph.D.  
Ann Schlemper, Ph.D.  
Frank Somer, Ph.D.  
Kent Strodtman, Ph.D.  
Suzanne Tourville, Ph.D.  
Peggy Wright, Ph.D.

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

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

**Certificate:** Crime Scene Investigation

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

The major in *Forensic Science* is designed to provide training for students seeking to work in the forensic science laboratories or who are planning to pursue careers in the field of forensic science. The major draws from the biological sciences, physics and chemistry as well as from the fields of criminal justice and the law.

The degree is generated from a cross-disciplinary perspective, blending faculty expertise from both the criminal justice and science program areas. A principal focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions in the criminal justice and science areas. The faculty encourages wide and varied preparation in both the liberal arts and sciences to provide students with an appreciation of the scientific and social environment of crime and criminal justice.

As students prepare for a career in forensic sciences, they should be reasonably informed on which area to focus. For example, if one wishes to work in a crime laboratory, most positions are of the "criminalist" category, but various areas will require specific coursework. Examples are as follows:

**Criminalist I – Physical Evidence.** Coursework should include at least two natural science classes, algebra, and trigonometry (coursework in calculus can be substituted for the algebra and trigonometry).

**Criminalist I – DNA.** Coursework should include 20 semester hours in biology (course credit in genetics, biochemistry, molecular biology, recombinant DNA technology or other subjects which provide a basic understanding of the foundations of forensic DNA analysis should be included in hours).

**Criminalist I – Trace Evidence.** Coursework should include at least 20 hours of chemistry (organic and inorganic).

**Criminalist I – Toxicology.** Coursework should include at least 20 hours of chemistry including two semesters of general chemistry and two

semesters of organic chemistry, and one semester of quantitative analysis, with a minimum acceptable grade of C.

**Criminalist I – Latent Prints.** Coursework should include at least two natural science classes, with a minimum acceptable grade of C.

**Criminalist I – Questioned Documents.** Baccalaureate degree should be in one of the Natural Sciences or Criminal Justice.

Students majoring in this degree should work closely with their academic advisor to ensure proper coursework is taken for the student's preferred career option.

### Course Rotation Schedule

#### Core/Track Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 110	BIOL 110	BIOL 110	BIOL 110	PHYS 211
BIOL 110L	BIOL 110L	BIOL 110L	BIOL 110L	PHYS 212
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	
BIOL 410	BIOL 410	BIOL 342	BIOL 342	
BIOL 410L	BIOL 410L	BIOL 342L	BIOL 342L	
CHEM 110	CHEM 110	BIOL/ CHEM 420	BIOL/ CHEM 420	
CHEM 111L	CHEM 111L	CHEM 420	CHEM 420	
CHEM 306	CHEM 306	BIOL/ CHEM 420L	BIOL/ CHEM 420L	
CHEM 310	CHEM 310	CHEM 110	CHEM 110	
CHEM 310L	CHEM 310L	CHEM 111L	CHEM 111L	
CJAD 335	CJAD 335	CHEM 112	CHEM 112	
CJAD 335L	CJAD 335L	CHEM 112L	CHEM 112L	
CJAD 475	CJAD 475	CHEM 312	CHEM 312	
MATH 201	MATH 201	CHEM 312L	CHEM 312L	
MATH 222	MATH 222	CJAD 335	CJAD 335	
PHYS 111	PHYS 111	CJAD 335L	CJAD 335L	
PHYS 111L	PHYS 111L	CJAD 475	CJAD 475	
		MATH 201	MATH 201	
		MATH 222	MATH 222	
		PHYS 112	PHYS 112	
		PHYS 112L	PHYS 112L	

#### Electives:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 221	BIOL 221	BIOL 312	BIOL 312	CJAD 305
BIOL 221L	BIOL 221L	BIOL 312L	BIOL 312L	CJAD 413
BIOL 223	BIOL 223	CHEM/ BIOL/ ENVS 395	CHEM/ BIOL/ ENVS 395	CJAD 445
BIOL 223L	BIOL 223L	BIOL/ ENVS 395	BIOL/ ENVS 395	PHIL/ HIST 303
BIOL 290	BIOL 290	CHEM/ PHYS 401	CHEM/ PHYS 401	
BIOL 290L	BIOL 290L	CJAD 101	CJAD 101	
BIOL/ CHEM 420	BIOL/ CHEM 420	CJAD 203	CJAD 203	
BIOL/ CHEM 420L	BIOL/ CHEM 420L	CJAD 303	CJAD 303	
CHEM 306	CHEM/ BIOL/ ENVS 395	CJAD 415	CJAD 415	
CHEM/ BIOL/ ENVS 395	BIOL/ ENVS 395	CJAD 499	CJAD 495	
CJAD 101	CHEM 306	PHIL 210	CJAD 499	
CJAD 201	CHEM 322	CHEM 307	PHIL 210	
CJAD 203	CHEM 322		CHEM 307	
CJAD 499	CJAD 101			
PHIL 210	CJAD 201			
PSYC 450	CJAD 203			
	CJAD 406			
	CJAD 499			
	MATH 380			
	PHIL 210			
	PSYC 450			

## BACHELOR OF SCIENCE IN FORENSIC SCIENCE

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

#### Ethics Course Requirement 3 hrs

CJAD 345 Ethics & Morality in Criminal Justice or PHIL 330 Ethics

### B. Multicultural Requirements 3 sem. hrs

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

### C. Core Requirements 46 sem. hrs

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

BIOL 110 Principles of Biology I 3 hrs

BIOL 110L Principles of Biology I Laboratory 2 hrs

BIOL/PSYC/SOCI 324 Statistics for the Behavioral and Natural Sciences 3 hrs

CHEM 110 Chemistry I 3 hrs

CHEM 111L Introductory Chemistry Laboratory Experience 2 hrs

CHEM 112 Chemistry II 3 hrs

CHEM 112L Chemistry II Laboratory 2 hrs

CHEM 310 Organic Chemistry I 3 hrs

CHEM 310L Organic Chemistry I Laboratory 2 hrs

CJAD 335 Criminalistics 3 hrs

CJAD 335L Criminalistics Laboratory 2 hrs

CJAD 475 Senior Seminar in Forensic Science 3 hrs

MATH 201 Calculus & Analytic Geometry I 5 hrs

MATH 222 Calculus & Analytic Geometry II 5 hrs

PHYS 111 College Physics I 3 hrs

and PHYS 111L Physics I Laboratory 2 hrs

or PHYS 211 Calculus-based Physics I 5 hrs

**In addition to successful completion of the core requirements listed above, students seeking a Bachelor of Science in Forensic Science degree must complete one of two tracks: Chemistry or Biology.** The decision to choose one of these two options is based on the student's career objectives which can be very specific about which coursework is required. Therefore, it is incumbent upon the student to be familiar with their targeted career track to ensure they have taken the correct coursework to be a competitive candidate for the position desired.

*Please note: As you schedule your classes, please ensure that you have a sufficient number of upper-level hours to satisfy the 39 upper-level requirement.*



**D. Chemistry Track 15 sem. hrs**

CHEM	306	Analytical Chemistry I	5 hrs
CHEM	312	Organic Chemistry II	3 hrs
CHEM	312L	Organic Chemistry II Laboratory	2 hrs
PHYS	112	College Physics II <b>and</b>	3 hrs
PHYS	112L	College Physics II Laboratory <b>or</b>	2 hrs
PHYS	212	Calculus-Based Physics II	5 hrs

**E. Biology Track 15 sem. hrs**

BIOL	342	Genetics	3 hrs
BIOL	342L	Genetics Laboratory	2 hrs
BIOL	410	Molecular Biotechnology	3 hrs
BIOL	410L	Methods in Molecular Biotechnology	2 hrs
BIOL	420	Biochemistry	3 hrs
BIOL	420L	Biochemistry Laboratory	2 hrs

**F. Electives for Chemistry and Biology Tracks 12-17 sem. hrs**

BIOL	290	Principles of Cell Biology	3 hrs
BIOL	290L	Principles of Cell Biology Laboratory	2 hrs
BIOL/CHEM/ENVS	395	Research Design in the Sciences	3 hrs
BIOL	420	Biochemistry I (Chemistry Track Only)	3 hrs
BIOL	420L	Biochemistry Laboratory (Chemistry Track Only)	2 hrs
CHEM	307	Analytical Chemistry II	5 hrs
CHEM	322	Inorganic Chemistry	3 hrs
CHEM/PHYS	401	Introduction to Physical Chemistry/Chemical Physics	3 hrs
CJAD	406	Expert and Scientific Evidence	3 hrs
MATH	380	Advanced Calculus	3 hrs

**G. General Forensic Science Area Electives 12-18 sem. hrs**

BIOL	221	Clinical Microbiology	3 hrs
BIOL	221L	Clinical Microbiology Laboratory	2 hrs
BIOL	223	Anatomy	3 hrs
BIOL	223L	Anatomy Laboratory	2 hrs
BIOL	312	Microbiology	3 hrs
BIOL	312L	Microbiology Laboratory	2 hrs
CJAD	101	Introduction to Criminal Justice Administration	3 hrs
CJAD	201	Criminal Investigation	3 hrs
CJAD	203	Crime Scene Investigation	3 hrs
CJAD	303	Crime Scene Photography	3 hrs
CJAD	305	Forensic Anthropology	3 hrs
CJAD	413	Bloodstain Evidence	3 hrs
CJAD	415	Criminal Procedures	3 hrs
CJAD	445	Forensic Pathology	3 hrs
CJAD	399/499	Criminal Justice Internship	1-3 hrs

PHIL	210	Logic & Critical Thinking	3 hrs
PHIL/HIST	303	History & Philosophy of Modern Science	3 hrs
PSYC	450	Abnormal Psychology	3 hrs

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

**I. A candidate for a baccalaureate degree with a major in Forensic Science must pass, with a satisfactory rating (grade of C or higher), CJAD 475 Senior Seminar in Forensic Science, as a culminating evaluative experience.**

**J. TOTAL 123-140 sem. hrs**

**CERTIFICATE IN CRIME SCENE INVESTIGATION**

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

Certificate Requirements: Students are required to complete a mandatory 9 credit hour core block of courses with 6 additional discretionary credit hours chosen from a list of pre-approved courses. These courses are:

<b>Required:</b>	<b>9 sem. hrs</b>
CJAD 201 Criminal Investigation	3 hrs
CJAD 203 Crime Scene Investigation	3 hrs
CJAD 303 Crime Scene Photography	3 hrs

**Electives 6 sem. hrs (Taken from the following list)**

CJAD 305 Forensic Anthropology	3 hrs
CJAD 327 Fingerprint Evidence	3 hrs
CJAD 328 Shooting Incidents	3 hrs
CJAD 333/433 Topics: (Departmental approval required)	3 hrs
CJAD 413 Bloodstain Evidence	3 hrs
CJAD 445 Forensic Pathology	3 hrs

**Total required: 15 sem. hrs**

The CSI Certificate is available only to students who have a declared major in Criminal Justice

Administration (BS or BA), a minor in Criminal Justice or major in Forensic Science (BS). The certificate will be awarded only after successful completion of the student's degree program in one of the above areas.

## BACHELOR OF GENERAL STUDIES FOR ELEMENTARY EDUCATION CERTIFICATION

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

#### Basic Studies (12 hours)

CISS 170 Introduction to Computer Systems <u>or</u>	3 hrs
CISS 171 Introduction to Computer Systems for MAC Users	
CISS 176 Introduction to Computer Science	
COMM 110 Introduction to Speech	3 hrs
ENGL 112 English Composition II	3 hrs
MATH 150 College Algebra	3 hrs

#### History (6 hours)

Choose two courses from the following:

HIST 101 Western Civilization I	3 hrs
HIST 102 Western Civilization II	3 hrs
HIST 111 World History to 1500	3 hrs
HIST 112 World History since 1877	3 hrs
HIST 121 American History to 1877	3 hrs
HIST 122 American History Since 1877	3 hrs

#### Arts and Humanities (6 hours)

Choose one or two from the following:

ARTS 105 Art Appreciation	3 hrs
ARTS 111 Art and Ideas I	3 hrs
ARTS 112 Art and Ideas II	3 hrs
MUSI 122 Music Appreciation	3 hrs

Choose none or one of the following:

ARTS 105 Art Appreception	3 hrs
ARTS 111 Art and Ideas I	3 hrs
ARTS 112 Art and Ideas II	3 hrs
COMM 203 Understanding Human Communication	3 hrs
COMM 224 Film History & Analysis	3 hrs
ENGL 123 Intro to Mythology & Folklore	3 hrs
ENGL 210 Intro to Fiction	3 hrs
ENGL 211 Intro to Poetry	3 hrs
ENGL 212 Intro to Drama	3 hrs
ENGL 231 English Literature I	3 hrs
ENGL 232 English Literature II	3 hrs
ENGL 241 American Literature I	3 hrs
ENGL 242 American Literature II	3 hrs
ENGL 263 World Literature I	3 hrs
ENGL 264 World Literature II	3 hrs

MUSI 122 Music Appreciation	3 hrs
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### Natural Sciences and Mathematics (6 hours)

ENVS/BIO 115 Intro to Environmental Science or higher level BIOL/ENVS Course	3 hrs
CHEM/PHYS 108 Physical Science Survey or higher level Chemistry/Physics	3 hrs

### Social and Behavioral Sciences (6 hours)

PSYC 101 General Psychology	3 hrs
GEOG/ANTH 101 Intro to Geography	3 hrs

### Ethics (3 hours)

EDUC 200 Law, Ethics and Education	3 hrs
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### B. Multicultural Requirement (3 hours)

SOCI/ANTH 270 Minority Cultures & Relations	3 hrs
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### C. Elementary Ed Certification Minor:

SOCI/ANTH 270 Minority Cultures and Relations	3 hrs
EDUC 100 Introduction to Education (includes field experience)	3 hrs
EDUC 105 Human Health	3 hrs
EDUC 198 Field Experience I	1 hr
EDUC 200 Law, Ethics, and Education	3 hrs
EDUC/PSYC 230 Educational Psychology	3 hrs
EDUC 270 Literature for Children and Adolescents	3 hrs
EDUC 298 Field Experience II	1 hr
EDUC 300 Techniques of Teaching (includes field experience)	3 hrs
EDUC 302 Teaching Skills (includes field experience)	3 hrs
EDUC 311 Classroom and Behavior Management Techniques (includes field experience)	3 hrs
EDUC 322 Educational Measurement and Assessment	3 hrs
EDUC 331 Teaching of Reading (includes field experience)	3 hrs
EDUC 336 Creative and Language Arts in Elementary and Middle Schools (includes field experience)	3 hrs
EDUC 338 Teaching Reading in the Content Area (includes field experience)	3 hrs
EDUC 358 Teaching Mathematics in the Elementary School (includes field experience)	3 hrs
EDUC 380 Diagnostic and Corrective Reading (includes field experience)	3 hrs

EDUC 390	Education & Psychology of the Exceptional Child field experience: 15 hour placement)	3 hrs
EDUC/PSYC391	Child Psychology	3 hrs
EDUC 400	Senior Seminar** (Students will take this course <u>after</u> their undergraduate degree is completed)	3 hrs
EDUC 420	Student Teaching in the Elementary School	12 hrs

Total **131 sem. hrs**

### Elementary Ed Content Area Minors in Language Arts, Social Studies, Science and Mathematics

*NOTE: Many of these courses also apply toward General Education requirements and the Elementary Ed Certification Minor. Minors must be completed with a minimum GPA of 2.8 with no grade lower than a C.*

#### Language Arts: (21 hours)

COMM 110	Introduction to Speech	3 hrs
EDUC 270	Literature for Children and Children & Adolescents	3 hrs
EDUC 331	Teaching of Reading	3 hrs
EDUC 336	Creative and Language Arts in Elementary & Middle Schools	3 hrs
EDUC 338	Teaching Reading in the Content Area	3 hrs
EDUC 380	Diagnostic & Corrective Reading	3 hrs
ENGL 112	English Composition II	3 hrs

#### Mathematics: (21 hours)

CISS 170	Intro to Computer Information Systems <u>or</u>	3 hrs
CISS 171	Introduction to Computer Information Systems for MAC Users <u>or</u>	
CISS 176	Intro to Computer Science	
EDUC 358	Teaching Mathematics in the Elementary School	3 hrs
MATH 102	Mathematics for Elementary School Teachers	3 hrs
MATH 150	College Algebra	3 hrs
MATH 155	Algebraic Reasoning for Elementary and Middle School Teachers	3 hrs
MATH 165	Geometric Reasoning for Elementary and Middle School Teachers	3 hrs
MATH 170	Finite Mathematics or higher	3 hrs

#### Science: (21 hours)

BIOL 108	Human Biology <u>or</u>	3 hrs
BIOL 110	Principles of Biology I or higher Biology	

EDUC 105	Human Health	3 hrs
ENVS/BIOL 115	Introduction to Environmental Science (or higher)	
PHYS/CHEM 108	Physical Science Survey	3 hrs
Choose one course (three hours) from the following:		
ENVS 220; ENVS 222 or ENVS 272 or ENVS 320 or GEOL 110		

Minimum of six hours (three courses) from the following: BIOL 108L, BIOL 110L, BIOL 112L, BIOL/ENVS 115L, BIOL 223L, BIOL/ENVS 320L or above, GEOL 110L.

#### Social Studies: (27 hours)

ECON 293	Macroeconomics	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 390	Education and Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 391	Child Psychology	3 hrs
GEOG/ANTH	Intro to Geography	3 hrs
PSYC 101	General Psychology	3 hrs
SOCI/ANTH 270	Minority Cultures and Relations	3 hrs
History courses from "General Education" section listed above		6 hrs

## GENERAL STUDIES

### BACHELOR OF GENERAL STUDIES

This degree is designed by the student and advisor and integrates coursework from across the curriculum. It is designed for the student who desires a liberal arts and sciences bachelor's degree from Columbia College but for whom there is not an appropriate major. Students can build the Bachelor of General Studies degree around minors.

<b>A. General Education Requirements</b>	<b>38-41 sem. hrs</b>
<b>B. Multicultural Requirement</b>	<b>3 sem. hrs</b>
Courses that meet this requirement can be found on page 16.	
<b>C. Ethics Course Requirement</b>	<b>3 hrs</b>
PHIL 330 Ethics or Ethics course specific to the minor being pursued.	
<b>D. Electives</b>	<b>76-79 sem. hrs</b>
	<b>120 sem. hrs</b>

## HISTORY

**Department:** History and Political Science

**Chairperson:** Brian Kessel, Ph.D.

**Full-Time Faculty:** Anthony Alioto, Ph.D.  
Tonia Compton, Ph.D.  
David Karr, Ph.D.  
Brad Lookingbill, Ph.D.

**Michael Polley, Ph.D.**  
**Degree: Bachelor of Arts in History**  
**Minors: History**  
**International Relations**  
**Legal Studies**  
**Political Science**

**Culminating Experience Course:**  
**HIST 494 Historical Research and Methods**

History majors acquire an education that promotes citizenship and personal enrichment while preparing them for a wide range of professional goals. The History program helps to prepare majors for graduate or law school as well as public service and private sector careers. Internship opportunities are available.

**Course Rotation Schedule**

**Core Requirements:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
HIST 101	HIST 101	HIST 101	HIST 101	
HIST 102	HIST 102	HIST 102	HIST 102	
HIST 111	HIST 111	HIST 112	HIST 112	
HIST 121	HIST 121	HIST 122	HIST 122	
HIST 294	HIST 294	HIST 494	HIST 494	

**Electives:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
HIST 312	HIST 321	HIST 314	HIST 316	HIST/
HIST 329	HIST 335	HIST 336	HIST 337	PHIL 303
HIST 358	HIST 370	HIST 342	HIST/	HIST 304
HIST 372	HIST 374	HIST 350	WMST 373	HIST 318
		HIST/		HIST 319
		MGMT 371		HIST 322
				HIST 332
				HIST 334
				HIST 339
				HIST/
				PHIL 340
				HIST 348
				HIST/
				ENVS 352
				HIST 359
				HIST 362
				HIST/
				MGMT 371
				HIST 381
				HIST 382
				HIST 391
				HIST 392

**BACHELOR OF ARTS IN HISTORY**

- A. General Education Requirements 38-41 sem. hrs**  
**Ethics Course Requirement 3 hrs**  
 PHIL 330 Ethics
- B. Foreign Language Requirement 6 hrs**
- C. Multicultural Requirement 3 sem. hrs**  
 Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk.

- D. Core Requirements 18 sem. hrs**  
 (All courses must be completed with a grade of C or higher.) Courses in the major cannot be taken as Pass/Fail.

HIST 101	Western Civilization I	<b>or</b>	3 hrs
HIST 111	World History to 1500		
HIST 102	Western Civilization II	<b>or</b>	3 hrs
HIST 112	World History Since 1500		
HIST 121	American History to 1877		3 hrs
HIST 122	American History Since 1877		3 hrs
HIST 294	Introduction to the Historian's Craft		3 hrs
HIST 494	Historical Research & Methods		3 hrs

- E. History Electives 24 sem. hrs**  
**Nine semester hours selected from the following United States History cluster:**

HIST 312	Twentieth Century American Diplomatic History	3 hrs
HIST 318	The U.S. and the Vietnam War	3 hrs
HIST 321	History of the Modern U.S.	3 hrs
HIST 342	American Civil War	3 hrs
HIST 350	American Revolution	3 hrs
HIST 352	American Environmental History	3 hrs
HIST 362	History of the American West	3 hrs
HIST 370	American Military History	3 hrs
HIST 371	History of American Business	3 hrs
*HIST 372	American Indian History	3 hrs
HIST 373	Women and Gender in American History	3 hrs
HIST 374	African American History	3 hrs

**Nine semester hours selected from the following European History cluster:**

HIST 303	History and Philosophy of Modern Science	3 hrs
HIST 329	Warfare, Witches and the Outlines of Modern Life: Early Modern Europe, 1550-1700	3 hrs
HIST 332	The European Renaissance	3 hrs
HIST 334	The European Enlightenment	3 hrs
HIST 335	Nineteenth Century Europe	3 hrs
HIST 336	Twentieth Century Europe	3 hrs
HIST 337	Fascism in Europe, 1900-1945	3 hrs
HIST 340	Philosophy of Revolution	3 hrs
HIST 358	The Making of Modern Britain	3 hrs
HIST 359	Rise and Fall of the British Empire	3 hrs
HIST 381	History of Christianity: The Early Church	3 hrs
HIST 382	Christianity in the Modern World	3 hrs

**Three semester hours selected from the following Comparative History cluster:**

*HIST 304	History of Latin America	3 hrs
*HIST 314	Modern China	3 hrs
*HIST 316	Modern Japan	3 hrs



HIST/ANTH 319 History and Democracy of the Modern Middle East	3 hrs
HIST/WMST 322 Women and Gender in World History	3 hrs
HIST/ANTH 339 History of Modern Africa	3 hrs
HIST 348 World War II	3 hrs
HIST 391 Imperial Russia	3 hrs
HIST 392 History of Russia 1825 to Present	3 hrs

**At least three additional semester hours with the HIST prefix at or above the 200-level.** Students are encouraged to complete a history internship or a special topics course or another elective in one of the clusters above. A maximum of thirty semester hours of history requirements may be met in transfer. At least six semester hours of upper-level credit must be taken from Columbia College.

**F. Other Electives** 28-31 sem. hrs  
120 sem. hrs

**G. HIST 494, Historical Research and Methods, is the culminating evaluative course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.**

## HUMAN SERVICES

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

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

**Full-Time Faculty:** Michael Perkins  
Lia Willis, Ph.D.

**Degrees:** Bachelor of Arts in Human Services  
Bachelor of Science in Human Services  
Associate in Science in Human Services

**Minors:** Criminology  
Human Services  
Intergenerational Studies  
Sociology

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

The field of Human Services is one of the most rapidly growing sectors within the United States' economy with many career options.

The National Organization for Human Services (NOHS) defines Human Services as the profession of: Meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations. The Human Services profession is one which promotes improved service delivery by addressing not only the quality of direct services, but also by seeking to improve accessibility, accountability and coordination among professionals and agencies in service delivery.

The goal of the Human Services program at Columbia College is to assist students in developing empirically-based knowledge and practice skills fundamental for responsible and effective application within the Human Services field. The program also helps prepare students for graduate studies in a variety of fields and emphasizes the need for life-long learning.

Two baccalaureate degrees are offered in Human Services: The Bachelor of Arts and the Bachelor of Science.

For students currently working in the field of human services, or who otherwise have considerable work experience, the BA is recommended. For those desiring to enter the field, or for those with minimal work experience, the BS degree is recommended since it offers the internship experience.

### Course Rotation Schedule

#### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
HUMS 105	HUMS 105	HUMS 105	HUMS 105	
HUMS 250	HUMS 250	HUMS 250	HUMS 250	
HUMS 325	HUMS 325	HUMS 300	HUMS 300	
HUMS 335	HUMS 335	HUMS 340	HUMS 340	
HUMS 495	HUMS 495	HUMS 345	HUMS 345	
HUMS 499	HUMS 499	HUMS/	HUMS/	
PSYC 101	PSYC 101	SOCI 365	SOCI 365	
SOCI /	SOCI/	HUMS 495	HUMS 495	
ANTH270	ANTH 270	HUMS 499	HUMS 499	
		PSYC 101	PSYC 101	
		SOCI /	SOCI /	
		ANTH 270	ANTH 270	

#### Electives:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
HUMS/	HUMS 380	HUMS 375	HUMS 375	
SOCI 350	HUMS 385	HUMS 390	HUMS 390	
HUMS 380	SOCI 421			
HUMS 385				
SOCI 421				



## BACHELOR OF ARTS IN HUMAN SERVICES

- A. General Education Requirements** 38-41 sem. hrs
- Ethics Course Requirement** 3 hrs  
PHIL 330 Ethics
- B. Foreign Language Requirement** 6 hrs
- C. Multicultural Requirement** 3 sem. hrs  
Courses that meet this requirement can be found on page 32. Courses from this list are noted in the major requirements below with an asterisk.
- D. Core Requirements** 33 sem. hrs  
(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)
- HUMS 105 Introduction to Human Services 3 hrs
- HUMS 250 Working with Individuals 3 hrs
- HUMS 300 Exploring Research 3 hrs
- HUMS 325 Case Management 3 hrs
- HUMS 335 Working with Groups 3 hrs
- HUMS 340 Working with Families 3 hrs
- HUMS 345 Working with Communities and Organizations 3 hrs
- HUMS/SOCI 365 American Social Policy 3 hrs
- HUMS 495 Integrative Seminar 3 hrs
- PSYC 101 General Psychology 3 hrs
- \* SOCI/ANTH 270 Minority Cultures and Relations 3 hrs
- E. Human Services Electives** 12 sem. hrs  
Chosen from below:
- HUMS 310 Military Case Work 3 hrs
- HUMS 333/433 Topics 3 hrs
- HUMS/SOCI 350 Social Gerontology 3 hrs
- HUMS 375 Disabilities 3 hrs
- HUMS 380 Substance Abuse 3 hrs
- HUMS 385 Mental Health 3 hrs
- HUMS 390 Child Welfare 3 hrs
- SOCI 421 Class, Status and Power 3 hrs
- F. Electives** 25-28 sem. hrs
- 
- 120 sem. hrs.
- G. As the Culminating Evaluative Experience, all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.**

## BACHELOR OF SCIENCE IN HUMAN SERVICES

- A. General Education Requirements** 38-41 sem. hrs
- Ethics Course Requirement** 3 hrs  
PHIL 330 Ethics
- B. Multicultural Requirement** 3 sem. hrs  
Courses that meet this requirement can be found on pages 13-14. Courses from this list are noted in the major requirements below with an asterisk.
- C. Core Requirements** 33-36 sem. hrs  
(All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)
- HUMS 105 Introduction to Human Services 3 hrs
- HUMS 250 Working with Individuals 3 hrs
- HUMS 300 Exploring Research 3 hrs
- HUMS 335 Working with Groups 3 hrs
- HUMS 340 Working with Families 3 hrs
- HUMS 345 Working with Communities and Organizations 3 hrs
- HUMS/SOCI 365 American Social Policy 3 hrs
- HUMS 495 Integrative Seminar 3 hrs
- HUMS 499 Internship 3-6 hrs
- PSYC 101 General Psychology 3 hrs
- \* SOCI/ANTH 270 Minority Cultures and Relations 3 hrs
- D. Human Services Electives** 12 sem. hrs  
Chosen from below:
- HUMS 310 Military Case Work 3 hrs
- HUMS 325 Case Management 3 hrs
- HUMS 333/433 Topics 3 hrs
- HUMS/SOCI 350 Social Gerontology 3 hrs
- HUMS 375 Disabilities 3 hrs
- HUMS 380 Substance Abuse 3 hrs
- HUMS 385 Mental Health 3 hrs
- HUMS 390 Child Welfare 3 hrs
- SOCI 421 Class, Status and Power 3 hrs
- E. Electives** 28-34 sem. hrs
- 
- 120 sem. hrs.
- F. As the Culminating Evaluative Experience, all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.**

# MANAGEMENT INFORMATION SYSTEMS

<b>Department:</b>	<b>Computer and Mathematical Sciences</b>
<b>Chairperson:</b>	<b>Ann Schlemper, Ph.D.</b>
<b>Full-Time Faculty:</b>	<b>Ken Akers Timothy Ireland, Ph.D. Angela Kinworthy Yihsiang Liow, Ph.D. David Ruggeri, Ph.D. Kenneth Middleton, Ph.D. Tom Stauder Diane Suhler, Ph.D. Seth Warn, Ph.D. Joann Wayman, Ph.D. Sally Wells Youlong Zhuang, Ph.D.</b>
<b>Degree:</b>	<b>Bachelor of Science in Management Information Systems</b>
<b>Minors:</b>	<b>Business Computer Information Systems Computer Science</b>
<b>Culminating Experience Course:</b>	<b>CISS 492 Senior Seminar in Management Information Systems</b>

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

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

## Course Rotation Schedule

### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ACCT 280	ACCT 280	ACCT 280	ACCT 280	
ACCT 281	ACCT 281	ACCT 281	ACCT 281	
CISS 234	CISS 234	CISS 302	CISS 325	
CISS 285	CISS 285	CISS 325	CISS 430	
CISS 365	CISS 301	CISS 492	CISS 492	
CISS 492	CISS 492	FINC 350	FINC 350	
FINC 350	FINC 350	MATH 250	MATH 250	
MATH 250	MATH 250	MGMT 254	MGMT 254	
MGMT 254	MGMT 254	MGMT 330	MGMT 330	
MGMT 330	MGMT 330	MKTG 310	MKTG 310	
MKTG 310	MKTG 310			

### Electives:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
CISS 240	CISS 240	ACCT 385	ACCT 385	CISS
CISS 245	CISS 245	CISS 238	CISS 240	355/455
CISS 391	CISS 472	CISS 240	CISS 245	CISS 433
CISS 499	CISS 499	CISS 245	CISS 298	
ECON 293	ECON 293	CISS 390	CISS 499	
ECON 294	ECON 294	CISS 499	ECON 293	
MGMT 265	MGMT 265	ECON 293	ECON 294	
MGMT 338	MGMT 338	ECON 294	MGMT 265	
MGMT 341	MGMT 341	MGMT 365	MGMT 338	
MGMT 362	MGMT 362	MGMT 338	MGMT 362	
		MGMT 362		

## BACHELOR OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS

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

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

### B. Multicultural Requirement 3 sem. hrs

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

### C. Computer Information System Core Requirements 24 sem. hrs

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

CISS 234	Visual Basic	3 hrs
CISS 285	Structural Systems Analysis and Design	3 hrs
CISS 301	Operating Systems for Business Computing	3 hrs
CISS 302	Business Data Communications and Networking	3 hrs
CISS 325	Systems Analysis Design and Implementation Projects	3 hrs
CISS 365	Project Management	3 hrs
CISS 430	Introduction to Database Systems	3 hrs

CISS 492 Senior Seminar in Management Information Systems 3 hrs

**D. Business Core Requirements 21 sem. hrs**  
(All courses must be completed with a grade of C or higher.)

ACCT 280 Accounting I 3 hrs  
ACCT 281 Accounting II 3 hrs  
FINC 350 Business Finance 3 hrs  
MATH 250 Statistics I 3 hrs  
MGMT 254 Business Communication 3 hrs  
MGMT 330 Principles of Management 3 hrs  
MKTG 310 Principles of Marketing 3 hrs

**E. Management Information Systems Electives 24 sem. hrs**

15 hours from E1 and 9 hours from E2:

**E1. Information Systems Electives (15 hours)**

CISS 238 Java 3 hrs  
CISS 240 Introduction to Programming 4 hrs  
CISS 245 Advanced Programming 4 hrs  
CISS 298 Web Programming 3 hrs  
CISS 355 Directed Studies 3 hrs  
CISS 390 Global Information Management Systems 3 hrs  
CISS 391 Information Systems Security 3 hrs  
CISS 433 Topics in MIS 3 hrs  
CISS 455 Directed Study 3 hrs  
CISS 472 Data Warehousing and Decision Support Systems 3 hrs  
CISS 499 Internship 3 hrs

**E2. Business Electives (9 hours)**

ACCT 385 Accounting Information Systems 3 hrs  
ECON 293 Macroeconomics 3 hrs  
ECON 294 Microeconomics 3 hrs  
MGMT 265 Business Law I 3 hrs  
MGMT 338 International Business 3 hrs  
MGMT 341 Small Business Management 3 hrs  
MGMT 362 Organizational Behavior 3 hrs

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

## MATHEMATICS

**Department:** Computer and Mathematical Sciences

**Chairperson:** Ann Schlemper, Ph.D.

**Full-Time Faculty:** Kenneth Felts, II, Ph.D.  
Nataliya Latushkina, Ph.D.  
Yihsiang Liow, Ph.D.  
Ann Schlemper, Ph.D.  
Suzanne Tourville, Ph.D.  
Seth Warn, Ph.D.  
Youlong Zhuang, Ph.D.

**Degrees:** Bachelor of Science in Mathematics  
Associate in Science in Pre-Engineering

**Minors:** Computer Information Systems  
Computer Science  
Mathematics

**Culminating Experience Courses:**  
**MATH 493 Senior Seminar in Mathematics for Teachers**  
**MATH 494 Senior Seminar in Mathematics**

The Computer and Mathematical Sciences Department offers the Bachelor of Science degree in Mathematics. The degree provides students a mathematics education in the context of a liberal arts and sciences college. A mathematics major is excellent preparation for professional employment in a variety of areas such as business, technology and actuarial science, for teaching at the secondary school level and for entry into medical or law school. The program is also designed to give mathematics majors a solid background for graduate study, not only in mathematics but in related areas as well.

**Core Requirements:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
CISS 240	CISS 240	CISS 240	CISS 240	
MATH 201	MATH 201	MATH 201	MATH 201	
MATH 222	MATH 222	MATH 222	MATH 222	
MATH 225	MATH 225	MATH 225	MATH 225	
MATH 300	MATH 303	MATH 304	MATH 338	
MATH 493	MATH 380	MATH 381	MATH 493	
MATH 494	MATH 493	MATH 493	MATH 494	
	MATH 494	MATH 494		

**Electives:**

Even Fall	Odd Fall	Even Spring	Odd Spring
MATH 325	MATH 325	MATH 331	MATH 305
MATH/ CISS 362	MATH 330	MATH 371	MATH 370
MATH 390			MATH/ CISS 451

## BACHELOR OF SCIENCE IN MATHEMATICS

**A. General Education Requirements** 38-41 hrs  
**Ethics Course Requirement** 3 hrs  
 PHIL 330 Ethics

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

**C. Core Requirements** 38 sem. hrs  
 (All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)

MATH 201	Calculus and Analytic Geometry I	5 hrs
MATH 222	Calculus and Analytic Geometry II	5 hrs
MATH 225	Discrete Mathematics I	3 hrs
MATH 300	Multivariate Calculus	3 hrs
MATH 303	Linear Algebra	3 hrs
MATH 304	Introduction to Abstract Algebra	3 hrs
MATH 338	Mathematical Statistics and Probability	3 hrs
MATH 380	Advanced Calculus I	3 hrs
MATH 381	Advanced Calculus II	3 hrs
MATH 493	Senior Seminar in Mathematics for Teachers <b>or</b>	3 hrs
MATH 494	Senior Seminar in Mathematics	
CISS 240	Introduction to Programming	4 hrs

**D. Mathematics Electives** 12 sem. hrs  
 6 semester hours selected from the following:

MATH 305	Number Theory	3 hrs
*MATH 330	History of Mathematics	3 hrs
MATH 331	Foundations of Geometry	3 hrs
MATH 390	Introduction to Topology	3 hrs

6 semester hours selected from the following:

MATH 325	Discrete Mathematics II	3 hrs
MATH/CISS 362	Intro to Automata Theory Languages and Computation	3 hrs
MATH 370	Differential Equations	3 hrs
MATH 371	Introduction to Complex Variables	3 hrs
MATH/CISS 451	Introduction to Cryptography and Computer Security	3 hrs

**E. Other Electives** 26-29 sem. hrs  
 120 sem. hrs

**F. The courses MATH 494 Senior Seminar in Mathematics and MATH 493 Senior Seminar in Mathematics for Teachers are culminating evaluate courses for the Mathematics program and include the assessment of outcomes of the major. MATH 493 is open only to students pursuing teacher certification. All students majoring in mathematics must pass one of these courses.**

## PHILOSOPHY

**Department:** Humanities

**Chairpersons:** Mark Price, Ph.D.

**Full-Time Faculty:** Anthony Alioto, Ph.D.  
 Mark Price, Ph.D.

**Degree:** Bachelor of Arts in Philosophy

**Minors:** Ethics  
 Philosophy  
 Religious Studies

**Culminating Experience Course:**  
**PHIL 490 Thematic Seminar in Philosophy**

The academic study of philosophy has been traditionally an essential part of the liberal arts. The study of philosophy seeks to develop the intellectual abilities important for life as a whole. Properly pursued, philosophy enhances analytical, critical and interpretive capacities that may be applied to any academic field. Philosophy is as old as human civilization, asking the most general and profound questions; philosophy begins in wonder and, at its best, seeks the path to wisdom. The major seeks to develop the individual's abilities to critically examine, analyze and appreciate these traditions and ideas – and, in the process, build personal self-expression, creativity and an appetite for life-long learning.

## MISSION AND GOALS

1. Students will develop intellectual abilities important for life as a whole. Examples: the study of logic, critical examination of ethics, the study of scientific thought.
2. Students will be prepared for the tasks of citizenship. Example: participation in democracy requires a citizen be sufficiently informed, have knowledge of political philosophy, and be aware of manipulation and demagoguery.
3. Students will develop analytical skills and problem solving abilities. Example: philosophy courses require analysis and reflection on complex issues and texts.
4. Students will develop writing and verbal skills. Example: every course demands cogent logical and creative responses to issues raised in debate, responses that eschew ill-informed

and uncritical (often emotional) arguments.

5. In a global world and economy, students need to clearly understand diverse assumptions and ways of thinking. Examples: students will read and analyze basic philosophical texts and practices of the world.
6. Students will be acquainted with the basic methodologies employed in the study of philosophy. Example: courses require research and the practice of such methodologies.
7. A good education in philosophy enhances the individual's ability to construct a personal and well thought-out value system. Example: examining past philosophies, the student will become aware of their strengths and weaknesses, and how and why many fail in practice.
8. Assessment: all majors are required to take PHIL 490 Thematic Seminar. This culminating course requires: a) concentrated study of a particular issue in the chosen field, b) rigorous examination of the literature, c) a major research paper, d) giving and defending the paper to the seminar, a conference or college-wide audience.

**Course Rotation Schedule**

**Core Requirements:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
PHIL 201	PHIL 201	PHIL 201	PHIL 201	
PHIL/ RELI 202	PHIL/ RELI 202	PHIL/ RELI 202	PHIL/ RELI 202	
PHIL 210	PHIL 210	PHIL 210 PHIL 490	PHIL 210 PHIL 490	

**Electives:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
PHIL 322	PHIL 321	PHIL 460	PHIL/ POSC 403 PHIL 460	PHIL/ HIST 303 PHIL 310 PHIL 333/433 PHIL/ HIST 340 PHIL/ RELI 350 PHIL 358 PHIL 401 PHIL 430
PHIL/ ENVS 332	PHIL/ ENVS 332			
PHIL/ RELI 390				
PHIL/ POSC 402				

**BACHELOR OF ARTS IN PHILOSOPHY**

- A. General Education Requirements** 38-41 sem. hrs
- Ethics Course Requirement** 3 hrs  
PHIL 330 Ethics

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

**C. Multicultural Requirement** 3 sem. hrs

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

**D. Core Requirements** 12 sem. hrs

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

PHIL 201	Introduction to Western Philosophy	3 hrs
*PHIL/RELI 202	Introduction to Eastern Philosophies and Religions	3 hrs
PHIL 210	Logic & Critical Thinking	3 hrs
PHIL 490	Thematic Seminar in Philosophy	3 hrs

**E. Electives** 27 sem. hrs

Twenty-seven hours selected from the following courses:

PHIL/HIST 303	History and Philosophy of Modern Science	3 hrs
PHIL 310	Symbolic Logic	3 hrs
PHIL 321	Ancient Philosophy	3 hrs
PHIL 322	Modern Philosophy	3 hrs
PHIL/ENVS 332	Environmental Ethics	3 hrs
PHIL 333	Topics	3 hrs
PHIL/HIST 340	Philosophy of Revolution	3 hrs
PHIL/RELI 350	Philosophy of Religion	3 hrs
PHIL 358	Existentialism	3 hrs
PHIL/RELI 390	The Buddha and Buddhism	3 hrs
PHIL 401	Significant Philosophers	3 hrs
PHIL/POSC 402	Classical Political Philosophy	3 hrs
PHIL/POSC 403	Modern Political Philosophy	3 hrs
PHIL 430	Philosophy of Law	3 hrs
PHIL 433	Topics	3 hrs
PHIL 460	Biomedical Ethics	3 hrs

**F. Electives** 31-34 sem. hrs

**G. Total** 120 sem. hrs



## POLITICAL SCIENCE

**Department:** History and Political Science

**Chairperson:** Brian Kessel, Ph.D.

**Full-Time Faculty:** Brian Kessel, Ph.D.  
David Roebuck, Ph.D.

**Degree:** Bachelor of Arts in  
Political Science

**Minors:** Geography  
History  
International Relations  
Legal Studies  
Political Science

**Culminating Experience Course:**  
POSC/PADM 495 Independent  
Study in Political Science and  
Public Administration

The Bachelor of Arts in Political Science offers students the opportunity to examine government from theoretical and practical perspectives. As a discipline, Political Science is concerned with theoretical issues such as democracy, justice and equality, and also with such practical issues as the constitutional structure of governments and the relations between branches and levels of government. Political Science also cultivates an understanding of governmental systems in other areas of the world, the manner in which nations interact, and various modes of citizen participation.

Students are exposed to these concepts in the classroom and by enrolling in governmentally related internships. Other learning experiences are also available, including participation in the Columbia College Mock Trial Team and Model United Nations Team.

A degree in Political Science can lead to careers in government, international affairs, journalism, politics, public relations, graduate study in law, public administration, political science and other academic fields.

### Course Rotation Schedule

#### Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
POSC 111	POSC 111	POSC 111	POSC 111	
POSC/ PADM 395		POSC/ PADM 495	POSC/ PHIL 403	
POSC/ PHIL 402			POSC 490	

#### Electives:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
POSC 350	AMST/	POSC 315	POSC 215	POSC 312
POSC 353	POSC 280	POSC 331	POSC 317	POSC 317
POSC 361	CJAD/ POSC 370	POSC 332	POSC 326	POSC 330
	POSC/PADM/ MGMT 311	POSC 340	POSC 340	
	POSC 321	POSC 360		
	POSC 440			

## BACHELOR OF ARTS IN POLITICAL SCIENCE

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

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

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

**C. Multicultural Requirement** 3 sem. hrs

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

**D. Political Science Core Requirements** 18 sem. hrs

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

POSC 111 American National Government 3 hrs

\* POSC 292 International Relations 3 hrs  
POSC/PADM 395 Political Science and Public Administration Research Methods 3 hrs

POSC/PHIL 402 Classical Political Philosophy 3 hrs

POSC/PHIL 403 Modern Political Philosophy 3 hrs

POSC/PADM 495 Independent Study in Political Science and Public Administration 3 hrs

**E. Political Science Electives** 30 sem. hrs

Any course with the POSC prefix at the 200 level or higher may be used to fulfill major electives. However, students must take a minimum of twelve hours from each of the following two tracks. A maximum of six hours may be taken as POSC 399 Internship.

**Track A: American Politics**

POSC 215 State and Local Government 3 hrs

POSC/AMST 280 American Political and Social Thought	3 hrs
POSC/MGMT/PADM 311 Public Administration and Policy	3 hrs
POSCPADM 315 American Public Policy	3 hrs
POSC 330 Media and Politics	3 hrs
POSC 332 The American Presidency	3 hrs
POSC 340 Judicial Process	3 hrs
POSC 350 Legislative Process	3 hrs
POSC 361 American Political Parties	3 hrs
POSC 440 Constitutional Law	3 hrs

**Track B: International Studies**

* POSC 317 Politics of Russia and Eurasia	3 hrs
* POSC 321 Politics of Developing Nations	3 hrs
POSC 326 International Law and Organizations	3 hrs
* POSC 331 European Politics	3 hrs
* POSC 353 Asian Politics	3 hrs
POSC 360 U.S. Foreign Policy	3 hrs

**F. Other Electives** 22-25 sem. hrs  
**120 sem. hrs**

Students are encouraged to use elective credits to obtain a minor in a related academic field.

**G. POSC 495 is the culminating experience course for all students receiving the Bachelor of Arts in Political Science.**

## PSYCHOLOGY

<b>Department:</b>	Psychology and Sociology
<b>Chairperson:</b>	Graham Higgs, Ph.D.
<b>Full-Time Faculty:</b>	Cheryl Hardy, Ph.D. Gretchen Hendrickson, Ph.D. Graham Higgs, Ph.D. Christopher Mazurek, Ph.D.
<b>Degree:</b>	Bachelor of Arts in Psychology
<b>Minor:</b>	Psychology
<b>Culminating Experience Course:</b>	PSYC 495 Integrative Psychology

Psychology is the science that endeavors to achieve the goals of observation, description, understanding, prediction and control of behavior and psychological processes. Topical areas of inquiry include: human development, personality theory, neuroscience, learning, memory and cognition, emotion, sensation and perception, interpersonal relationships, personal adjustment, abnormal behavior and psychotherapy. Theoretical perspectives most emphasized over the course of studies include: Neuroscience, cognitive science, behavioral and social learning theories, humanist-existential, post-structural and psychodynamic theories.

Because scientific knowledge of behavior and psychological processes are important to all fields of study, persons majoring in areas other than psychology should enroll in selected courses of interest. For the same reason, choosing psychology as a minor also is encouraged. Students majoring in psychology may work with their advisor to select a guided program of study. An applied program is designed to prepare those who plan to seek employment in community agencies in either the private or public sector immediately following graduation with the bachelor degree. Academic studies programs prepare students to pursue studies in psychology at the graduate school level in either practical (i.e., clinical, school, counseling) or experimental (i.e., neuroscience, developmental, social, cognitive) specializations. Psychology majors are expected to understand scientific methods, conduct research, write scholarly research reports in APA style, and present their research findings to peers.

## BACHELOR OF ARTS IN PSYCHOLOGY

<b>A. General Education Requirements</b>	<b>38-41 sem. hrs</b>
<b>Ethics Course Requirement</b> PHIL 330 Ethics	<b>3 hrs</b>
<b>B. Foreign Language Requirement</b>	<b>6 sem. hrs</b>
<b>C. Multicultural Requirement</b> Courses that meet this requirement can be found on page 32.	<b>3 sem. hrs</b>
<b>D. Psychology Core Requirements</b> (All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.)	<b>15 sem. hrs</b>
PSYC 101 General Psychology	3 hrs

PSYC/SOCI/BIOL 324	Statistics for the Behavioral and Natural Sciences	3 hrs
PSYC/SOCI 325	Quantitative Research Methods	3 hrs
PSYC 381	History and Systems of Psychology	3 hrs
PSYC 495	Integrative Psychology	3 hrs

**E. Psychology Electives 33 sem. hrs**

At least 21 hours chosen from below:

PSYC 304	Personality Theory	3 hrs
PSYC 330	Lifespan Developmental Psychology	3 hrs
PSYC/SOCI 360	Social Psychology	3 hrs
PSYC/BIOL 371	Neuroscience	3 hrs
PSYC/BIOL 372	Sensation and Perception	3 hrs
PSYC 410	Learning Theories	3 hrs
PSYC 420	Cognitive Psychology	3 hrs
PSYC 450	Abnormal Psychology	3 hrs
PSYC 460	Introduction to Clinical and Counseling Psychology	3 hrs

Twelve additional hours in psychology are chosen by the student with the approval of a Psychology advisor. Psychology electives should be selected on the basis of career interests.

**F. Electives 22-25 sem. hrs**  
**120 sem. hrs****G. Culminating Evaluative Experiences: all students must complete PSYC 495 Integrative Psychology with a grade of C or higher and also a comprehensive exit interview.****PUBLIC ADMINISTRATION**

<b>Department:</b>	<b>History and Political Science</b>
<b>Chairperson:</b>	<b>Brian Kessel, Ph.D.</b>
<b>Full-Time Faculty:</b>	<b>Brian Kessel, Ph.D. David Roebuck, Ph.D.</b>
<b>Degrees:</b>	<b>Bachelor of Arts in Public Administration Bachelor of Science in Public Administration</b>
<b>Minors:</b>	<b>International Relations Legal Studies Political Science</b>

**Culminating Experience Course:  
PADM/POSC 495 Independent Study in Political Science and Public Administration**

The Bachelor of Arts and Bachelor of Science degrees in public administration are interdisciplinary degrees incorporating coursework in public administration, political science, management, psychology, and other academic fields. Available internships provide students a unique opportunity to explore possible career options and to attain "hands on" experience to supplement their coursework. These degrees prepare students for positions in state and local or national government, health care administration, non-profit management and similar workplaces. Graduates may pursue careers in such areas as urban planning, city management, hospital and clinic administration, fundraising or other positions for non-profit organizations, or international relief agencies.

**Course Rotation Schedule****Core Requirements:**

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	ENVS/ POSC 312
ECON 293	ECON 293	ECON 293	ECON 293	MGMT 360
ECON 294	ECON 294	ECON 294	ECON 294	SOCI 312
MATH 250	MATH 250	HUMS 345	HUMS 345	
MGMT 330	MGMT 330	HUMS/ SOCI 365	HUMS/ SOCI 365	
MGMT 362	MGMT 362	SOCI 365	SOCI 365	
PADM 325	MGMT/ PADM/	MATH 250	MATH 250	
PADM 330	PADM/ POSC 311	MGMT 330	MGMT 330	
PADM/ POSC 395	PADM 340	MGMT 362	MGMT 362	
PADM 399	PADM 399	PADM/ POSC 315	PADM 399	
POSC 111	POSC 111	POSC 315	PADM 399	
PSYC 336		PADM 320	POSC 495	
		PADM 335	POSC 111	
		PADM 399	POSC 215	
		PADM/ POSC 495		
		POSC 111		
		POSC 360		

**BACHELOR OF ARTS IN PUBLIC ADMINISTRATION**

- A. General Education Requirements 38-41 sem. hrs**
- Ethics Course Requirement 3 hrs**  
PHIL 330 Ethics
- B. Foreign Language Requirement 6 sem. hrs**
- C. Multicultural Requirement 3 sem. hrs**  
Courses that meet this requirement can be found on page 16. Courses from this list are noted in the major requirements below with an asterisk.

**D. Public Administration Core 51 sem. hrs Requirements**

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

*ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
HUMS 345	Working with Communities and Organizations <b>or</b>	3 hrs
PSYC 336	Industrial/Organizational Psychology <b>or</b>	
SOCI 312	Organizations and Institutions	
HUMS/SOCI 365	American Social Policy	3 hrs
	<b>or</b>	
PADM 399	Public Administration Internship (strongly recommended)	
	<b>or</b>	
POSC/ENVS 312	Environmental Politics <b>or</b>	
POSC 360	U.S. Foreign Policy	
MGMT 330	Principles of Management	3 hrs
MGMT 360	Organizational Theory <b>or</b>	3 hrs
MGMT 362	Organizational Behavior	
PADM/MGMT/POSC 311	Public Administration and Policy	3 hrs
PADM/POSC 315	American Public Policy	3 hrs
PADM 320	Non-Profit Organization and Management	3 hrs
PADM 325	Public Financial Resources Management	3 hrs
PADM 330	Public Human Resources Administration	3 hrs
PADM 335	Methods of Public Decision Making	3 hrs
PADM 340	Values and Ethics in Public Administration	3 hrs
PADM/POSC 395	Political Science and Public Administration Research Methods	3 hrs
PADM/POSC 495	Independent Study in Political Science and Public Administration	3 hrs
POSC 111	American National Government	3 hrs
POSC 215	State and Local Government	3 hrs

**E. Minor (Optional) 18 sem. hrs.**

Students are encouraged to complete a minor in a related field. Suggested minors are Business, Criminal Justice Administration, Human Services, Political Science, Psychology, Sociology.

**F. Electives (With Minor included) 1-4 sem. hrs.**


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**120 sem. hrs.**

**G. PADM/POSC 495 is the culminating experience course for all students receiving the Bachelor of Arts in Public Administration.****BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION****A. General Education 38-41 sem. hrs Requirements**

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

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

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

**C. Public Administration Core 57 sem. hrs Requirements**

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

*ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
HUMS 345	Working with Communities and Organizations <b>or</b>	3 hrs
PSYC 336	Industrial/Organizational Psychology <b>or</b>	
SOCI 312	Organizations and Institutions	
HUMS/SOCI 365	American Social Policy	3 hrs
	<b>or</b>	
PADM 399	Public Administration Internship (additional 3 hours strongly recommended) <b>or</b>	
POSC/ENVS 312	Environmental Politics <b>or</b>	
POSC 360	U.S. Foreign Policy	
MATH 250	Statistics I <b>or</b>	3 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral and Natural Sciences	
MGMT 330	Principles of Management	3 hrs
MGMT 360	Organizational Theory <b>or</b>	
MGMT 362	Organizational Behavior	
PADM/MGMT/POSC 311	Public Administration and Policy	3 hrs
PADM/POSC 315	American Public Policy	3 hrs
PADM 320	Non-profit Organization and Management	3 hrs
PADM 325	Public Financial Resources Management	3 hrs
PADM 330	Public Human Resources Administration	3 hrs
PADM 335	Methods of Public Decision Making	3 hrs
PADM 340	Values and Education in Public Administration	3 hrs

PADM/POSC 395 Political Science and Public Administration Research Methods	3 hrs
PADM 399 Public Administration Internship	3 hrs
PADM/POSC 495 Independent Study in Science and Public Administration	3 hrs
POSC 111 American National Government	3 hrs
POSC 215 State and Local Government	3 hrs

**D. Minor (Optional) 18 sem. hrs.**

Students are encouraged to complete a minor in a related field. Suggested minors are Business, Criminal Justice Administration, Human Services, Political Science, Psychology, Sociology.

**E. Electives (with Minor included) 1-4 sem. Hrs.****120 sem. hrs.****F. PADM/POSC 495 is the culminating experience course for all students receiving the Bachelor of Science in Public Administration.**

## SOCIOLOGY

**Department: Psychology and Sociology****Chairperson: Graham Higgs, Ph.D.**

**Full-Time Faculty: Yngve Digernes, Ph.D.**  
**Aurelien Mauxion, Ph.D.**  
**Ahoo Tabatabai, Ph.D.**

**Degree: Bachelor of Arts in Sociology**

**Minors: Anthropology**  
**Criminology**  
**Intergenerational Studies**  
**Sociology**  
**Women's Studies**

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

Sociology is the study of society. It is a social science involving the study of the social lives of people, groups, and societies. It is the study of our behavior as social beings, covering everything from the analysis of short contacts between anonymous individuals on the street to the study of global social processes. Sociology is the scientific study of how our lives are shaped by social institutions, such as family, schools, religious institutions, mass media, government, etc. It includes the analysis of social issues and problems such as pov-

erty, crime, deviance, racism, sexism, homophobia, as well as the analysis of social change, e.g. through policy, social movements, cultural phenomena, technological innovations, or new ideas and values.

A Bachelor's degree in Sociology prepares students to pursue graduate study in sociology and in other related areas such as business law, public policy, urban planning, and social work. It also develops valuable skills in data analysis, social trend research, program evaluation and organizational management that are highly marketable for entry positions and occupational advancement in business, government agencies, and non-profit organizations. Sociology graduates enter a wide range of fields, from teaching to advocacy.

**Course Rotation Schedule****Core Requirements:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	
PSYC/ SOCI 325	PSYC/ SOCI 325	PSYC/ SOCI 325	PSYC/ SOCI 325	
SOCI 111	SOCI 111	SOCI 111	SOCI 111	
SOCI 112	SOCI 112	SOCI 112	SOCI 112	
SOCI 270	SOCI 270	SOCI 270	SOCI 270	
SOCI 495	SOCI 460	SOCI 327	SOCI 327	
	SOCI 495	SOCI 470	SOCI 495	
		SOCI 495		

**Electives:**

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ANTH/ GEOG 101	ANTH/ GEOG 101	ANTH 212	AMST/ SOCI 375	ANTH/ HIST 319
SOCI 230	SOCI 214	PSYC/ SOCI 360	ANTH 212	SOCI 312
SOCI/ WMST 310	SOCI/ SOCI 230	SOCI/ WMST 210	PSYC/ SOCI 360	SOCI 401
SOCI 321	SOCI 321	SOCI 216	SOCI/ WMST 210	
SOCI 350	SOCI 321	SOCI 218	SOCI 218	
SOCI 380	SOCI/ WMST 336	SOCI 331	SOCI 331	
SOCI/ PSYC 385	SOCI/ WMST 341	PSYC 360	SOCI/ PSYC 360	
SOCI 421	SOCI 380	SOCI/ HUMS 365	SOCI/ HUMS 365	
WMST/ ANTH/ SOCI 336	SOCI/ PSYC 385	SOCI/ WMST 375	SOCI/ AMST 375	
	SOCI 421	SOCI/ ANTH 412	SOCI/ ANTH 412	
	SOCI/ WMST 485			

## BACHELOR OF ARTS IN SOCIOLOGY

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

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

**B. Foreign Language Requirement 6 sem. hrs****C. Multicultural Requirement 3 sem. hrs**

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



noted in the major requirements below with an asterisk.

**D. Core Requirements: 21 sem. hrs**

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

- \* SOCI 111 General Sociology or 3 hrs  
SOCI/ANTH 112 General Anthropology
- \* SOCI/ANTH 270 Minority Cultures and Relations 3 hrs
- SOCI/PSYC/BIOL 324 Statistics for the Behavioral and Natural Sciences 3 hrs
- SOCI/PSYC 325 Quantitative Research Methods or 3 hrs  
SOCI/ANTH/PSYC 327 Qualitative Research Methods
- SOCI 460 Classical Social Theory 3 hrs
- SOCI 470 Contemporary Social Theory 3 hrs
- SOCI 495 Integrative Seminar 3 hrs

**E. Anthropology Cluster 9 sem. hrs**

(A minimum of three courses, of which two must be upper level.)

- \* ANTH/GEOG 101 Introduction to Geography 3 hrs
- \* ANTH 212 Cultural Anthropology 3 hrs
- \* ANTH/HIST 319 History and Democracy of the Modern Middle East 3 hrs
- \* ANTH/SOCI/WMST 336 Global Perspectives on Women and Development 3 hrs
- ANTH/SOCI 341 Sociology and Anthropology of Religion 3 hrs
- ANTH/SOCI 412 Slavery and Human Trafficking: Past and Present 3 hrs

**F. Crime and Social Inequality Cluster 9 sem. hrs**

(A minimum of three courses, of which two must be upper level)

- SOCI 216 American Social Problems 3 hrs
- SOCI 218 Social Deviance 3 hrs
- SOCI 230 The Sociology of Sport 3 hrs
- SOCI 312 Organizations and Institutions 3 hrs
- SOCI 321 Criminology 3 hrs
- SOCI 331 Juvenile Delinquency 3 hrs
- SOCI/AMST 375 Social Movements 3 hrs
- SOCI 401 The American Community 3 hrs
- SOCI 421 Class, Status and Power 3 hrs

**G. Gender and Family Cluster 9 sem. hrs**

(A minimum of three courses, of which two must be upper-level)

- SOCI/WMST 210 The Sociology of Gender 3 hrs
- SOCI 214 Family 3 hrs
- SOCI/WMST 310 Women and Society 3 hrs
- SOCI/HUMS 350 Social Gerontology 3 hrs
- SOCI/PSYC 360 Social Psychology 3 hrs
- SOCI/HUMS 365 American Social Policy 3 hrs
- SOCI 380 Sociology of Culture and Mass Media 3 hrs
- SOCI/PSYC 385 Human Sexuality 3 hrs
- SOCI/WMST 485 Feminist Theory and Methodology 3 hrs

**H. Electives 22-25 sem. hrs**

**120 sem. hrs.**

**PRE-PROFESSIONAL PROGRAMS**

**HEALTH-RELATED PROGRAMS**

Students interested in preparing for health-related programs such as medicine, dentistry, physical therapy and pharmacology typically enroll in a biology or chemistry degree program. The course degrees provides both the science and liberal arts foundation required by most professional schools. However, health-related programs typically have additional requirements in the sciences and mathematics. Students are strongly advised to research the specific requirements of schools they are interested in attending and to work with the pre-professional advisors at those schools to ensure that their coursework meets the entry requirements of the program.

**PRE-ENGINEERING**

The Computer and Mathematical Sciences Department offers advising to students who plan to transfer to an engineering program after one or two years of study at Columbia College. Typically, pre-engineering students should enroll in mathematics, science, and computer science courses appropriate to their chosen area of engineering, and liberal arts courses that will meet general education requirements at the transfer institution. Additionally, students should consider taking introductory engineering courses through the cooperative cross-enrollment program with the University of Missouri in order to minimize time to graduation.

## PRE-LAW

The liberal arts component of the general education requirements at Columbia College provides a strong foundation for student success in law school. Students from all majors may have an excellent chance of being admitted to law school. Recently criminal justice, English, history and political science have all been popular majors for students pursuing a law degree. Whatever major they choose pre-law students should take classes that enhance written and oral communication, research and critical thinking skills.

The University of Missouri-Columbia, School of Law offers a combined undergraduate and law program also known as the 90-hour program. The combined curriculum enables students to obtain the bachelor of arts/science and juris doctor degrees in six years.

The undergraduate degree is a requirement for the juris doctor degree. Students entering under the combined degree program must make arrangements with their undergraduate schools to complete all requirements for their undergraduate degree. In addition, students must have a letter sent from the Dean of their undergraduate institution to the University of Missouri-Columbia School of Law, indicating that their law school coursework will earn the remaining hours of undergraduate credit, and that a B.A. or B.S. will be awarded before or at the time of graduation from law school.

To obtain more information about the program contact University of Missouri-Columbia School of Law, 103 Hulston Hall, phone: 573-882-6042.

## MILITARY SCIENCE, NAVAL SCIENCE, AND AEROSPACE STUDIES ROTC: RESERVE OFFICER TRAINING CORPS

The Reserve Officer Training Corps (ROTC) is designed to provide men and women the opportunity to become officers in the armed forces of the United States while pursuing their college degrees in a variety of fields. ROTC scholarships are available to qualified persons to help defray the costs of a college education. Students who receive ROTC scholarships incur an obligation to serve after graduation in the branch of military service that provided the scholarship. (No obligation is incurred until the last two years; freshmen and non-scholarship soph-

omores may participate in ROTC without obligation.)

Columbia College students may enroll in these courses, all of which are offered on the campus of the University of Missouri-Columbia. Columbia College students earn Columbia College credit for these courses. Each branch of the armed services offers its own set of courses. The U.S. Army courses are found in this catalog in the listing of course descriptions under Military Science (MSCI) and the U.S. Air Force courses are found under Aerospace Studies (ASCI), and the U.S. Navy's are under Naval Science (NSCI).

Columbia College students may earn a minor in ROTC by completing eighteen semester hours of courses with a field code of ASCI or NSCI or MSCI.

Courses are scheduled and taught by personnel in the three respective departments of the University of Missouri-Columbia. For more information, contact Military Science (Army ROTC) at 573-882-7721, Naval Science (Navy ROTC) at 573-882-6693, or Aerospace Studies (Air Force ROTC) at 573-882-7621.

## ASSOCIATE DEGREES

### ASSOCIATE DEGREE REQUIREMENTS

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

1. complete a minimum of 60 semester hours;
2. complete the appropriate number of General Education courses determined by individual degree requirements;
3. complete ENGL 111 English Composition I;
4. complete all major requirements;
5. attain a minimum cumulative grade-point average of 2.0;
6. fulfill the residency requirement of at least 15 of the last 24 semester hours taken with Columbia College;
7. satisfy all financial obligations; and
8. apply for graduation through the Evaluations Office the semester before they expect to graduate.

### ASSOCIATE IN ARTS

- A. ENGL 111 English Composition 3 sem. hrs**
- B. General Education Requirements 38-41 sem. hrs**

**C. Electives 16-19 sem. hrs****TOTAL 60 sem. hrs****ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION**

The Associate in Science in Business Administration is a general business degree that provides for the student a fundamental understanding of basic business practices.

**A. ENGL 111 English Composition I 3 sem. hrs****B. General Education 21 sem. hrs Requirements****Basic Studies 6 hrs**

ENGL 112 English Composition II 3 hrs

CISS 170 Introduction to Computer Information Systems **or**CISS 171 Introduction to Computer Information Systems for MAC Users **or**

CISS 176 Introduction to Computer Science

Arts, Humanities and History; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas) **15 hrs**

ECON 293 Macroeconomics

**and** ECON 294 Microeconomics recommended.

MATH 150 College Algebra

**or** MATH 170 Finite Mathematics required.**C. Major Area Requirements 24 sem. hrs**

(Courses in the major cannot be taken as Pass/Fail.)

MGMT 150 Introduction to Business 3 hrs

ACCT 280 Accounting I (Financial) 3 hrs

ACCT 281 Accounting II (Managerial) 3 hrs

FINC 350 Business Finance 3 hrs

MKTG 310 Principles of Marketing 3 hrs

MGMT 330 Principles of Management 3 hrs

Choose at least two courses from the following:

ECON 294 Microeconomics

MGMT 254 Business Communication

MGMT 265 Business Law I

MGMT 361 Human Resource Mgmt.

**D. Major Area Electives 12 sem. hrs**

Choose four courses from at least two of the following areas:

Accounting

Computer Information Systems

Economics

Finance

Management

Marketing

**60 sem. hrs****ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS**

The Associate in Science in Computer Information Systems degree provides an intense exposure to computer programming and the functional applications of computers in the business world.

**A. ENGL 111 English Composition I 3 hrs****B. General Education 21 sem. hrs Requirements****Basic Studies 6 hrs**

ENGL 112 English Composition II 3 hrs

CISS 170 Introduction to Computer Information Systems **or**CISS 171 Introduction to Computer Information Systems for MAC Users **or**

CISS 176 Introduction to Computer Science

Arts, Humanities and History; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas). History or Literature strongly recommended. **15 hrs**

MATH 150 College Algebra

**or** MATH 170 Finite Mathematics required.

PSYC 101 General Psychology

**and** SOCI 111 General Sociology**or** ECON 293 Macroeconomics**and** ECON 294 Microeconomics strongly recommended.**C. Major Area Requirements 26 sem. hrs**

(Courses in the major cannot be taken as Pass/Fail.)

CISS 240 Introduction to Programming 4 hrs

CISS 245 Advanced Programming 4 hrs

CISS 285 Structured Systems Analysis &amp; Design 3 hrs

CISS 325 Systems Analysis, Design and Implementation Projects 3 hrs

CISS 350 Advanced Algorithms and Data Structures 3 hrs

CISS 360 Computer Systems and Assembly Language 3 hrs

Choose two of the following: **6 hrs**

CISS 234 Visual Basic

CISS 236 COBOL Programming

CISS 238 Java Programming

CISS 355 Directed Study

CISS 370	Operating Systems	
CISS 380	Computer Graphics	
CISS 430	Database Systems	
CISS 445	Programming Languages	

**D. Related Area Requirements 9 sem. hrs**

ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
Choose one of the following:		<u>3 hrs</u>
MGMT152	Business Mathematics	
MATH 170	Finite Mathematics	
MATH 250	Statistics I	

**E. Open Elective: 1 sem. hr****60 sem. hrs****ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION**

The Associate in Science in Criminal Justice Administration is a comprehensive two-year program designed to allow specialization within the field while integrating the interdisciplinary perspectives of sociology and psychology.

**A. General Education Requirements 21 sem. hrs****Basic Studies 6 hrs**

ENGL 112	English Composition II	3 hrs
CISS 170	Introduction to Computer Information Systems <b>or</b>	3 hrs
CISS 171	Introduction to Computer Information Systems for MAC Users <b>or</b>	
CISS 176	Introduction to Computer Science	

Arts, Humanities and History; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas) 15 hrs

PSYC 101 General Psychology  
**and** SOCI 111 General Sociology recommended.

**B. ENGL 111 English Composition I 3 hrs****C. Major Area Requirements 24 sem. hrs**  
(Courses in the major cannot be taken as Pass/Fail.)

CJAD 101	Introduction to Criminal Justice Administration	3 hrs
CJAD 311	Police in a Democratic Society	3 hrs
CJAD 345	Ethics & Morality in Criminal Justice	3 hrs
CJAD 350	Corrections and Penology	3 hrs
POSC 340	Judicial Process	3 hrs

Choose at least three of the following:

CJAD 301	Criminal Law	3 hrs
CJAD 405	Laws of Criminal Evidence	3 hrs
CJAD 410	Drug Abuse and Crime Control	3 hrs
CJAD 415	Criminal Procedures	3 hrs
CJAD 451	Management of Criminal Justice Agencies	3 hrs
SOCI 331	Juvenile Delinquency	3 hrs

**D. Major Area Electives 9 sem. hrs**

Six semester hours must be criminal justice electives. The remaining 3 hours must be from one of the following: criminal justice, sociology, political science or psychology.

**E. Open Elective 3 sem. hrs****60 sem. hrs****ASSOCIATE IN GENERAL STUDIES**

This degree is developed by the student and advisor. Course work may be from the liberal arts and sciences or from any preprofessional discipline. The following requirements must be met:

**A. General Education Requirements 21 sem. hrs**

ENGL 112	English Composition II	3 hrs
CISS 170	Introduction to Computer Information Systems <b>or</b>	3 hrs
CISS 171	Introduction to Computer Information Systems for MAC Users	
CISS 176	Introduction to Computer Science	

Art, Humanities and History; Natural Sciences and Mathematics; and Social Behavioral Sciences (credits distributed to include each of the three areas.) 15 hrs

**B. ENGL 111 English Composition I 3 hrs****C. Electives 36 sem. hrs****60 sem. hrs****ASSOCIATE IN SCIENCE IN HUMAN SERVICES**

The Associate in Science in Human Services is designed to assist students in developing empirically based knowledge and practice skills fundamental for responsible and effective application within the Human Service field.

**A. ENGL 111 English Composition I 3 hrs****B. General Education Requirements 21 sem. hrs****Basic Studies:**



ENGL 112 English Composition II	3 hrs
CISS 170 Introduction to Computer Information Systems <b>or</b>	3 hrs
CISS 171 Introduction to Computer Information Systems for MAC Users <b>or</b>	
CISS 176 Introduction to Computer Science	

Art, Humanities and History; Natural Sciences and Mathematics; and Social Behavioral Sciences (credits distributed to include each of the three areas.) 15 hrs

**C. Major Area Requirements 15 sem. hrs**  
(Courses in the major cannot be taken as Pass/Fail.)

HUMS 105 Introduction to Human Services	3 hrs
HUMS 250 Working with Individuals	3 hrs
HUMS 335 Working with Groups	3 hrs
HUMS 340 Working with Families	3 hrs
Three hours from one of the following:	
HUMS 300 Exploring Research	3 hrs
HUMS 345 Working with Communities and Organizations	3 hrs
HUMS 365/SOCI 365 American Social Policy	3 hrs
SOCI/ANTH 270 Minority Cultures and Relations	3 hrs

**D. Human Services Elective 3 sem. hrs**

**E. Electives 18 sem. hrs**  
60 sem. hrs

## ASSOCIATE IN SCIENCE IN NURSING

The Associate in Science in Nursing Program is offered at two sites – at the Main Campus in Columbia, Missouri and at the Lake Ozark Campus. The program is open to individuals who have no prior nursing education and to individuals who hold a Licensed Practical Nursing license.

The program is approved by the Missouri State Board of Nursing.

The program is designed to prepare the graduate for a nurse generalist role. Graduates are awarded an Associate in Science in Nursing degree and are eligible to apply for the Registered Nursing Licensure Examination. \*

The curriculum consists of general education, mathematics and science courses and specific nursing courses. Students are required to complete all of

the general education, mathematics and science courses before entering the Nursing Course Sequence.

Columbia College systematically reviews the curriculum to ensure that students are prepared for a position in the nursing field. As a result the prerequisite requirements noted in the Undergraduate Catalog are periodically updated to reflect coursework that best supports degree completion. Although not required, students are highly encouraged to transfer to the most recent catalog year in order to complete the prerequisite courses that have been identified as best aiding in the successful completion of the Nursing Course Sequence.

**Admission to the nursing program is on a selective basis.** Selection will be made each July and each December. The application deadline is the end of June for students who plan to start the nursing sequence courses in October. The application deadline is the end of November for students who plan to start the nursing sequence courses in March. LPN students begin the nursing sequence courses based on the fundamental standard exam. The maximum number for the Home Campus-Columbia is 40 students. The maximum number for the Lake Campus is 32 students. The class consists of non-LPNs and LPNs.

All candidates for the nursing program are expected to meet general admission requirements to the College. Acceptance to Columbia College does not guarantee acceptance to the Nursing Course Sequence. Selection criteria for the Nursing Course Sequence:

1. Completion of the Nursing prerequisite courses, NURS 209 Introduction to Nursing **or** at least one year of documented clinical experience in a health care setting. An admission committee of nurse faculty will determine the adequacy of health care experience and will require the student to successfully complete a clinical skills test. There is a \$50 fee for this test.
2. Completion of the general education, mathematics and science courses. Students may elect to complete NURS 209, one or more of their remaining general education, mathematics, or science courses in the eight week session between the time of submission of the nursing application and the start of the nursing classes. Students are limited to a maximum of six semester hours of coursework during an eight-week session. Students registering for more than six hours will be required to have overload approval.
3. Minimum of an overall GPA of 2.75 for the general education, mathematics, science courses, NURS 209 and be in good academic standing



within Columbia College. A minimum grade of "C" is required for all prerequisite courses.

4. Possess the necessary functional abilities to provide safe and effective patient care. \*\*
5. LPN students must submit a copy of LPN license (current and undisciplined) for the state of Missouri.
6. A criminal background check is required at the time of submission of the nursing application. Forms and directions for completion are available as part of the nursing application.
7. Selection of nursing students will be based on the GPA of the Nursing Program prerequisite courses and the TEAS score.
8. Additional requirements for those selected for the Nursing Program:
  - Urine drug test
  - Physical forms, including documentation of immunizations/titers
  - Current CPR certification by the American Heart Association, Health Care Providers course.

\* Successful completion of the program does not guarantee eligibility to take the licensure examination. According to the Nursing Practice Act, licensure may be withheld or revoked. More information is available on the Nursing Program Website and in the Nursing Program Information document.

\*\*Functional abilities to meet the role of the nurse include: behavioral/emotional abilities, cognitive abilities, communication abilities, professional conduct, psychomotor skills, and sensory/perceptual abilities.

These Functional Abilities are described in the Nursing Student Handbook.

#### A. Required Courses 41 sem. hrs

(Courses in the major cannot be taken as Pass/Fail.)

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL 221	Clinical Microbiology <b>and</b>	3 hrs
BIOL 221L	Clinical Microbiology Laboratory <b>or</b>	2 hrs
BIOL 312	Microbiology <b>and</b>	
BIOL 312L	Microbiology Laboratory	
BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 326	Physiology	3 hrs

BIOL 326L	Physiology Laboratory	2 hrs
CHEM 109	Chemistry for Biological and Health-Related Sciences <b>or</b>	3 hrs
CHEM 110	Chemistry I <b>and</b>	
CHEM 112	Chemistry II	
ENGL 111	English Composition I	3 hrs
ENGL 112	English Composition II	3 hrs
MATH 106	Intermediate Algebra or higher General Education Mathematics course.	3 hrs
NURS 209	Introduction to Nursing	6 hrs
PSYC 101	General Psychology	3 hrs

#### B. Nursing Sequence Courses 36 sem. hrs (All courses must be completed with a grade of C or higher.)

NURS 210	Fundamentals of Nursing*	6 hrs
NURS 211	Mental Health Nursing	3 hrs
NURS 212	Pharmacology for Nursing	3 hrs
NURS 213	Foundations of Professional Nursing	6 hrs
NURS 214	Medical Surgical Nursing I	6 hrs
NURS 215	Medical Surgical Nursing II	6 hrs
NURS 216	Women's and Infant's Health	6 hrs

\* Licensed Practical Nurses (LPN's) are not required to take NURS 210 Fundamentals of Nursing if they are able to pass the Fundamentals Placement Exam with a minimum satisfactory/acceptable performance, as determined by test psychometrics, and successfully complete a clinical skills assessment conducted by nurse faculty. The Fundamentals Exam and clinical skills assessment are arranged through the Nursing Department Office. The exam costs \$50.

NURS 209 is a prerequisite for NURS 210. NURS 209 may be waived if students have at least one year of documented clinical experience in a health care setting. See #1 on page 74 for more information.

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**77 sem. hrs**

## ASSOCIATE IN SCIENCE IN PRE-ENGINEERING

The Associate in Science in Pre-Engineering is designed for students who plan to transfer into an engineering bachelor's degree program after completing their general education and preliminary math and science courses at Columbia College. It is extremely important for students to work with an advisor to select elective coursework appropriate to the type of engineering they plan to study and to the institution that they plan to transfer to. Students who are not prepared to take MATH 201 Calculus and Analytical Geometry I during their first semester should not expect to complete this degree in four semesters.

### A. ENGL 111 English Composition I 3 hrs

### B. General Education 24-26 Sem. Hrs Requirements

CISS 170	Introduction to Computer Information Systems <b>or</b>	3 hrs
CISS 171	Introduction to Computer Information Systems for MAC Users <b>or</b>	
CISS 176	Intro to Computer Science	
COMM 110	Introduction to Speech	3 hrs
ECON 293	Macroeconomics <b>or</b>	3 hrs
ECON 294	Microeconomics	
ENGL 112	English Composition II	3 hrs
MATH 201	Calculus & Analytical Geometry I <b>or</b>	5 hrs
MATH 215	Differential Calculus	
	Arts, Humanities, History, Social and Behavioral Sciences	6 hrs
HIST 121	American History to 1877 <b>or</b>	3 hrs
HIST 122	American History since 1877 <b>or</b>	
HIST 102	Western Civilization II <b>or</b>	
POSC 111	American National Government	

Two additional courses are chosen by the student in consultation with an advisor.

### C. Major Area Requirements 26-27 sem. hrs

CHEM 110	Chemistry I	3 hrs
CISS 240	Introduction to Programming	4 hrs
CISS 241	Programming I	3 hrs
GEOL 110	Introduction to Physical Geology <b>and</b>	3 hrs
GEOL 110L	Introduction to Physical Geology Laboratory	2 hrs
ENGL 204	Technical Writing	3 hrs
MATH 303	Linear Algebra	3 hrs
MATH 338	Mathematical Statistics and Probability	3 hrs

### D. Major Area Electives 3-5 sem. hrs

BIOL 110	Principles of Biology I <b>and</b>	3 hrs
BIOL 110 L	Principles of Biology I Laboratory	2 hrs
CHEM 112	Chemistry II <b>and</b>	3 hrs
CHEM 112 L	Chemistry II Laboratory	2 hrs
CISS 238	Java Programming	3 hrs
CISS 240	Introduction to Programming	4 hrs
CISS 241	Programming I	3 hrs
ENGL 204	Technical Writing	3 hrs
MATH 303	Linear Algebra	3 hrs
MATH 338	Mathematical Statistics and Probability	3 hrs

### E. Electives 0-4 hrs

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**60 sem. hrs.**

# ACADEMIC HONORS HONORS PROGRAM

## Mission

The Honors Program is designed for high achieving students who are philosophers in the literal sense, i.e., lovers of wisdom. Honors students approach the liberal arts and sciences with excitement; they do not continually look for the “cash value” of their education. The goal of the program is to promote genuine inquiry and collaborative learning, emphasizing the dialogic nature of academic work and intellectual discovery. Students who lack the appropriate intellectual curiosity should not take honors courses.

## Description

Through multidisciplinary and collaborative coursework, honors students respond to the significant challenges confronting the next generation of scholars. The honors courses both within the General Education curriculum and beyond it are consistent with the students' academic abilities, preparation and goals. The courses resonate with any academic major or minor and provide opportunities for students to discover their intellectual curiosities, to engage in community service, to develop critical thinking skills, and to excel in oral and written expression.

Although faculty may propose to teach a special topics course or to designate a General Education course, favorable consideration is given to courses that cohere to one or more of the following descriptions: multidisciplinary, collaborative teaching, travel/co-curricular activities, and reading and writing intensive. Classes range in size from 5 to 20 students. Under the direction of a faculty mentor, honors students are encouraged to complete an Honors Distinction project during their final year.

Students admitted to the Honors Program are eligible to take traditional courses with an honors option that allows students to become independent researchers to challenge themselves academically. The honors option allows students to design their own research and/or creative project under the direction of a faculty mentor. Students and mentors will complete a contract that outlines the activities students must complete to earn honors option credit.

## Participation

To graduate with honors, a student completes at least 16 academic hours in the Honors Program. A one semester hour community service project for Honors 310 must be completed prior to graduation. Students may enroll in three to six hours of honors credits designated for General Education and may be eligible to enroll in a maximum of 3 hours of

honors credits for an Honors Distinction project. An honors student may apply no more than six hours of honors credits transferred from accredited institutions toward the completion of the Honors Program.

No honors courses may be taken with the pass/fail option. A minimum 3.25 GPA overall and a 3.0 GPA in honors courses is required to remain qualified for graduation from the Honors Program. Graduation from the Honors Program is recognized during the graduation ceremony and indicated on the final transcript.

## Admission

Eligible students must demonstrate academic achievement with at least two of the following minimum standards:

- 1) 3.6 high school GPA;
- 2) 26 ACT or 1200 SAT or 2800 GED;
- 3) 3.6 Columbia College GPA;
- 4) Thirty transferrable semester hours with a 3.6 GPA.

Eligible students gain entry into the Honors Program after review of the honors program application and review by the Honors Council and Honors Program Chair. Home-schooled or other non-traditional schooled students are eligible for admission to the Honors Program upon presentation of appropriate ACT, SAT or GED score and demonstration of scholarship in high school level academic coursework. Any student may petition for admission to the Honors Program if he or she has completed a minimum of 30 hours of academic credit at Columbia College with a cumulative grade point average of 3.6. Transfer students with prior college experience must have 30 semester hours of credit with a minimum GPA of 3.6 or higher on a 4.0 scale to apply for admission to the Honors Program. International students who qualify are eligible for the Honors Program.

## Required Coursework:

Honors General Education	3-6 hrs
HNRS 310 Honors Service	1 hr
HNRS 340 Schiffman Ethics in Society Lecture	3-9 hrs
HNRS 350 Honors Topics	<u>3-9 hrs</u>
<b>Total</b>	<b>16 hrs</b>

## RECOGNITION OF ACADEMIC ACHIEVEMENT

### Dean's List

The Dean's List is an honor accorded to students who achieve academic distinction. Students may be named to the Dean's List if:

- 1) they complete at least 12 semester hours of Columbia College credit in a given

- semester with a GPA of 3.5 or higher; **or**
- 2) they complete a minimum of 6 semester hours during each of two consecutive eight-week sessions with a GPA of 3.5 or higher.

A grade of Incomplete eliminates a student from Dean's List consideration. A grade given to replace an Incomplete cannot be applied to Dean's List requirements. ESOL 100, 101, 102, 103, 104, 105; ENGL 107; ENGL 107N; MATH 104 and MATH 106 do not apply when determining Dean's List eligibility.

Courses taken by students as pass/fail or satisfactory/unsatisfactory are not included in the minimum requirement of at least 12 semester hours (Day) or six semester hours in two consecutive terms (Evening, Online, AHE).

### Awards Convocation

In the Spring of each year, an Honors and Awards Convocation is held, a special occasion recognizing those students who have made exceptional contributions to Columbia College through outstanding scholarship and/or leadership. Students who have completed at least 15 semester hours at Columbia College with a cumulative GPA of 3.5 or higher are eligible for these awards. Recipients of these awards are generally chosen from this pool.

### Graduation Honors

Columbia College confers baccalaureate degrees with the following Latin honors designations:

GPA	Designation
3.9 and above	<i>summa cum laude</i>
3.75 to 3.89	<i>magna cum laude</i>
3.5 to 3.74	<i>cum laude</i>

**To receive a degree with these honors, students must have completed 60 hours of credit at Columbia College.**

Students seeking a second baccalaureate degree and received an Honors designation on a prior degree must complete an additional 60 hours in residency and earn the requisite GPA in order to be granted a second Honors designation.

### Dean's Academic Achievement Award

Students who graduate with at least 39 but fewer than 60 Columbia College hours and earn at least a 3.5 cumulative G.P.A. may be eligible for the Dean's Academic Achievement Award upon graduation. Students must meet the following criteria:

1. Hold an Associate in Arts or Associate in Science from a community college with an articulation agreement with Columbia College.
2. Complete a bachelors degree at the AHE site of articulation.

3. Earn a cumulative G.P.A. of 3.5 or higher.
4. Complete 39 hours in residency with Columbia College.

Students seeking a second baccalaureate degree and to whom a Dean's Academic Achievement Award was granted with a prior degree must complete an additional 39 hours in residency with at least a 3.5 cumulative G.P.A. to be granted a second Dean's Academic Achievement Award.

Students eligible for Latin Honors are ineligible for the Dean's Academic Achievement Award.

### Baccalaureate Degrees with Distinction

The Bachelor's Degree with Distinction is available for any degree program offered by Columbia College and requires a demonstration of excellence in a special two-semester project (excluding summer session) in addition to satisfying degree requirements.

Distinction work is done under the direct supervision of a faculty member qualified in the field of the project. At all major stages of the project (formal prospectus, complete draft or evidence of significant and substantive progress, and final project), work must be submitted by designated deadlines to the Chair of the Academic Honors and Awards Committee for approval or direction. Credits and grades for distinction work are optional.

To be eligible, a student must be currently enrolled and must have second-semester junior standing (75 semester hours, with at least 15 semester hours at Columbia College) and a 3.5 cumulative GPA. Eligibility is based on the assumption that a student may be eligible after five semesters. Entry into the program must be at a date that permits two semesters of work on the project.

### High Achievement On Senior Test

The Major Field Test is taken by thousands of college seniors at hundreds of schools. It tests achievement in the senior's baccalaureate degree program.

Columbia College offers the Major Field Test in biology, business administration (undergraduate and graduate), chemistry, computer information systems, computer science, English, history, mathematics, political science, psychology and sociology.

Graduates who score in the top ten percentile nationally in their academic area are presented with a navy and silver cord at the graduation ceremony.

## **The President's Honorarium for Academic Excellence (Overload Fee Waiver)**

Columbia College day students who have earned 30 institutional semester hours may take an overload to a total of 21 semester hours without additional cost if their cumulative grade-point average is at least 3.75.

Each Commencement, special recognition is given to students earning a 4.0 grade point average who have completed the entire course of study for the bachelor's degree at Columbia College.



# SPECIAL ACADEMIC PROGRAMS

## ARTICULATION AGREEMENTS

Columbia College has an articulation agreement with the following colleges:

- Allan Hancock College (CA)
  - Associate in Arts
  - Associate in Science
- Brevard Community College (FL)
  - Associate in Arts
- Central Christian College of the Bible (MO)
  - Associate in Arts
  - Associate of General Studies
  - Associate in Science
- Central Texas College (TX)
  - Associate in Arts
  - Associate of Arts in General Studies
  - Associate in Science
  - Associate of General Studies
  - Associate in Applied Science
- Coastline Community College (CA)
  - Associate in Arts
- College of Lake County (IL)
  - Associate in Arts
  - Associate in Science
- Community College of Aurora (CO)
  - Associate in Arts
  - Associate in Science
- Cottey College (MO)
  - Associate in Arts
  - Associate in Science
- Cuesta College, San Luis Obispo Campus (CA)
  - Associate in Arts
  - Associate in Science
- East Central College (MO)
  - Associate in Arts
  - Associate in Science
  - Associate in Applied Science
- Elgin Community College (IL)
  - Associate in Arts
  - Associate in Science
  - Associate in Applied Science in Criminal Justice
  - Associate in Science in Paralegal
- Florida State College of Jacksonville (FL)
  - Associate in Arts
- Front Range Community College (CO)
  - Associate in Arts
  - Associate in Science
- Grossmont College (CA)
  - Associate in Arts
  - Associate in Science
- Highland Community College (IL)
  - Associate in Arts
  - Associate in Science
- Ivy Bridge College of Tiffin University (OH)
  - Associate in Arts
- Jefferson Community College (NY)
  - Associate in Arts
  - Associate in Applied Science
  - Associate in Science
- Johnson County Community College (MO)
  - Associate of Arts
- Kongju National University (Korea)
- McHenry Community College (IL)
  - Associate in Arts
  - Associate in Science
  - Associate of Fine Arts
- The Metropolitan Community College (MO)
  - Associate in Arts
  - Associate in Science
- Moberly Area Community College (MO)
  - Associate of Arts
  - Associate of Arts in Teaching
  - Associate of Science
- Onondaga Community College (NY)
  - Associate of Arts
  - Associate of Science
- Ozarks Technical College (MO)
  - Associate in Arts
- Rock Valley College (IL)
  - Associate in Arts
  - Associate in Science
  - Associate in Engineering Science
- Rockford Business College (IL)
  - Associate in Applied Science
- Salt Lake Community College (UT)
  - Associate in Arts
  - Associate in Science
- San Diego City College (CA)
  - Associate of Arts
  - Associate of Science
- San Diego Miramar College (CA)
  - Associate of Arts
  - Associate of Science
- Seminole State College of Florida (FL)
  - Associate of Arts
  - Associate of Science

- St. Charles Community College (MO)  
Associate in Arts  
Associate in Science
- Valencia Community College (FL)  
Associate in Arts  
Associate in Science
- Waubonsee Community College (IL)  
Associate in Arts  
Associate in Science  
Associate in Engineering Science
- Wentworth Military Academy and College (MO)  
Associate in Arts
- West Hills Community College (CA)  
Associate in Arts  
Associate in Science

## **COOPERATIVE CROSS-ENROLLMENT PROGRAMS WITH THE UNIVERSITY OF MISSOURI-COLUMBIA AND STEPHENS COLLEGE**

Columbia College participates with the University of Missouri-Columbia and Stephens College in a cooperative cross-enrollment program. The intent of the program is to facilitate students' educational needs when a desired course or its equivalent is not available at the home institution during the semester of enrollment. Students must meet the course prerequisites prescribed and all coursework must be for academic credit.

Enrollment is on a space-available basis on the first day of classes during the Fall and Spring/Winter semesters on the Columbia, Missouri campuses of the respective institutions. Each institution reserves the right to close courses in certain programs to cross enrollment and to prohibit its students from enrolling in courses in designated programs at the other institutions. Tuition will be paid at the student's home institution at the home institution rate. Each institution will waive the admission application fee.

To be eligible to enroll in the Cooperative Cross-Enrollment Program, Columbia College students must:

1. Be enrolled as full-time, degree-seeking undergraduate Day Program students (includes hours taken at both the home and host institution) during the semester of cross-enrollment.
2. Be in good academic standing. Students who are dismissed for low academic achievement from one Cooperative institution and subsequently accepted at another Cooperative institu-

tion may not cross-register at the institution of dismissal until they are eligible for readmission.

3. Receive the approval of the appropriate faculty advisor.
4. Receive the approval of the Registrar or Dean for Academic Affairs.

Students shall be subject to the rules, regulations, and standards of conduct of the institution offering the course during the time of actual attendance.

Students must be in good financial standing at the cooperating institution in order for a transcript showing course grades and credits earned to be sent to the parent institution.

No earlier than two weeks prior to classes starting:

- Columbia College students should email studentrecords@ccis.edu with their name, ID number, and what course(s) they wish to take at MU.
- The Registrar will check eligibility and email a fillable PDF to eligible students. The students will fill out the COOP paperwork and email it back to the Registrar for signature. The student may elect to pick up the signed form in RFS or the Registrar will scan it and send it back via email. On the first day of class, Friday before for MU, the student will take the signed form to Jesse Hall and register at MU.
- Once the student has registered at MU, the student should return the COOP form, along with their registration printout from MU or Stephens, to RFS to be enrolled in placeholder class(es) at Columbia College. The student may come to RFS during the designated COOP hours or email registration@ccis.edu for an appointment.

Students may also request library privileges at Ellis Library on the University of Missouri-Columbia campus, participate in University of Missouri-Columbia study abroad programs and may use Education Career Services at University of Missouri-Columbia.

## **FOUR-YEAR GRADUATION PLAN**

The Four-Year Graduation Plan assures an entering freshman that if all conditions of the Plan are met, the student will be able to graduate in eight consecutive semesters. If a student meets all the conditions of the Plan and is unable to graduate in eight consecutive semesters, Columbia College will waive the additional tuition if the required coursework is completed within the next

year. A contract outlining the agreement will be signed by the student and a College officer. If the student does not fulfill the requirements of the contract, no penalty will be assessed; however, the student will continue to be responsible for any additional tuition.

*Note: Certain academic programs are not eligible for pursuit under the Four-Year Graduation Plan program. Students enrolled in English as a Second Language courses may have difficulty fulfilling the Plan requirements. Complete information about this program is available in the Director of Advising's Office, the Admissions Office and on the Columbia College website at: [www.ccis.edu](http://www.ccis.edu).*

## SUMMER SESSION

The eight-week term held during the months of June and July is administered by the Evening Campus. Students may enroll in both evening and online courses. Students may not enroll for more than 8.5 semester hours of credit without written permission from the Director of Advising.

## THE MATHEMATICS CENTER

The Ether L. Bruce Mathematics Center, located in 209 Missouri Hall, provides academic tutoring services for students enrolled in 100- or 200-level math courses, from Beginning Algebra to Calculus II as well as Discrete Math I and Statistics I. These services are provided free of charge to students enrolled for credit in a course offered through the Computer and Mathematical Sciences Department on the Columbia College main campus as well as local online students.

The Center is staffed by experienced professionals committed to helping students broaden their educational opportunities and achieve excellence in their academic careers at Columbia College.

All services are offered on a walk-in basis in a one-on-one or small group format and include:

- Help in understanding concepts
- Problem-solving development
- Graphing calculator instruction
- Exam preparation
- Strategies for dealing with math anxiety.

To view Math Center hours or to access our handouts go to <http://web.ccic.edu/Offices/AcademicResources/MathCenter.aspx>.

For more information, contact Mrs. Susan Hughes at (573) 875-7618 or e-mail: [sdhughes@ccis.edu](mailto:sdhughes@ccis.edu).

## STUDENT SUPPORT SERVICES (SSS) PROGRAM

The Student Support Services (SSS) program is a federally funded, U.S. Department of Education TRIO program that provides support for first-generation college students with economic and/or disability related needs. The goal of SSS is to promote the academic success, retention and graduation rates of the program participants through various forms of academic assistance. SSS provides financial and personal counseling, academic advice, peer and professional tutoring, mentoring, career services, and serves as a referral agent for many departments on campus. Activities are varied from month-to-month and include educational workshops, cultural excursions, and social events. SSS also offers opportunities to develop leadership skills and to participate in community service. In addition to these services, SSS offers a computer lab, study room and a student lounge.

Student Support Services is located in Columbia House, 311 North Tenth Street. Office hours are Monday-Friday, 8:00 a.m.-5:00 p.m. Applications to determine eligibility are available to all interested students. For more information, please call (573) 875-7624, or e-mail: [asrigg@ccis.edu](mailto:asrigg@ccis.edu).

## STUDY ABROAD PROGRAMS

Columbia College encourages students to explore opportunities to study outside the United States. The College is a member of the Missouri Study Abroad Intercollegiate Consortium (MOSAIC), the Central College (IA) study abroad consortium and Webster University's (WINS) network. The College also has exchange relationships with Kongju National University in South Korea; Robert Gordon University in Scotland; Jeju National University in South Korea; Rangsit University in Thailand; and the University of Shiga Prefecture in Japan. The College also offers a study tour to a different country each year in late May. Participants in the study tour may enroll for up to six hours of course credit as part of the Spring semester. Dr. Brian Kessel, 207 St. Clair Hall, is the Study Abroad Advisor and advises students about the availability, value and academic appropriateness of these and other programs.

To help defray costs for study abroad, students may apply for financial aid through the Columbia College Registration and Financial Services Office. Federal financial aid, such as the

Pell Grant or student loans, can be used to help finance study abroad. A study abroad award is available for students having a 3.0 cumulative GPA and completed at least 15 hours with Columbia College at time of application. Students must be full-time and must return to Columbia College for at least one semester immediately following the study abroad experience. Preference will be given to students with demonstrated financial need and those without prior study abroad experience. Students who are interested in obtaining more information about these opportunities should contact Dr. Brian Kessel, Study Abroad Advisor, at (573) 875-7625 or e-mail: [blkessel@ccis.edu](mailto:blkessel@ccis.edu).

- Writing skills improvement.
- Help with assignments and test preparation for English courses.
- Techniques for planning and writing research papers.
- Help with documentation of sources according to MLA and APA guidelines.

For more information contact Mrs. Lynda Dunham, Coordinator, at (573) 875-7616 or e-mail: [lldunham@ccis.edu](mailto:lldunham@ccis.edu). Writing and study skills information is available at [www.ccis.edu/writing-center](http://www.ccis.edu/writing-center).

## TUTORING SERVICES

Professional and peer tutors are available through the Seabrook Writing Center to enhance student learning experiences in the various academic disciplines, such as accounting, computer information systems and the sciences. This free service is available on a walk-in basis at a variety of times each week.

The following services are available to students enrolled in tutor-supported classes taught on the home campus:

- Help in understanding concepts and working problems.
- Discussion and study groups.
- Test preparation.
- Strategies for researching and writing papers in disciplines other than English.

The current tutoring schedule can be found at <http://www.ccis.edu/writingcenter/tutoring>. For more information, contact Ms. Katie Denehy at (573) 875-7614 or e-mail: [mcdenehy@ccis.edu](mailto:mcdenehy@ccis.edu).

## THE WRITING CENTER

The Elizabeth Toomey Seabrook Writing Center, located in 214 Missouri Hall, provides free educational support services to help students enrolled at Columbia College maintain and enhance writing skills needed to meet established academic standards. These services are offered by appointment or walk-in basis at selected times to students taking classes at the main campus or local students enrolled in online English courses.

The Center offers the following services in a one-to-one or small group format:

# SPECIAL ACADEMIC FACILITIES

## LIBRARY

The J.W. and Lois Stafford Library provides a place for students to study individually or in groups. The library is open more than 90 hours a week and staff members are available to provide assistance and answer questions at all times for persons visiting the library or by phone, email, chat or text. Library instruction is provided to individuals or to classes. The library classroom is used for group study and library instruction. Copy machines and other equipment are available for student use.

The library's collection supports the curriculum of Columbia College with more than 60,000 items (books, videos, compact discs, etc.), 200 magazine, journal and newspaper print titles and 80,000 ebooks and 6,500 streaming videos. Arthur, the library's catalog, is available on the Internet.

Library computers provide access to a variety of databases and the Internet. More than sixty online databases are available to search for full-text or indexed articles from professional journals, legal publications, newspapers, magazines and reference publications. Students are able to access the databases from off campus using their CougarTrack account.

Columbia College is a member of the MOBIUS Consortium. This membership provides Columbia College students access to over 23 million items in more than sixty academic, special or public libraries in the state of Missouri. Students can borrow books by using the MOBIUS online catalog or visiting a participating library.

### CONTACT INFORMATION:

PHONE: 573-875-7381, 800-231-2391 X7381

EMAIL: [reference@ccis.edu](mailto:reference@ccis.edu), [www.ccis.edu/library](http://www.ccis.edu/library)

### LIBRARY HOURS: \*

Monday – Thursday . 8:00 a.m. – Midnight  
 Friday . . . . . 8:00 a.m. – 8:00 p.m.  
 Saturday . . . . . 9:00 a.m. – 5:00 p.m.  
 Sunday . . . . . 2:00 p.m. – Midnight

\* Hours subject to change during breaks and holidays.

## LAPTOP AVAILABILITY

Laptops can be checked out from the Stafford Library circulation desk to be used in the library only. Students must have their ID card and a loan agreement form must be signed to check out a laptop. Students using these laptops are responsible for damage to or theft of the computer. Laptops may not be reserved in advance.

## TECHNOLOGY SOLUTIONS CENTER

The Technology Solutions Center is available to students via phone or face-to-face. Help desk analysts are available to assist students with Internet connectivity and telephone issues in the residence halls, issues with accessing email and CougarTrack and general computer related questions.

### HOURS OF OPERATION \*

#### Phone Support:

Monday – Thursday 7:00 a.m. – 10:00 p.m.  
 Friday . . . . . 7:00 a.m. – 8:00 p.m.  
 Saturday . . . . . 10:00 a.m. – 6:00 p.m.  
 Sunday . . . . . Noon – 6:00 p.m.

#### Walk-In Support:

Monday – Thursday . 8:00 a.m. – 7:00 p.m.  
 Friday . . . . . 8:00 a.m. – 5:00 p.m.  
 Saturday . . . . . 11:00 a.m. – 5:00 p.m.  
 Sunday . . . . . Noon – 5:00 p.m.

\* Hours subject to change during breaks and holidays.

## E-MAIL, INTERNET ACCESS AND ANTI-VIRUS SOFTWARE

Students are assigned email accounts for all college-related communications. Students must authenticate their accounts using their student ID number at: <http://accounts.ccis.edu>. To access your college email, click on CougarMail on the main page of the web site. CougarMail, an Internet application, is a free service to all students and is a life-time account for graduates. The system is accessible using any web browser from any location with the exception of military bases. Internet access is available to students for use as a resource in the student Open Lab and lab class-



rooms, Stafford Library and the residence halls. A wireless network is available for laptop users.

Students using computers on the College network must have the latest version of anti-virus software.

## COMPUTER CLASSROOMS

Two classrooms for instructional use are maintained by Technology Services in Buchanan Hall. Classes using computing resources, such as English, Computer Programming and Accounting are conducted in these facilities. Students are able to complete assignments outside of class using the computer resources in the Open Lab. In addition, instructional labs are available in the Tenth Street Center and Federal Hall.

## OPEN LAB USE

Technology Services maintains an Open Lab equipped with computers, scanners, a copy machine and a high speed laser printer in Buchanan Hall. This lab is available to currently enrolled students on a walk-in basis and offers extended hours. Software used in classroom instruction is available to students for use in completing assignments. Email and Internet access is also provided.

Within the Buchanan Open Lab is a multi-media room. The room is equipped with two Dell computers and one Apple computer. In addition, a color printer, a black and white printer, and scanners are available for student use. These computers have video and photo editing software installed. This room is available for use as a group study room.

Federal Hall and Tenth Street Center offer open labs with computers and high speed laser printers.

The Technology Solutions Center has one digital still camera and two digital video cameras available for check out. Cameras may be checked out for a period of 24 hours. For more information, contact the Technology Solutions Center at 875-7333.

## COLUMBIA COLLEGE ACCEPTABLE USE POLICY

The computer resources at Columbia college support the academic and administrative activities

of the College. Use of resources for academic and administrative objectives takes precedence over personal reasons. Use of any Columbia College (CC) computing resource is considered a privilege, and all users are expected to adhere to the following acceptable use policy (AUP). This policy applies to any person or organization utilizing CC computing resources.

### All users of College computing resources must adhere to the following:

- Ensure the security and confidentiality of all College data and information.
- College technology resources shall not be used for commercial purposes unless authorized by the college.
- It is prohibited to use college computing system/network resources to store, access or send material that is obscene, illegal, discriminating, or intended to defame or harass others, or to interfere with their work on the computer. "Computing system/network resources" include but are not limited to all computers, networks, voice, video, email and other applications.
- It is prohibited to share CC login credentials with others. All users are responsible for activities carried out with the use of these credentials.
- Comply with all College policies.
- Comply with all federal, state, and other applicable laws including copyright regulations.
- Intentional unauthorized use is prohibited, including any modification or disruption to computing resources and systems.

Use of any Columbia College computing resource constitutes full acceptance of the terms and conditions of College policies, including the Investigation and/or Monitoring of Employee Electronic Communications or Files policy. Violations of the terms and conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions up to and including immediate student dismissal and employee termination from the College.

Columbia College reserves the right to change this policy without notice.

# ADMISSION POLICIES

## DAY STUDENTS

Columbia College enrolls students who have both the desire and ability to succeed in a rigorous teaching and learning environment. The College invites applications from students who have demonstrated that they are likely to complete the College's broad-based general education curriculum and to master an undergraduate major. Many factors are considered in the admission decision but previous academic achievement is the best predictor of success at Columbia College. The College does not admit applicants whose previous academic performance predicts failure.

## GENERAL ADMISSION

Each applicant is individually considered for admission based on their qualifications as a whole. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking. Admission decisions are made on a rolling basis until one week prior to the start of each semester.

Admission is generally granted to high school applicants with no previous college credit (excluding high school dual enrollment) who follow a college preparatory curriculum and have a 2.5 cumulative high school GPA average (unweighted) on a 4.0 scale AND have an ACT of 21 or SAT of 990 OR are ranked in the top half of their graduating class.

If high school class rank is unavailable, academic consideration will be made for college prep work completed in high school. Applicants who are not ranked in the top half of their graduating class, or if class rank is not provided, must demonstrate successful completion of the twelve units of college prep work identified below with a grade of C or higher in each course.

- Four units of English
- Three units of Mathematics (two years of algebra and one year of geometry)
- Three units of Science
- Two units of Social Studies

Admission is also generally granted to applicants with a 2521 GED score and home schooled

applicants who present a 21 ACT, 990 SAT or 2521 GED score. Applicants who graduated from high school more than two years ago may not be required to submit ACT or SAT scores for admission consideration. However, these scores are also used for freshman course advising and scholarships.

Columbia College welcomes students with academic credit from other institutions. Transfer applicants must present a minimum 2.0 cumulative grade point average. Only grades of C or above are accepted in transfer. If fewer than 24 hours are accepted, transfer applicants will be considered for admission on the basis of the high school record (class rank, ACT/SAT, grade point average) in addition to college coursework. A student who has earned more than six college credits after high school completion is considered a transfer student.

Columbia College reserves the right to randomly check any and all applications for a criminal history. Applicants with a felony or misdemeanor conviction must provide details regarding the crime(s).

## NEW FRESHMEN

To apply for admission as a new freshman, applicants must:

1. Submit the Columbia College undergraduate application for admission to the Day Campus with a one-time non-refundable \$35 fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. The application fee is waived prior to January 1 for Day Campus fall semester applicants.
2. Request official high school transcripts be sent directly to the Evaluations Office, or submit official GED scores. Please direct all official documents to: Evaluations, 1001 Rogers St., Columbia, MO 65216.
3. Request an official transcript be sent directly to the Evaluations Office from each college or university from which credit (including dual credit) was earned.
4. Submit ACT and/or SAT scores.
5. Provide a copy of a resident alien card, if a permanent resident but not a U.S. citizen.
6. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps, and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

New freshman applicants who do not present the minimum requirements for admission may be considered for admission through the Admissions Review Committee process. (See page 116 for more information about this process.)

## HOME SCHOOLED STUDENTS

Complete steps 1, 3, 4, and 5 (if applicable) and submit a record of high school-level coursework or a GED score. Scholarship candidates must submit a high school equivalent grade point average or other relative materials and a resumé to be considered for institutional aid. Please contact the Admissions Office for details.

## RECOMMENDED HIGH SCHOOL CURRICULUM

Final high school transcripts should reflect a college bound curriculum with a minimum of four units of English, three units of mathematics (two years of algebra and one year of geometry), three units of science, and two units of social studies. Two years (four semesters) of a foreign language is recommended. Students who completed the College Preparatory Certificate recognized by Missouri's Coordinating Board for Higher Education are typically well prepared for academic success at Columbia College.

## FOUR-YEAR GRADUATION PLAN

The Four-Year Graduation Plan assures an entering freshman that if all conditions of the plan are met and the student will be able to graduate in eight consecutive semesters, Columbia College will waive the additional tuition if the required course work is completed within the next year. A contract outlining the agreement will be signed by the student and a College officer. If the student does not fulfill the requirements of the contract, no penalty will be assessed; however, the student will continue to be responsible for any additional tuition.

*Note: The following majors/programs are not included in the Four-Year Graduation Plan: Education (BEACON and DAYSTAR), Forensic Science and Bachelor of Fine Arts in Art. Students enrolled in English as a Second or Other Language courses may have difficulty fulfilling the Plan requirements. Complete information about this program is available in the Director of Advising's Office, the Admissions Office and on the Columbia College website at: [www.ccis.edu](http://www.ccis.edu).*

## TRANSFER STUDENTS

To apply for admission to Columbia College as a transfer student, applicants must:

1. Submit the Columbia College undergraduate application for admission to the Day Campus with a one-time non-refundable \$35 application fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. The application fee is waived prior to January 1 for Day Campus fall semester applicants.
2. Request an official transcript from each college or university attended, including dual credit, be sent directly to the Evaluations Office. (See page 156 for information on evaluation of transfer credit.) Please direct all official documents to: Evaluations, 1001 Rogers St., Columbia, MO 65216.
3. If semester hours earned total less than 24, request an official high school transcript or GED scores be sent directly to the Evaluations Office. ACT/SAT scores may also be required for course advising and scholarships.
4. Provide a copy of the resident alien card, if a permanent resident but not a U.S. citizen.
5. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

Transfer students who do not present a minimum cumulative 2.0 grade point average for previous college coursework may be considered for admission through the Admissions Review Committee process.

Students who are on suspension from another institution are recommended to wait one semester before applying for admission to Columbia College. Students on suspension can be considered for admission only through the review committee process.

## STUDENT AUTHENTICATION

Students will be asked to provide proof of identification upon admission. A student with access to a Columbia College campus may show a government issued photo identification to a college staff member in order to authenticate their identity. Students who are not located near a Columbia College campus will be required to authenticate their identity using a scan of a government issued photo identification and signature via a notary public.

## TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript and official English language translation from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College Evaluations Office. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution's transcript. The following is a list of examinations and test scores that must be submitted for an official evaluation: CLEP, DANTES (DSST), AP, IB.

Appeals may be made for an exception to having all transcripts/credit documents submitted prior to an evaluation. An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/disclaimer statement must also be signed by the applicant indicating that he understands that he is responsible for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising and academic level.

Appeals will not be approved or exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay transcript fees.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or other records catastrophe may include a letter from the institution or the Department of Education for the state or the Ministry of Education

where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College.

Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

## NON-DEGREE SEEKING STATUS

The non-degree seeking status is designed for part-time students who do not seek an academic degree at Columbia College. Admission decisions are made on a rolling basis until one week prior to the start of the semester. Enrollment as a Non-Degree Seeking student neither guarantees automatic admission to degree seeking status, nor does it necessarily impact an admission decision. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Acceptance as a non-degree seeking student is not automatic. Students must be in good academic standing with Columbia College or any other institutions attended and have a cumulative GPA of 2.0 or higher. Students must also have a 2.0 or higher GPA for the most recent semester completed. Non-degree seeking students in the Day Campus may stay continuously enrolled in consecutive semesters while in good academic standing (not on academic or disciplinary probation). Non-degree seeking students who do not enroll in one or more semesters must reapply for admission. Non-degree seeking students are not eligible for financial aid. Students enrolling at Columbia College under this status may be considered for degree-seeking status in a subsequent term by completing the regular application process.

Students who wish to apply for non-degree seeking status must complete the non-degree seeking application for admission and submit it with the \$35 one-time, non-refundable application fee.

Non-degree seeking international students must show proof of English proficiency: minimum TOEFL score of 500 paper-based, 173 computer-based or 61 internet-based; an APIEL score of 3 or higher; completion of an advanced proficiency level in an accredited English as a Second Language (ESL) program; completion of a course equivalent to



English Composition I with a grade of C or higher. Additionally, international students must submit a copy of a valid passport, visa, I-94 departure record and most recent I-20, if currently enrolled at another institution.

Enrollment for non-degree seeking students is on a space available basis only. Course selections may be limited. Students under this status must be cleared for enrollment through the Admissions Office. Non-degree seeking students must provide proof that course prerequisites have been met.

Non-degree seeking students who enroll in twelve or more hours in the Day Campus are considered full-time students. Enrolling as a non-degree seeking student does not negate the residence hall requirement (applicable to full-time students).

## ADDITIONAL ACADEMIC INFORMATION

Although not required for admission consideration, additional academic information that may supplement an application file includes, but may not be limited to: Advanced Placement; International Baccalaureate; Excelsior (formerly Regents); ACE accredited corporate courses; military credit (DSST, DD214, USAFI); Law Enforcement Training Institute; RN certification and LPN certification. For use in admissions consideration or for an official evaluation of credit, all documents must be submitted directly to the Admissions Office. For additional information about the transfer of alternative credit, contact the Evaluations office.

## RESIDENCE LIFE REQUIREMENTS

All full-time freshmen and sophomore Day Campus students are required to live on campus unless they meet one or more of the following exceptions: 1) live in Boone County with parents, 2) are 22 years of age or older, 3) have completed 52 semester hours, 4) are married, 5) are a parent or 6) are a military veteran defined by federal guidelines.

## READMISSION

Students who wish to return to Columbia College after interrupting attendance for one semester must apply for readmission through the Admissions Office. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Admissions decisions are made on a rolling basis

until one week prior to the start of the semester.

Official transcripts from each college attended after Columbia College will be required for readmission consideration. Resubmission of transcripts may be required if the absence exceeds five years. The Admissions Office checks academic and financial status and notifies the student of the readmission decision. (Students may contact the Registration and Financial Services office directly to determine if there is a balance due.)

## READMISSION AFTER SUSPENSION

Students may apply for readmission to Columbia College following a suspension of one semester. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Admissions decisions are made on a rolling basis until one week prior to the start of the semester.

To apply for readmission after suspension, students must:

1. Complete the undergraduate application for admission to the Day Campus and submit with the non-refundable \$35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Dean for Academic Affairs requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed to the Registration and Financial Services office.
4. Request official transcripts be sent directly to the Evaluations Office from each college attended since leaving Columbia College.
5. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

## READMISSION AFTER DISMISSAL

Students may apply for readmission to Columbia College following a dismissal of three years. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will



be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Admissions decisions are made on a rolling basis until one week prior to the start of the semester.

To apply for readmission after dismissal, students must:

1. Complete the undergraduate application for admission to the Day Campus and submit with the non-refundable \$35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Dean for Academic Affairs requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed to the Registration and Financial Services office.
4. Request official transcripts be sent directly to the Evaluations Office from each college attended since leaving Columbia College.
5. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

**Students who have been permanently dismissed from Columbia College are not eligible for readmission.**

## EARLY-OUT ADMISSION

Students of exceptional ability may apply for admission to Columbia College following completion of their junior year of high school and after having earned 15 units of high school credit. Applicants for early-out admission must complete the normal procedure for regular admission as well as arrange for a personal interview. Students must show an academic record which reflects readiness for college-level work. Consent of the high school principal and parents is required. Admission is contingent upon approval by the admissions review committee.

## CHANGING CAMPUS LOCATION (CAMPUS TRANSFER)

Students can change their Columbia College campus location as an applicant or a current student at any time. You are encouraged to meet with an advisor at your current location prior to changing locations. Admissions requirements, tuition, scholarships, financial aid, advising and housing require-

ments vary between campus locations. By meeting with an advisor, you will be able to make an informed decision prior to changing locations.

If you are a **current student** and wish to officially change your campus location, please log in to your CougarTrack account. Use the “Applicants” drop-down menu to find and highlight “My Information.” Select the “Change of Campus” form. Indicate your new desired campus location as well as the session that you would like to start taking courses at the new campus location. Before a student is allowed to register for classes at the new campus location, he or she must meet with their academic advisor at the new campus location.

If you are an applicant and are not currently enrolled, please contact your desired campus location and request that they update your campus location on your application. Note that this process **cannot** be completed by logging into your application and changing the campus location.

## HIGH SCHOOL DUAL ENROLLMENT

High school juniors and seniors have the opportunity to take college courses for credit while completing high school. Application deadlines will be firmly adhered to for all applicants regardless of status.

Students in high school who wish to earn credit at Columbia College must:

1. Submit the undergraduate application for admission to the Day Campus with a one-time, non-refundable \$35 fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying.
2. Request an official high school transcript and ACT or SAT score be sent directly to the Admissions office.
3. Present a 2.5 cumulative high school grade point average and a minimum 21 ACT/990 SAT or minimum 50th percentile class rank.
4. Provide written support from the high school principal or guidance counselor and a parent or legal guardian by completing the Columbia College dual enrollment form.
5. Homeschooled students must complete steps 1-3 and submit a letter of written support from a parent or legal guardian by completing the dual enrollment form.

The admissions review committee reserves the right to review any application for admission under the dual enrollment status.

## TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript and official English language translation from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College campus where the applicant plans to attend. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution's transcript. The following is a list of examinations or test scores that must be submitted for an official evaluation: CLEP, DANTES (DSST), AP, IB.

Appeals may be made for an exception to having all transcripts/credit documents submitted prior to an evaluation. An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/disclaimer statement must also be signed by the applicant indicating that he understands that he is responsible for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising and academic level.

Appeals will not be approved or exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay or is unable to pay transcript fees.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or some other records catastrophe, may include a letter from the institution or the Department of Education for the state or the Ministry of Education where the school is located indicating that the tran-

script is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College.

## ADMISSIONS REVIEW PROCESS

Applicants who do not meet the standards described above for general admittance may be considered for admission through the Admissions Review Committee process. Students who complete a file after August 1 for the Day Campus fall semester and December 1 for the Day Campus spring semester who do not meet general admissions standards may not be considered for admission. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking. In addition to the materials outlined above, Admissions Review Committee applicants must:

1. Submit a letter that explains previous academic experiences and addresses difficulties encountered; a description of an activity, project or task at which they have persevered to completion; and a plan for success at Columbia College.
2. Complete a personal interview with an Admissions Counselor.

Applications with supporting materials will be reviewed to determine whether applicants are admitted to the College. The Committee looks for one or more of the following: unrealized potential, uncommon talent in a given area, perseverance and prediction of academic success or substantial work experience. **If admitted, students must earn a minimum 2.0 grade point average during their first term enrolled at Columbia College. Failure to do so may result in suspension from the College.**

An applicant who is denied admission to the home campus programs may be granted permission to apply through the Evening, Nationwide or Online Campus programs.

## ADMISSIONS DEADLINE

Domestic applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. International applicants no later than four weeks from the start of the Day Campus fall semester,

and no later than five weeks from the start of the Day Campus spring semester. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking.

## DEPOSIT

Upon notification of admission to the Day Campus, students should acknowledge acceptance of the offer of admission by making a deposit payment of \$100. The fee is credited to the student's account and is refundable until May 1 prior to the fall of initial enrollment or until December 15 prior to the spring of initial enrollment. The fee assures the privilege to preregister for classes offered the succeeding semester and secures a residence hall assignment if appropriate. The deposit is applicable to all students, regardless of their financial status.

## IMMUNIZATION REQUIREMENT

The Columbia College immunization policy does not affect admission to the College nor initial enrollment in the Day Campus. However, new Day Campus students must submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR), and, if indicated, the meningococcal meningitis vaccine and tuberculosis screening (PPD). Failure to submit this information within the first semester of attendance will affect subsequent enrollment.

## COLUMBIA COLLEGE ALUMNI ASSOCIATION (CCAA) LIFELONG LEARNING GRANT

Students who have an associate or baccalaureate degree from Columbia College may be eligible to receive the CCAA Lifelong Learning Grant. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees, and are not in default on federal aid loans.

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or Online courses.**

Students are required to pay lab fees and for textbooks associated with the courses.

Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.

Students must apply for admission to be eligible to register for a course. No application fee is required. CCAA Lifelong Learning applicants must also submit a Columbia College financial assistance application to Registration and Financial Services.

## COURSE PREREQUISITES

Many courses have prerequisite/corequisite requirements. (See course descriptions pages 175-246 for details regarding specific courses.) It is the student's responsibility to fulfill prerequisite requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements will result in being dropped from the course(s).

## ADULT HIGHER EDUCATION DIVISION

The moderately selective requirements for admission to the Day and Evening Programs on the main campus are not applicable to the Columbia College adult and higher education campuses. Students seeking to enroll through the AHE Division should apply for admission at the respective location. See page 18 for a map of the Nationwide Campuses.

## ONLINE EDUCATION

The moderately selective requirements for admission to the Day and Evening Programs on the main campus are not applicable to the Columbia College online courses. Students seeking to enroll through the Online Campus should apply for admission via the College website at [www.ccis.edu/apply/](http://www.ccis.edu/apply/).

# INTERNATIONAL PROGRAMS

## INTERNATIONAL STUDENTS

Columbia College is welcoming of international students and encourages applications from non-citizens. An international student is categorized as a foreign-born person who is not a citizen, national, or permanent resident of the United States, nor individuals who have been granted asylum or refugee status. Applicants who have applied for residency or citizenship must provide all application materials necessary to be considered for international admission until residency or citizenship has been granted. The College does not extend admission to undocumented persons.

International students seeking a SEVIS I-20 Form from the College for an F-1 visa are eligible for undergraduate admission through the Day Campus, Elgin Campus, Denver Campus, or Salt Lake Campus only. International students who are accepted for admission will receive a housing contract and I-20, if applicable. International students not seeking an I-20 from the College may apply for admission to any venue so long as the current visa status of the applicant allows for academic study while in the United States. Persons in F-2 status may apply for admission to the College only as non-degree students and are limited to part-time avocational and recreational studies. There are several other visa types that are eligible for full-time study at the College. International applicants should contact the Admissions Office for enrollment eligibility information.

## INTERNATIONAL ADMISSIONS

### ***New Freshmen***

International applicants are reviewed on a case-by-case basis. Applicants must complete a full sequence of university-preparatory studies that would qualify for admission to post-secondary studies in their home country. In general, students who present a minimum 2.5 cumulative grade point average from university-preparatory studies are considered for admission. This requirement is equivalent to the twelve-year program of elementary, middle, and high school in the United States.

### ***Transfer Students***

Columbia College welcomes international students with academic credit from other institutions. In general, students who present a minimum 2.0 cumulative grade point average from previous university-level coursework are considered for admission. University-level coursework completed at appropriate international institutions will be considered for transfer credit on a

course-by-course basis. Academic performance at international institutions will be converted to a 4.0 scale for U.S. equivalency. If a transfer student does not present a minimum cumulative grade point average of 2.0, the student may be considered for admission through the Admissions Review Committee process.

Students who attend Columbia College from universities and colleges that maintain an active exchange agreement with the College receive a 20% tuition discount upon admission to the College. This grant is renewable annually for up to three additional years with good academic standing and 27 semester hours earned. This grant cannot be combined with the Cornerstone, Keystone or Capstone Scholarship.

### ***Non-Degree Students***

International students who wish to enroll part-time at Columbia College may be considered for admission as a non-degree student. Students must be degree seeking to be eligible for a SEVIS I-20 Form from the College. Students in F-2 status must apply as a non-degree student and enroll in courses that are avocational or recreational in nature.

### ***Application Process***

International applicants to the Day Campus must provide complete application materials as outlined below. All documents must be received by the College no later than four weeks from the start of the fall semester and no later than five weeks from the start of the spring semester respectively. To be considered for admission to the College, an international student must:

1. Submit the application for admission to the Day Campus with a one-time, non-refundable \$35 (U.S. dollars) application fee. Checks should be made payable to Columbia College. The application fee is waived prior to January 1 for Day Campus fall semester applicants.
2. Submit the SEVIS Supplement form.
3. Request official, original secondary school records in the native language and an official English translation to be sent directly to the Admissions Office. The College evaluates advanced secondary school education from other countries, such as the British Advanced Level Examinations, the French Baccalaureate, the German Abitur, and the Canadian CEGEPs. Students who successfully have completed advanced secondary school education may receive advanced standing or transfer credit at the College. Such credit is evaluated on a course-by-course basis.



Students may be asked to submit course descriptions and/or course syllabi for evaluation purposes.

4. Request official, original transcripts (in the native language) from each college/university attended and an official English translation to be sent directly to the Admissions Office.
5. Submit official bank documents to provide evidence of adequate financial support (in U.S. dollars) for one year of study at the College.
6. Demonstrate evidence of English language proficiency.
7. Complete a Transfer Recommendation Form and furnish a copy of a valid passport, visa, I-94, and I-20 from the last school attended if transferring to the College from an institution in the U.S.

## TRANSCRIPTS AND CREDENTIALS

Applicants must inform Columbia College of all institutions of higher learning attended and whether academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript and official English language translation from each college and university attended must be submitted to the College before transfer of credit can be awarded. An official transcript is marked as such and sent directly from the institution attended to the College campus where the applicant plans to attend. A transcript marked official and hand delivered by the applicant in a sealed envelope from the institution will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institutional envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution's transcript. The following is a list of examinations or test scores that must be submitted for an official evaluation: CLEP, DANTES (DSST), AP, and/or IB.

Appeals may be made for an exception to having all transcripts/credentials submitted prior to an evaluation. An appeal must include a statement of why the transcript/credential is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/disclaimer statement must be signed by the applicant indicating that the responsibility for any consequences incurred due to the late receipt of all documents falls to the applicant. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising, and academic level.

Appeals will not be approved nor exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to pro-

cure an official transcript; applicant has poor grades at the previous institution and therefore courses may not be transferable to the College; applicant does not believe that previous coursework is applicable to the College; and/or applicant does not want to pay or is unable to pay transcript fees.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire, or other records catastrophe, may include a letter from the institution or the Department of Education for the state or the Ministry of Education where the school is located, indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary, and there will be no delay in the evaluation process.

Applicants also may submit a letter of appeal if a previously-attended institution is not currently nor ever has been accredited by one of the accrediting bodies recognized by the College.

International bachelor's degrees awarded by institutions that are chartered and recognized by their centralized government educational body, or their national ministry of education, will be accepted as meeting the qualifications for a general education waiver if these criteria are met:

- 33 hours of general education course work (as defined by Columbia College)
- Of the 33 hours, representation in these areas must be met:
  - Humanities general education course(s)
  - Social and behavioral sciences general education course(s)
  - Mathematics/science general education course(s)
- ENGL-111 and ENGL-112 must be completed at Columbia College
  - Requests to allow domestic transfer of ENGL-111 and/or ENGL-112 must be submitted in writing via the Course Waiver/Substitution/Appeal form, found on the Evaluations Forms web page.

International students must meet all of the above criteria in order to be eligible for a general education waiver. Once the criteria are met, a request for evaluation must be submitted to by your advisor to the Graduate and International Programs Manager in the Evaluations Department

## ENGLISH PROFICIENCY REQUIREMENTS

All applicants whose native language is not English must provide proof of English proficiency. Appropriate scores from the following exams demonstrate English language proficiency:



Test Type	Institutional Code	Minimum Requirement	
		ESOL Program	Undergraduate Program
TOEFL-iBT* (internet-based test)	6095	Score of 48 (with no subset score lower than 10)	Score of 61 or above (scores of less than 15 in any individual subset will require enrollment in a corresponding ESOL course during student's first semester)
TOEFL-PBT* (paper-based test)		Score of 460 (with no subset score lower than 46)	Score of 500 or above (scores of less than 50 in any individual subset will require enrollment in a corresponding ESOL course during student's first semester)
IELTS	--	Score of 4.5 (with no individual band score lower than 4)	Score of 5.5 or above (scores of less than 5 in any individual band will require enrollment in a corresponding ESOL course during student's first semester)
SAT	6095	Critical Reading subset score of 380	Critical Reading subset score of 430 or above
ACT	002456	Subset score of 15 in English	Subset score of 17 or above in English

\*Submitted results cannot be older than two years prior to the desired enrollment date.

Columbia College will also consider the following evidence of English language proficiency for Day Campus applicants:

- A grade of C or higher from an English composition course completed at a regionally-accredited U.S. institution and deemed equivalent by the Evaluations Department to the Columbia College ENGL 111 course.
- Successful completion of a U.S.-based English for Speakers of Other Languages Program (ESOL) or Intensive English Program (IEP) and a letter of recommendation from the institution endorsing full academic admission.

Applicants from the following countries are required to submit SAT/ACT scores in lieu of English proficiency: Australia, Canada (English speaking provinces), Ireland, Malta, New Zealand, and the United Kingdom.

Please note that credentials are reviewed carefully to confirm that applicants have the requisite English language proficiency to succeed academically at Columbia College. Therefore, the Admissions Office reserves the right to require additional documentation to verify English language proficiency.

## INTERNATIONAL STUDENT SERVICES

International Student Services upholds the integrity of Columbia College through the integration and retention of international students. The staff serves as an advocate and liaison for international students at the College concerning interactions with federal, state, and local agencies as well as campus constituents. The Director apprises students, faculty, staff and the administration on current global issues affecting international education. The staff disseminates information regarding changes in the U.S. immigration

law to students and the campus community; advises students of their responsibilities to abide by these regulations governing their status; and assists students in achieving their goals within the context of the applicable laws and regulations. Information is also provided to students, faculty, and staff on changes in institutional policies and practices affecting international education. Through effective and mandatory orientation activities as well as ongoing programming and communication, International Student Services promotes an environment of cross-cultural awareness, tolerance, and understanding in all aspects of campus life.

Students in F-1 student status must adhere to the regulatory requirements outlined in the United States Federal Register, Part 8 of the Code of Federal Regulations. Students must register for and complete 12 semester hours each semester of enrollment. Failure to comply with this requirement constitutes a violation of status and can impose serious consequences.

To ensure that non-immigrant students are able to cover any medical expenses in the U.S., it is required that all international students purchase the insurance plan provided through the College. Students in F-1 status will be charged for this insurance on their Columbia College student account upon enrollment for any number of credit hours. Students pursuing Optional Practical Training will be given the opportunity to continue insurance coverage. Payments will be divided in two segments and are due at the beginning of the fall and spring semesters. For questions and details about the mandatory insurance program, please contact the Director of International Student Services.

Upon arrival on campus, international students must report to the International Student Services Office. Students must bring the following documents: a valid passport, visa (stamp located inside the passport), I-94 card, and all I-20 forms (Certificate of Eligibility for Non-Immigrant Student) issued to them throughout the duration of their studies in the United States. These documents will be reviewed and photocopied for the student's file. At this time, the Director will register the student in the Student and Exchange Visitor Information System (SEVIS).

Under SEVIS reporting requirements, the Designated School Official (DSO) must report the following information for each student no later than 30 days after the deadline for course registration:

1. full-time enrollment
2. student dropped below full-time without prior approval by the DSO

3. student failed to enroll
4. current address – defined as where the student is physically residing
5. start date of next term or semester

For students in initial status, the deadline for reporting is 30 days from the report date on the SEVIS I-20 form. For continuing students, the deadline is 30 days from the beginning date of the term.

The DSO at the College enters data and keeps records on all international students as well as their dependents. The DSO is required to update information in SEVIS within a given time period regarding certain events related to a student or the dependent spouse/child. These reportable events include, but are not limited to:

1. change of legal name
2. change of address, both in the U.S. and abroad
3. failure to maintain status or complete the educational program
4. early completion of the program prior to the end date on SEVIS Form I-20
5. disciplinary action taken by the school against the student as a result of a conviction of a crime
6. any other notification about the student's status

Students must report a change of name or address to the International Student Services Office within 10 days of the change. The DSO will update this information in SEVIS within 21 days.

As part of the record-keeping requirements under the F-1 regulations, the College must maintain the following information about each student:

1. Name
2. Date and Place of Birth
3. Country of Citizenship
4. Residential Address, both in the United States and abroad
5. Enrollment status: Full/Part-time
6. Date of Beginning of Activities
7. Degree Program and Field of Study
8. Practical Training Recommendations
9. Termination Date and Reason
10. Documents Required for Admission to Columbia College
11. Credits Completed Each Term/Semester
12. Photocopy of Form I-20

Students who are approved to enroll in online courses may only count one course, three semester hours, toward the total required to maintain a full course of study. Other courses must be traditional and in-seat. Note: Students are not limited to take only one online course; however, only one online course

counts toward maintaining a full course of study. Student enrollments will be checked each semester for compliance. For example, an undergraduate student taking nine semester hours of in-seat course work and three semester hours through online has met the full course of study requirement while a student taking six hours of in-seat course work and six hours of online courses has not.

In order to maintain F-1 status and ensure compliance with U.S. immigration law, it is imperative that students communicate with the Director of International Student Services through the duration of their studies at the College.

If an emergency develops and an international student must withdraw from the College prior to completing the program, the DSO must update SEVIS to indicate that the student has been authorized to withdraw. If the SEVIS record is updated with an approved early withdrawal, the student has a "grace period" of 15 days within which to depart the United States. Without DSO approval for early withdrawal, the student has no grace period and must depart immediately.

## ENGLISH AS A SECOND OR OTHER LANGUAGE PROGRAM

The Columbia College English as a Second or Other Language (ESOL) program is an academic unit of the Humanities Department. It is staffed by caring, qualified College faculty committed to student success and instructional excellence.

ESOL is offered only through the Day Campus. Because it begins at the high-intermediate level, prospective students must meet the proficiency requirements set by the College in order to qualify for admission (see English Proficiency Requirements).

### *Mission*

The mission of the Columbia College ESOL program is to provide quality language instruction and shared cultural experiences to non-native speakers of English with an emphasis on the skills necessary for academic success and integration into the American college experience.

To carry out the mission, the goals of the program are to:

- enhance the English language and study skills of students that will enable them to transition to mainstream academic courses;
- develop intercultural awareness and understanding among students;
- provide students, faculty, and staff at the College with opportunities for international learning and experiences; and
- offer support, including services related to admission, advising, academics, and student

life, which helps students take full advantage of the College experience.

### **English Classes for Credit**

English classes at many colleges and universities do not carry any credit. Other colleges and universities offer credit only for a few select classes. All ESOL classes carry academic credit at Columbia College.

### **ESOL Tuition Grant**

All students admitted to the ESOL program and who register for at least twelve (12) semester hours of ESOL coursework are eligible for an ESOL Tuition Grant worth fifteen percent (15%) tuition per semester. The grant is limited to two consecutive semesters only.

### **Levels**

Columbia College's ESOL program provides the following two 16-week levels of English study during the fall and spring semesters for non-native speakers of English:

- Level 1: High Intermediate
- Level 2: Advanced

Placement is determined by the internet-based Compass ESL Placement Exam. This exam is administered to students prior to the start of classes, usually during orientation. Students in each level will have core (required) classes, totaling up to 18 contact hours of English study each week.

### **Core Classes**

Core classes are the foundation of the ESOL program. They are designed to develop listening, speaking, reading, and writing and are offered each semester at both levels and consist of the following:

Core Classes	Contact Hours per Week	Credit/Semester Hours
ESOL 102 & 104: <i>Oral Communication Skills</i>	7	5
ESOL 101 & 105: <i>Written Communication Skills</i>	8	5
ESOL 100 & 103: <i>Grammar Skills</i>	3	2
<b>TOTAL</b>	<b>18</b>	<b>12</b>

A description of these classes can be found under Course Descriptions. Advanced-level students, when qualified, may be permitted to enroll in a selected (non-ESOL) course. Enrollment in evening or online classes during the fall and spring semesters is strictly prohibited.

### **Course Grading**

In order to pass each course, students must earn a grade of "C" or higher. Students may repeat a course once. After a second semester in the same course, a student must pass to the next course in order to continue study in the ESOL program.

### **Level Advancement**

Students advance from one level to the next as a result of their final reported grades. If a student fails his/her Oral Communication Skills course but passes his/her Written Communication Skills course, for example, the student is permitted to advance to the next level in only the Written Communication Skills course. The student must repeat the Oral Communication Skills course the following semester. In this case, s/he will be a split-level student the following semester.

### **Certificate of Participation**

A certificate of participation is officially awarded to students who complete a level of English proficiency in the ESOL program.

## **STUDY ABROAD**

Columbia College provides study abroad opportunities. Students are encouraged to explore opportunities to study outside the United States. The College is a member of the Missouri Study Abroad Intercollegiate Consortium (MOSAIC), the Central College (IA) study abroad consortium and Webster University (WINS) network. The College also has exchange relationships with Kongju National University in South Korea; Robert Gordon University in Scotland; Jeju National University in South Korea; Rangsit University in Thailand; and the University of Shiga Prefecture in Japan. The College also offers a study tour to a different country each year. Dr. Brian Kessel, 207 St. Clair Hall, is the Study Abroad Advisor and advises students about the availability, value and academic appropriateness of these programs. Students may participate in study abroad programs offered by other institutions and providers. Any student participating in a program not sponsored by Columbia College must submit a Study Abroad Application to the Study Abroad Advisor.

To help defray costs to study abroad, students may apply for financial aid through the Columbia College Registration and Financial Services Office. Federal financial aid, such as the Pell Grant or student loans, can be used to help finance study abroad. A Study Abroad Award is available. Students who are interested in obtaining more information about these opportunities should contact Dr. Brian Kessel, Study Abroad Advisor, at (573) 875-7625 or e-mail: [bkessel@ccis.edu](mailto:bkessel@ccis.edu).

## **COURSE DESCRIPTIONS**

### **English as a Second or Other Language (ESOL) Humanities Department**

ESOL 100      Grammar Skills I                      2 hours  
This course helps students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures

and features of English. As a result, students develop skills in understanding form, meaning, and use in longer and more varied discourse settings. *Grade of C or higher required. Offered Fall and Spring.*

ESOL 101      Written Communication      5 hours  
Skills I

This course helps students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. *Grade of C or higher required. Offered Fall and Spring.*

ESOL 102      Oral Communication      5 hours  
Skills I

This course helps students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. *Grade of C or higher required. Offered Fall and Spring.*

ESOL 103      Grammar Skills II      2 hours

This course continues to help students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in academic discourse settings. *Prerequisite: Placement or successful completion of ESOL 100. Grade of C or higher required. Offered Fall and Spring.*

ESOL 104      Oral Communication      5 hours  
Skills II

This course continues to help students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. *Prerequisite: Placement or successful completion of ESOL 102. Grade of C or higher required. Offered Fall and Spring.*

ESOL 105      Written Communication      5 hours  
Skills II

This course continues to help students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. *Prerequisite: Placement or successful completion of ESOL 101. Grade of C or higher required. Offered Fall and Spring.*



# FINANCIAL AID AND SCHOLARSHIPS

## FEDERAL AND STATE FINANCIAL AID AND SCHOLARSHIPS

Columbia College's financial aid program exists to make education affordable for all students who qualify. The College believes that if students desire to attend college they should not be prevented from doing so simply because they lack sufficient funds. Financial aid is not intended to cover all student expenses. While the primary financial responsibility for education rests with the students and their families, Columbia College is committed to helping students bridge the gap between the cost of a college education and what the student can afford to pay.

Financial aid is monetary assistance to help the student meet the expenses of attending college. Aid may be in the form of grants, student employment, loans, scholarships, types of outside assistance, or a combination thereof.

### APPLYING FOR FEDERAL AND STATE FINANCIAL AID

To apply for federal and/or state financial assistance at Columbia College:

1. Complete an application for admission and submit the required one time non-refundable application fee to the Admissions Office (applies to first-time students only).
2. Complete the Free Application for Federal Student Aid (FAFSA), and indicate the Columbia College school code, **002456**. Completing the FAFSA electronically is recommended. Students may apply electronically by accessing the FAFSA through Columbia College's Financial Aid website, [www.ccis.edu/financial-aid](http://www.ccis.edu/financial-aid), or the Department of Education's website, [www.fafsa.gov](http://www.fafsa.gov). Paper FAFSA applications may be obtained through the Federal Student Aid Information Center by calling 1-800-4-FED-AID. The FAFSA must be completed for each academic year.
  - a. The priority deadline for all financial aid is March 1 of the year the student plans to attend college (i.e. March 1, 2014 for 2014-2015 academic year.)
  - b. The deadline for Missouri state grant aid is April 1 of the year the student plans to attend college (i.e. April 1, 2014 for 2014-2015 academic year.)
  - c. All returning students should have the

2014-2015 FAFSA completed and all other needed paperwork submitted by May 2014 to avoid registration delays for Fall 2014.

3. The Financial Aid Office corresponds with applicants primarily via email regarding the status of their financial aid application and award estimates. Notification of missing information will be sent to a student's CougarMail account, the email address assigned to each student by Columbia College.
4. Students who are interested in applying for additional assistance through federal Stafford loan programs should complete:
  - a. Entrance Counseling (first time Columbia College borrower only)
  - b. Stafford Loan Master Promissory Note (first time Columbia College borrower only)
  - c. Submission of eAward letter (see Notification of Financial Aid Status and Awards)

Students may access these forms in CougarTrack under the Financial Section.

5. Parents (for students who are deemed dependent according to federal financial aid guidelines) who are interested in applying for additional assistance for their student through Federal PLUS loan programs should complete:
  - a. PLUS loan data sheet
  - b. PLUS Master Promissory Note (first time Columbia College borrower only)

Parents may access these forms at <http://www.ccis.edu/offices/financialaid/parentforms.aspx>.

Students must reapply each year for all federal and state grants, loans, and student employment.

### ELIGIBILITY FOR FEDERAL AND STATE FINANCIAL AID

To receive aid from the federal student aid programs, a student must meet certain criteria:

- U.S. citizenship or eligible non-citizen status.
- Pursuing a degree and enrolling in coursework required for the degree. If a student is considered non-degree seeking, they are not eligible for financial aid.
- Making Financial Aid satisfactory academic progress. (See financial aid standards of academic progress.)



- Other eligibility factors that are identified based upon individual student circumstances as determined by the results of the Free Application for Federal Student Aid (FAFSA).
- The Financial Aid Office communicates what necessary documentation is needed to resolve the eligibility issues. This communication will be sent via CougarMail.
- Examples of eligibility issues include verification, selective service, citizenship, etc.

New students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a home-school setting are not eligible for Title IV funds. Additional acceptable equivalent options are:

- a certificate demonstrating that a student has passed a state-authorized examination (e.g., the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma
- an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- for a student who enrolls before completing high school, a transcript indicating the student has excelled in high school. The student must no longer be enrolled in high school, must satisfy your school's written policy for admitting such students, and must be starting a program that leads at least to an associate's degree or its equivalent.

However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under either the Ability to Benefit (ATB) test or credit hour standards under the 2011-12 regulations.

Full-time status is measured as enrollment in 12 hours or more per semester at Columbia College. Enrollment is determined after the add/drop period.

Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

According to United States Department of

Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance (as well as some private, credit-based loans) must meet and maintain satisfactory academic progress in a degree program to receive funding.

Satisfactory academic progress is measured in terms of qualitative, quantitative, and maximum time standards. All prior course work is applied to these standards. The Financial Aid Office reviews the academic progress of financial aid recipients once per academic year in May.

### QUALITATIVE MEASURE

The quality of a student's progress is measured by grade point average (cumulative GPA). The minimum cumulative GPA for Financial Aid recipients is the same as the academic standard for Columbia College:

Cumulative Hours	Minimum Cumulative Grade Point Average
0-30.9	1.75
31-45.9	1.90
46 or more	2.00
Graduate Program	3.00

### QUANTITATIVE MEASURE

The quantity of a student's progress is measured by the pace of completion (hours earned divided by hours attempted). Students are required to complete 2/3 of attempted hours while at Columbia College. Students who receive an I (Incomplete), F (Failing), W (Withdrawing), or WE (Excused Withdrawal) for a course in a semester or session will have those courses included in the cumulative attempted hours (for definition of grades please see Academic Policies, Regulations, and Procedures). All courses are included in the Cumulative Completion Rate calculated. Please note the following:

**Repeated courses** add total hours attempted but not hours completed; the grade is simply replaced. The new grade is included in the cumulative calculation, which is considered when progress is again checked; therefore the repeated course is included in both qualitative and quantitative calculations. Federal regulation allows for financial aid to pay for one retake of any previously passed course.

**Withdrawals**, including excused withdrawals, count toward hours attempted for the pace of completion.

**Remedial, Enrichment and English as a Second Language** courses count toward the pace of completion as well as cumulative GPA.

**Pass/Fail** courses count toward the pace of completion.

**Audit** courses do not count toward the pace of completion.

**Transfer** credit (including those received during consortium study) will count in the calculation of both cumulative attempted credit hours and cumulative completed credit hours. Transfer credit does not count toward the pace of completion. Transfer credit does not count in the calculation of GPA. Transfer credit does count toward Maximum Time Frame Measure.

## MAXIMUM TIME FRAME MEASURE

Financial Aid recipients must complete an educational program within a time frame no longer than 150% of the published length of the educational program. For example, a student pursuing a bachelor's degree requiring 120 semester hours may attempt up to 180 hours before Financial Aid eligibility is suspended ( $120 \times 150\% = 180$ ).

## FINANCIAL AID SUSPENSION

Failure to meet the minimum academic progress requirements will result in Financial Aid Suspension. The first time a student fails to meet the minimum (quantitative or qualitative) requirement, he/she is placed on financial aid suspension. If placed on Financial Aid Suspension, notification will be sent to the student and all forms of Title IV federal and state aid will be withdrawn for the next terms in which the student enrolls. The Financial Aid Office will review the academic progress of financial aid recipients once per year in May. Notification of suspension is sent via email to a student's CougarMail address.

## REINSTATEMENT

Financial Aid may be reinstated when one of the following conditions has been met:

- The student completes courses in one or more terms at Columbia College with the cumulative GPA and the cumulative completion rate at the required standard. **It is the student's responsibility to notify the Registration and Financial Services Office when reinstatement conditions have been met.**

**OR**

- The student files an appeal and, if approved, the student is placed on Financial Aid Appealed Probation. (See Appeal Procedure and Financial Aid Appealed Probation sections below).

## APPEAL PROCEDURE

Students who have been suspended from financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress. Extenuating circumstances include, but are not limited to, the following:

- Death of an immediate family member
- Severe injury or illness of the student or an immediate family member
- Emergency situations such as fire or flood
- Legal separation from spouse or divorce
- Military reassignment or required job transfers or shift changes

Students who do not meet the above criteria and/or cannot thoroughly document such situations, must reestablish eligibility through reinstatement before any additional federal or state aid is disbursed.

Students who have extenuating circumstances may appeal using the following procedures:

1. Submit a completed appeal form online at <http://www.ccis.edu/financialaid/appeal.asp> (see Financial Aid Appeal Form)
2. The appeal is reviewed.
3. The student is notified by CougarMail of the decision and recommendations. The decision is final and may not be appealed.

## FINANCIAL AID APPEALED PROBATION

Financial Aid Appealed Probation is a status assigned to a student who fails to make satisfactory academic progress and:

- Has appealed and
- Has had aid eligibility reinstated

While on Financial Aid Appealed Probation, an academic plan for performance will be set and monitored. Minimum academic plan requirements for the semester are a completion rate of 66.67% and a cumulative GPA of 2.0.

The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions.

If the student does not make satisfactory prog-

ress or meet requirements of the academic plan by the end of the next term, the student loses eligibility for federal aid again.

## DETERMINATION OF FEDERAL FINANCIAL AID AWARD

Financial need for federal and state aid is determined in the following manner:

Cost of Attendance (from August, 2013 to May, 2014) for students beginning enrollment in 2013-14:

<u>Expense</u>	<u>On Campus</u>	<u>Off Campus</u>
Tuition . . . . .	\$19,386 . . . . .	\$19,386
Books . . . . .	1,000 . . . . .	1,000
Room & Board . . . . .	6,254 . . . . .	6,728
Transportation . . . . .	2,296 . . . . .	2,296
Personal . . . . .	5,168 . . . . .	5,168
Loan Fees . . . . .	64 . . . . .	64
<b>TOTAL:</b>	<b>\$34,168</b>	<b>\$34,642</b>

Students living with their parent(s) have the same expense for all categories except room and board (zero expense amount) for a total cost of attendance of \$27,914.

Financial Need: Cost of Attendance minus EFC (as determined by FAFSA)

Unmet need: Cost of Attendance minus EFC minus aid awarded.

Unmet cost: Cost of Attendance minus aid awarded (shown on electronic award notification).

Once the Expected Family Contribution (EFC) and financial need have been determined, the student's information will be reviewed. The student will be offered an aid package that may consist of grants, scholarships, outside assistance, loans and/or Federal Work-Study. A federal aid recipient's aid package may not exceed Cost of Attendance.

Students are responsible for reporting to the Registration and Financial Services office all assistance received from outside sources, as federal law requires that all outside assistance be considered as a part of the financial aid package. These types of assistance include such aid as Veteran's Benefits, outside scholarships, military or corporate tuition assistance, vocational rehabilitation or other state aid. Federal guidelines require that a student not exceed the Cost of Attendance in the amount of aid they receive.

The maximum amount of institutional and endowed aid that can be awarded is tuition, room and board, as long as the aid (all types) is not over the cost of attendance. **Due to federal regula-**

**tions, scholarship awards may be affected if you are receiving federal and/or state financial aid.**

A student's loan amount is determined as a part of the aid package. A student's loan eligibility is based on factors that include annual loan limits, unmet need, and federal aggregate limits. In addition, if a student has less than an academic year remaining in the degree program, the loan will be prorated, per federal guidelines.

A student who completes the academic requirements for a program but does not yet have the degree is not eligible for further federal aid for that program.

### Federal Stafford Loan Annual Limits

<b>Dependent Undergraduate</b>	<b>Subsidized</b>	<b>Total (Subsidized &amp; Unsubsidized)</b>
0-23.9 semester hours	\$3,500	\$5,500
24-51.9	4,500	6,500
52-83.9	5,500	7,500
84-120	5,500	7,500
120+	5,500	7,500

<b>Independent Undergraduate</b> <i>(and dependents whose parents are unable to borrow under the PLUS program)</i>	<b>Subsidized</b>	<b>Total (Subsidized &amp; Unsubsidized)</b>
0-23.9 semester hours	\$3,500	\$ 9,500
24-51.9	4,500	10,500
52-83.9	5,500	12,500
84-120	5,500	12,500
120+	5,500	12,500

### Aggregate Limits (Limit of all loans combined)

	<b>Subsidized</b>	<b>Total (Subsidized &amp; Unsubsidized)</b>
<b>Dependent Undergraduate</b>	\$23,000	\$31,000 (no more than \$23,000 of which may be subsidized).
<b>Independent Undergraduate</b>	\$23,000	\$57,500 (no more than \$23,000 of which may be subsidized).

## NOTIFICATION OF FINANCIAL AID STATUS AND AWARDS

College email addresses are assigned to all Columbia College applicants (see special academic facilities). The Financial Aid Office corresponds with students primarily via email regarding

the status of their financial aid application and notification of financial aid estimated awards. Correspondence sent via email is not sent via postal mail. Students should check their college email on a regular basis and are responsible for information sent even when school is not in session.

Students may access their financial aid award estimate(s) through the CougarTrack link on Columbia College's website. The financial aid electronic award notifications and associated links in the notification discuss eligibility requirements and other important information. Students should carefully review their electronic award notifications and are responsible to read and understand all included information. Students should accept or decline the aid that is offered to them through the electronic award notification process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the award notification.

## ATTENDANCE

Financial aid is awarded to a student with the expectation that the student attends school for the period for which the assistance is awarded. If a student does not begin attendance in all of his or her classes, the aid must be recalculated based on the actual attendance. Students who are not in attendance for the courses in which they enrolled are not eligible to receive financial aid.

## AID DISBURSEMENT

A student's financial aid (except Federal Work-Study) is credited directly to his/her student account and applied to tuition, fees and housing costs each semester. Aid funds are credited for other charges with authorization from the student through the electronic award notification process. Federal Work-Study funds are paid in the form of a bi-weekly paycheck. Funds are paid for authorized hours worked.

When a student registers for courses, he/she may deduct the amount of aid that has been awarded (except Federal Work-Study) from what is owed to the College. If a student's financial aid awards exceed his/her charges, the student will receive a refund. A student may use excess financial aid prior to the start of a term to purchase books by using a book voucher. Estimated refund dates are posted on the Financial Aid website under "Important Dates" and are available from the Registration and Financial Services office. If you

are eligible for a book voucher contact Registration and Financial Services to obtain information.

To assist with expenses associated with attending Columbia College, students often receive funds from multiple sources that are to be used specifically (exclusively) for tuition. Funding beyond 100% of the tuition cost will not be returned to the student or applied to other expenses. These sources include, but are not limited to military/corporate tuition assistance, VA Educational Benefits, MyCAA, institutional aid, endowed aid and Employee Educational Grant (EGG)/Employee Graduate Educational Grant (GEG). The College will apply the non-institutional tuition-only funding sources first. Any excess funds remaining, after 100% of the tuition is paid, will be returned to the funding source and not the student.

## RETURN OF TITLE IV FUNDS

This policy applies to students who complete 60% or less of the enrollment period (i.e., Fall, Spring or Summer session) for which they received Federal Title IV aid. A student who withdraws from a class but still completes one or more classes does not require a Return of Title IV calculation. The term "Title IV aid" refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, Federal SEOG (Supplemental Educational Opportunity Grant) and Federal SSS (Student Support Services) Grant.

To conform to the policy, Columbia College must determine the student's withdrawal date. A student's withdrawal date is defined as the date of academic attendance as determined by the college's attendance records.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least five days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains in attendance beyond the 60% point is considered to have earned all awarded aid for the enrollment period.



The College's refund policy and return of Title IV Funds procedures are independent of one another. A student who withdraws may be required to return unearned aid and still owe the College for the course (see Fees section).

The responsibility to repay unearned Title IV aid is shared by Columbia College and the student. For example, the calculation may require Columbia College to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford Loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Federal Unsubsidized loans, Federal Subsidized loans, Federal Perkins loans, Federal PLUS loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

A student who owes funds to a grant program is required to make payment of those funds within 45 days of being notified of the overpayment. During the 45-day period students remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, Columbia College notifies the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until he/she enters into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45-day period, the student can make full payment of the overpayment to Columbia College. The College will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. If a student is enrolled in a future session within the 45-day period and has financial aid, the Financial Aid office may cover the student's overpayment with a student's upcoming disbursement of aid.

If a student is unable to pay the overpayment in full, he/she can set up a repayment plan with the U.S. Department of Education. Before doing so, the student should contact Registration and Financial Services to confirm the situation has been referred to the U.S. Department of Education before any repayment plan can be arranged.

U.S. Department of Education  
Student Financial Assistance Programs  
P.O. Box 4222

Iowa City, IA 52245  
Phone: 1-800-621-3115  
Email: [DCS\\_HELP@ed.gov](mailto:DCS_HELP@ed.gov).

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Registration and Financial Services Office.

## STUDY ABROAD PROGRAMS

Federal financial aid may be available for Study Abroad Programs. Information regarding individual eligibility is available from the Registration and Financial Services Office.

## SCHOLARSHIPS, GRANTS AND AWARDS

Scholarships, awards and grants are forms of "gift" assistance that do not require repayment. These types of assistance usually come in one of two forms, institutional aid or endowed aid. Many scholarships for the Day campus at Columbia College are awarded on a competitive basis to students of high academic ability. Some awards are automatic based on specific criteria. Other scholarships, awards and grants are made available in recognition of performance or special talent. Endowed scholarships and awards are made available through the generous gifts of alumni and friends of Columbia College. These awards are competitive and are primarily based on academic performance. Generally, scholarships, awards and grants are non-need based forms of financial assistance.

Institutional aid is generally intended to be applied to the cost of tuition. Institutional aid is predominately awarded to degree seeking students working on their first undergraduate degree. A student that completes an associate's degree and continues to pursue their bachelor's degree is considered to still be working on their first degree.

Students are considered for competitive awards based on academic and qualitative information. Only full-time Day Campus students are eligible to be considered for the following scholarships, grants and awards. Aid is awarded for two academic semesters starting with the first semester of Day Campus enrollment.

All institutional aid and endowed aid awarded



to day students can only be used for the fall (August to December) and spring (January to May) 16-week semesters. The aid (to include scholarships, grants and awards) cannot be used for any summer session expenses.

The amount of institutional aid is limited to tuition, fees, on-campus basic, double occupancy room, on-campus board and textbooks purchased through a campus book voucher; the actual expense the aid is available to cover varies and is identified in the specific aid documentation. Students are automatically awarded the highest value scholarship earned unless otherwise requested by the recipient.

Scholarship recipients not receiving federal or state aid who also receive external private scholarships may receive the full value of the private scholarship unless otherwise stated by the organization giving the scholarship. Any fees incurred by the recipients (single room, phone charges, lab fees, etc.) will be deducted from the private scholarship. If the private scholarship is restricted to tuition, room and/or board, the recipient cannot receive a refund.

Any student receiving institutional aid is required to live on campus unless he/she is living in Boone County with a parent, is 22 years of age, or has completed 52 semester hours. Students receiving a room and board scholarship, award or grant must live on campus in order to receive the aid (cash value for this aid will not be issued to students).

Students are eligible for a maximum of four consecutive years (one year initial award and three years renewal). The actual number of years of renewal is dependent upon the number of transferable college credits (earned post high school completion) associated with admission to the college (see Table1).

See Individual Aid information for specific eligibility and renewal requirements associated with each form of aid.

## RENEWAL

Scholarships, awards and grants are typically awarded and distributed over two consecutive semesters. Academic scholarships and awards are reviewed for renewal following the second semester. Awards made for students who are admitted for the spring semester will be reviewed for renewal in January of the following year.

Many awards require a minimum number of semester hours and or a minimum cumulative grade point average (GPA) as a condition of renewal. The semester hours and cumulative GPA are determined from Columbia College courses only.

If a student has not earned the minimum semester hours required of the scholarship during the two semesters, summer courses may be taken at any Columbia College campus (within the same award year) to achieve the required total. Students enrolling in summer courses in order to meet renewal requirements must inform the Registration and Financial Services Office of the need to check their academic record in early August to determine if the renewal requirements have been met.

Columbia College aid is awarded based on an established set of criteria identified in the originating documents. Aid is typically awarded for a set amount of time: one term, one session, or one academic year. To receive the aid after the initial award, the student must meet established criteria or re-qualify for the award. If that criterion is not met, the aid is lost and will not be eligible for future reinstatement.

Reinstatement is not an issue when aid eligibility is the measure of qualification; when the student qualifies for the aid, they will receive the aid as identified in their award letter. This type of aid is not renewed; the student just qualifies for it again using the same qualifications as the original award. Examples of this type of aid include but are not limited to: Talent Award, Military Spouse Tuition Grant, Athletic Grant and Two-in-Family Grant.

Other forms of aid are automatically awarded when a set criteria is met for continuing the aid in the subsequent academic period. Examples of this type of aid include but are not limited to, the Keystone, Cornerstone and Capstone Scholarships. If the automatic renewal criteria for these types of aid are not met, the aid is lost. For example, a student receives a Cornerstone Scholarship as an entering freshman. Following their freshman year, the student has a cumulative CC GPA of 2.8; they have failed to meet the renewal criteria for the scholarship and it is lost.

NOTE: The CC Scholarship and the Presidential Scholarship are exceptions to this policy.

## ENDOWED SCHOLARSHIPS AND AWARDS

Students may benefit from awards and scholarships established through gifts and donations from private individuals, alumni, companies and/or foundations. Eligibility is based on criteria established by the donor and Columbia College. Criteria may include: academic achievement, intended major, community service, financial need or place of residence. A few of these scholarships and awards are included in this section of the catalog.

### Boone County Endowed Award

New freshmen who are residents of Boone County with a minimum cumulative high school GPA of 3.0 or comparable GED score and a minimum ACT score of 22 or comparable SAT, may compete for these awards. New transfer students must have a cumulative GPA of 3.0 or higher to compete for these awards. A demonstrated involvement in community service is required to be eligible for this award. Each year awards are made to new, full-time Day students, renewable annually for three years with a 2.5 Columbia College cumulative GPA.

### Disciples of Christ Schiffman Supplementary Award

Disciples of Christ (Christian Church) members who are nominated by their ministers may be eligible for a supplementary award in varying amounts. This award is available to new, transfer, and returning students. This tuition-only award is renewable annually for up to three additional years with a 2.5 cumulative GPA and full-time status.

### Honors and Awards Convocation

Columbia College recognizes the academic achievements of its students through the annual Honors and Awards Convocation. These annual honors or awards consist of gifts, certificates and/or monetary awards given to current students that return the following academic year of their undergraduate program. Many of the awards are made possible by the generous philanthropy of alumni and friends of Columbia College. The monetary awards are applied to the student's institutional expenses for the upcoming academic year and are non-renewable.

## INSTITUTIONAL SCHOLARSHIPS

All institutional aid is for tuition use only, unless otherwise identified.

## GENERAL AID

The following forms of institutional aid are available to all Columbia College Day Campus students. Some forms of institutional aid may be combined to provide increased tuition assistance, but at no point can the combined value of the tuition-only assistance exceed 100% of the tuition cost. Any combinations resulting in a value in excess of 100 percent tuition will be capped at the 100 percent amount; the excess will not be applied to other institutional expenses nor refunded to the student.

### A+ Program Grant

This grant is awarded to students who completed the Missouri A+ Program; this tuition-only grant is valued at \$500 or \$2500. The initial award amount is determined by the Admissions Office upon receipt of all necessary transcripts. The grant is renewable for up to three additional years with full-time status and good academic standing; the value (amount) of the grant at renewal is directly associated with qualification for the Cornerstone, Keystone or Capstone Scholarship. The \$2500 A+ Grant cannot be combined with these scholarships. Students who earn the Cornerstone, Keystone, or Capstone scholarship will receive the \$500 A+ grant.

### Alumni Legacy Grant

Children of alumni who earned an associate, bachelors or master's degree at Columbia or Christian College are eligible for this 15 percent tuition-only grant. Grandchildren of alumni are eligible for a 10% tuition grant. This grant is renewable annually for three additional years with good academic standing. This tuition grant cannot be combined with the Alumni Legacy Scholarship or the Alumni Referral Grant.

### Alumni Legacy Scholarship

Children of alumni who earned an associate, bachelors or master's degree at Columbia or Christian College are eligible for this 20 percent tuition-only scholarship. Grandchildren of alumni are eligible for a 15 percent tuition scholarship. Incoming freshmen recipients have a minimum 26 ACT (or equivalent SAT) and a 3.5 high school grade point average or 3040 GED (or equivalent) to qualify for this scholarship; incoming transfer students have a minimum 3.3 cumulative college GPA to qualify for this scholarship. This scholarship is renewable annually for up to three additional years with 27 semester hours earned at Columbia College per academic year and a 3.3

Columbia College cumulative grade point average in Columbia College coursework. This tuition scholarship cannot be combined with the Alumni Legacy Grant or the Alumni Referral Grant.

### **Alumni Referral Grant**

New traditional day freshman or transfer applicants, who are formally referred to the Day Campus Admissions Office by an alumnus, are eligible for a \$500 tuition-only grant. The grant is automatically awarded, up to three additional years, with good academic standing and full-time status. Applicants receiving the Alumni Legacy Grant or Alumni Legacy Scholarship are not eligible for this grant.

### **Athletic Award**

This grant is selectively awarded by the Athletic Department to student-athletes participating in one of the college's 10 NAIA Division I athletic programs. The value of the award is up to cost of tuition and room and board; the grant is renewable through the Athletic Department. Columbia College competes in NAIA Division I in men's and women's basketball, men's and women's soccer, men's and women's golf, men's and women's cross-country, women's volleyball and women's softball.

### **Capstone Scholarship**

This 60 percent tuition-only scholarship is available to all students that have completed the initial eligibility requirements associated with their student status (incoming freshman, transfer student, international or current Columbia College student); the specific eligibility requirements are identified in the accompanying Stone Scholarship Eligibility Matrix (see table 2). All require a minimum 3.60 cumulative grade point average as part of the eligibility; incoming freshmen must also have an ACT  $\geq$  28. The scholarship is renewable annually for up to three years (see table 1) with a 3.6 Columbia College cumulative GPA and 27 Columbia College semester hours earned per academic year.

### **Columbia College Alumni Association (CCAA) Lifelong Learning Grant**

This grant is available to students that completed the highest undergraduate degree available at the time of graduation; for graduates of Christian Female College, this would be the associate degree and for graduates of Columbia College it is the bachelor's degree. Eligible students may enroll in one course, free of

charge, if five years have elapsed since receiving their degree, they owe no fees, and they are not in default on federal loans. Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met.

Students are required to pay lab fees and textbooks associated with the courses. Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses. Students must apply for the grant each academic year by completing the Institutional Aid Application (available online). The CCAA Lifelong Learning Grant cannot be used for graduate-level courses or any online courses.

### **Cornerstone Scholarship**

This 25 percent tuition-only scholarship is available to all students that have completed the initial eligibility requirements associated with their student status (incoming freshman, transfer student, international or current Columbia College student); the specific eligibility requirements are identified in the accompanying Stone Scholarship Eligibility Matrix (see table 2). All require a minimum 3.20 cumulative grade point average as part of the eligibility; incoming freshmen must also have an ACT  $\geq$  24. The scholarship is renewable for up to three additional years (see table 1) with a 3.2 Columbia College cumulative GPA and 27 Columbia College semester hours earned per academic year.

### **Disciples of Christ Pastoral Award**

Disciples of Christ (Christian Church) members who are nominated by their ministers are eligible for these \$1,000 tuition-only awards. This award is available to new, transfer and returning students at Columbia College. There is no limit per congregation. The award is renewable annually for up to three additional years with a 2.5 cumulative GPA and full-time status.

### **Keystone Scholarship**

This 50 percent tuition-only scholarship is available to all students that have completed the initial eligibility requirements associated with their student status (incoming freshman, transfer student, international or current Columbia College student); the specific eligibility requirements are identified in the accompanying Stone Scholarship Eligibility Matrix (see table 2). All

require a minimum 3.40 cumulative grade point average as part of the eligibility; incoming freshmen must also have an ACT  $\geq$  26. The scholarship is renewable up to three additional years (see table 2) with a 3.4 Columbia College cumulative GPA and 27 Columbia College semester hours earned per academic year.

### **Midwest Student Exchange Grant**

Columbia College is a participating institution in the Midwest Student Exchange Program. Students who are permanent residents of Indiana, Illinois, Kansas, Michigan, Minnesota, Nebraska, North Dakota and Wisconsin receive a 10 percent tuition-only grant upon admission to the College. This grant is renewable annually for up to three additional years with good academic standing.

### **Military Spouse Tuition Grant**

The spouse of an active duty, Guard or Reserve servicemember of any U.S. military service is eligible for this 20 percent tuition grant for in-seat courses. To be eligible, a student must be able to show a valid military spouse I.D. or other documentation that confirms marriage to a military member and be in good academic standing. Eligibility must be renewed each academic year.

### **ROTC Award**

ROTC scholarship recipients are eligible for this award of 100 percent of basic, double occupancy room charges. Ten awards are available each year. Eligibility for this award is automatically applied upon receipt and confirmation of the student's ROTC scholarship status by the appropriate ROTC department.

### **Silver Citizen Grant**

Students 65 years of age or older are eligible for the Silver Citizen Grant which is a 50 percent tuition-only grant. Students must be at least 65 years of age before the start of the term in order for the grant to be applied. Students must apply for the grant each academic year by completing the Institutional Aid Application available online.

### **Study Abroad Scholarship**

Current full-time sophomores and juniors who are planning to attend an approved study abroad program may be eligible for a study abroad scholarship of varying amounts; application is completed through the Study Abroad program coordinator. Students must have 3.0 cumulative GPA and at least 15

semester hours of coursework at Columbia College at time of application. A 300-500 word essay explaining their interest and goals studying abroad is required. Preference will be given to students with demonstrated financial need and those without prior study abroad experience.

Students receiving an award must agree to be a Columbia College Study Abroad Ambassador while they are studying abroad and following their return. During their experience, award recipients must document their experiences, such as through a journal, blog or photos that could be posted on the Columbia College Study Abroad website. Following their return, recipients will be expected to work a minimum number of hours for the Study Abroad Coordinator helping promote Study Abroad to other students. The number of hours of service required is contingent on the size of the award received.

Students must return to Columbia College for at least one semester immediately following their experience. This scholarship is not renewable.

### **Talent Awards and Grants**

Students with talent in such areas as art, music and athletics are eligible to compete for these awards/grants. The department chairs/directors determine awards/grants, which vary in amount. Contact the Admissions Office for more information. All renewal is determined by the appropriate academic or athletic department.

### **Two-in-Family Grant**

Full-time students with an immediate family member enrolled full-time at Columbia College are eligible. The tuition grant is worth \$500 per year, per Day Campus student. To verify eligibility, the student must apply for the grant each academic year using the Institutional Aid Application available online. The student must be in good academic standing to receive this grant.

### **Veteran's Grant**

Former U.S. military personnel are eligible for this non-renewable grant. The tuition grant is available for \$200 for each six months of active service (maximum \$800). Students must apply for the grant through Institutional Aid Application available online or through the Ousley Family Veterans Service Center.

**SCHOLARSHIP RENEWAL**

Table 1

Semester Hours	At the Time of Initial Award of Aid		
	Less than 30	30 to 59.9	60 or More
Maximum Number Years of Renewal	3	2	1

**STONE SCHOLARSHIP ELIGIBILITY**

Table 2

	Freshman Student	Current Student (≥ 27 CC hrs.)	Transfer Student** (< 24 transfer hrs.)	Transfer Student** (≥ 24 transfer hrs.)	International Student ***
Capstone (60% Tuition) Initial Award*	High School GPA ≥ 3.60 And Composite ACT ≥ 28	CC GPA ≥ 3.60	High School GPA ≥ 3.60 and transfer GPA ≥ 3.60	Transfer GPA ≥ 3.60	Calculated GPA ≥ 3.60 and EPS ≥ 3
Keystone (50% Tuition) Initial Award*	High School GPA ≥ 3.40 And Composite ACT ≥ 26	CC GPA ≥ 3.40	High School GPA ≥ 3.40 and transfer GPA ≥ 3.40	Transfer GPA ≥ 3.40	Calculated GPA ≥ 3.40 and EPS ≥ 2
Cornerstone (25% Tuition) Initial Award*	High School GPA ≥ 3.20 And Composite ACT ≥ 24	CC GPA ≥ 3.620	High School GPA ≥ 3.20 and transfer GPA ≥ 3.20	Transfer GPA ≥ 3.20	Calculated GPA ≥ 3.20 and EPS ≥ 1
Annual Semester Hrs. for Renewal	27 Columbia College Hours	27 Columbia College Hours	27 Columbia College Hours	27 Columbia College Hours	27 Columbia College Hours
Renewal CC GPA**	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20

\* All grade point averages (GPA's) are cumulative; equivalent SAT scores are acceptable

\*\* Includes students transferring from other Columbia College Campuses

\*\*\* Calculated GPA is a conversion of the international grades to the standard 4.0 scale; the English Proficiency Score (EPS) is a standardized value based on the corresponding TOEFL or IELTS value (see Table 3 below).

**ENGLISH PROFICIENCY SCORE (EPS)**

Table 3

EPS	iBT TOEFL	PBT TOEFL	IELTS
3	≥ 90	≥ 607	≥ 7.5
2	≥ 75	≥ 550	≥ 6.5
1	≥ 71	≥ 533	≥ 6.5
0	< 71	< 533	< 6.0

iBT – internet based test    PBT – paper based test



## FRESHMAN AID

The following forms of institutional aid are available to incoming freshman students.

### Columbia College Scholarship

Five students are selected at Scholarship Days to receive the college's most prestigious scholarship which includes full tuition, and on-campus room and board. New freshman applicants with a minimum 3.5 high school GPA and minimum 26 ACT (or equivalent SAT) are eligible to compete at Scholarship Days for this scholarship. To participate in Scholarship Days, applicants must complete the admission process and submit two letters of recommendation and a résumé of school/community activities.

Scholarship Days activities include a written essay and an interview with Columbia College faculty members and administrators. The scholarship is renewable annually for three additional years with a 3.6 Columbia College cumulative GPA and 30 semester hours earned at Columbia College per academic year. The Columbia College Scholarship is coordinated with federal and/or state need-based aid. In no case will the student receive less than tuition, room and board as a total aid package. Columbia College Scholarship recipients not receiving federal or state need-based aid who also receive external private scholarships may receive the full value of the private scholarship unless otherwise stated by the organization giving the scholarship. Any fees incurred by the recipient (single room, phone charges, lab fees, etc.) will be deducted from the private scholarship. If the scholarship is payable to the College only, or if the scholarship is restricted (e.g., books only) the recipient cannot receive a refund.

Recipients of the Columbia College Scholarship who receive Resident Assistant Award or the Student Government Association Award may receive up to \$400 per semester book voucher.

### Dean's Scholarship

Five students are selected at Scholarship Days to receive this special recognition. These students will receive a total gift aid package (combination of institutional and endowed aid) greater than or equal to 75% tuition. The renewal requirements will be the individual renewal requirements associated with the aid included in the package.

New freshman applicants with a minimum of 3.5 high school GPA and minimum 26 ACT (or equivalent SAT) are eligible to compete at Scholarship Days for this scholarship. To participate in Scholarship Days, applicants must complete the admission process and submit two letters of recommendation and a résumé of school/community activities.

### IB Diploma Scholarship

New freshman students who have completed a recognized International Baccalaureate (IB) diploma program with satisfactory marks are eligible for this automatic tuition-only scholarship for up to \$4,000. Satisfactory marks are defined as those greater than or equal to scores that will transfer in as Columbia College credit. This scholarship is renewable annually for three years with a 3.2 Columbia College cumulative grade point average and 27 Columbia College semester hours earned per academic year. This award is subject to the Admissions institutional aid cap policy.

### Leadership Award

New freshmen who demonstrate leadership in high school and/or community activities are eligible to compete for these awards which vary up to \$2,000. The award is renewable annually for three additional years with participation in leadership development activities, including involvement in a minimum of two campus organizations and satisfactory academic standing. This award is subject to the Admissions institutional aid cap policy.

### Presidential Scholarship

Five students are selected annually at Scholarship Days to receive this full tuition-only scholarship. New freshman applicants with a minimum 3.5 cumulative high school GPA (GED equivalent) and a minimum 26 ACT (or equivalent SAT) are eligible to compete for this scholarship.

This scholarship is renewable annually for three additional years with a 3.6 Columbia College cumulative GPA and 30 semester hours earned at Columbia College per academic year. Recipients of Presidential Scholarship who receive Resident Assistant aid or the Student Government Association Award may receive up to \$400 per semester book voucher.

**Valedictorian/Salutatorian Scholarship**

New freshman applicants ranked first or second in their high school graduating class are awarded a \$1,000 non-renewable tuition-only scholarship. In situations where high schools do not formally rank students, if a rank can be obtained from the appropriate high school guidance counselor, the Admissions Office will use that information to award the scholarship. Not applicable to home school students.

**TRANSFER STUDENT AID**

Students transferring to Columbia College from other colleges or universities are eligible for specific transfer student scholarships, awards and grants. NOTE: Transfer students who have attended only one semester at another institution, and have earned a 3.4 grade point average, are awarded any automatic scholarships, grants and awards using the incoming freshmen eligibility requirements.

**Associate Degree Transfer Grant**

Students who transfer directly to Columbia College from a community college who have earned an associate degree with a minimum 2.0 cumulative GPA are awarded this \$1,000 grant. This grant is renewable for one year with satisfactory academic standing and completion of 27 Columbia College semester hours. Phi Theta Kappa, Cornerstone, Keystone and Capstone Scholarship recipients are not eligible for this grant.

**Phi Theta Kappa Honor Scholarship**

New transfer students who are Phi Theta Kappa members may compete for this 100 percent tuition-only scholarship. Applicants must be transferring to Columbia College from a community college with an Associate in Arts or an Associate in Science degree or at least 60 transferable semester hours with a 3.6 cumulative grade point average. The scholarship is renewable for one year with a 3.6 Columbia College cumulative Columbia College grade point average and 30 semester hours earned at Columbia College.

**Phi Theta Kappa Scholarship**

This \$500 annual tuition-only scholarship is awarded to Phi Theta Kappa members who transfer from a community college who have earned an Associate in Arts or Associate in Science degree or 60 transferable semester hours with a 3.6 GPA from the transfer institution. This scholarship is renewable for one year

with a 3.4 cumulative Columbia College GPA per academic year and 27 semester hours earned during the academic year.

**INTERNATIONAL STUDENT AID****ESOL Tuition Grant**

A 15 percent tuition-only grant is available to full-time English as a Second or Other Language (ESOL) new freshmen or transfer students enrolled in at least 12 semester hours of the following courses: ESOL 100, ESOL 101, ESOL 102, ESOL 103, ESOL 104 or ESOL 105. The grant is awarded to students who are new to Columbia College and is applied during the first two semesters the student is enrolled in the ESL sequence. This grant is not renewable.

**International Exchange Student Grant**

New freshmen or transfer students who attend Columbia College from universities or colleges that maintain an active exchange agreement with Columbia College receive a 20% tuition grant upon admission to the College. This grant is renewable annually for up to three additional years with good academic standing and 27 semester hours earned. This grant cannot be combined with the Cornerstone, Keystone or Capstone Scholarship.

**STUDENT EMPLOYMENT****Federal College Work-Study Program**

This federal program provides funding for employment for students who demonstrate financial need according to the results of their FAFSA. Students work either on or off campus earning minimum wage or above. Work-study-eligible students are not guaranteed employment. Student must meet all federal aid eligibility. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator.

**College Work Program**

This institutional program provides funding for jobs for student employment. Students work on campus earning minimum wage or above. Work Program eligible students are not guaranteed employment. Students must meet and continue making satisfactory academic progress for employment eligibility.

Students must be enrolled as a degree-seeking student and attending at least part-time. If a student should withdraw from all classes, the student is no longer eligible for employment. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator.

## STIPENDS

This institutional program provides funding for jobs for student employment. Students work on campus earning a set amount based on stipend program. Students must complete all stipend requirements to earn the set amount of funds. Students must be enrolled as degree-seeking and attending at least part time. If a student should withdraw from all classes, the student is no longer eligible for employment. Columbia College has various stipends available to students including athletic trainers, Emerging Leaders, etc. Information regarding stipend options is available from the Student Employment Coordinator.

## STATE FINANCIAL AID

### Access Missouri

This grant is available to residents of Missouri, based on financial need. Application is made by completing the FAFSA before April 1 (the spring before the academic year begins). Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state. Renewal students must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress). Renewal is not automatic; renewal is based on financial need and FAFSA application being completed before April 1 (the spring before the academic year begins). A student may not receive Access for more than 10 semesters.

### Bright Flight Scholarship

Students who are Missouri high school graduates who scored in the top 3 percent of Missouri students on the ACT or SAT are eligible for this

scholarship. The Missouri Department of Higher Education awards the scholarship. To apply, contact the State of Missouri Department of Higher Education, high school guidance counselors or the Registration and Financial Services Office at Columbia College.

Renewable for four years with full-time enrollment and must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress).

### Missouri Teacher Education Scholarship

This scholarship is available to entering freshmen who rank in the top 15% of their class or on the ACT/SAT and intend to pursue teacher certification. Columbia College matches the \$1,000 awarded by the State of Missouri. Scholarship applications may be obtained from the Missouri Department of Elementary and Secondary Education's website: <http://dese.mo.gov/ppc/grants>. Application deadline is February 15.

### Missouri Minority Teacher Education Scholarship

This scholarship is available to minority students who rank in the top 25% of their class or on the ACT/SAT and intend to pursue teacher certification. Columbia College matches the \$1,000 award by the State of Missouri. Applications are available from high school counselors or the Missouri Department of Elementary and Secondary Education. Scholarship applications may be obtained from the Missouri Department of Elementary and Secondary Education's website: <http://dese.mo.gov/ppc/grants>. Application deadline is June 1.

### ROTC Scholarship

Students who are interested in Army, Navy, or Air Force ROTC programs are eligible for this scholarship. The award provides \$150 monthly and supplies funding for tuition (in varying amounts), books and fees. Two- and three-year scholarships are available. Contact the Admissions Office.

## FEDERAL FINANCIAL AID

### Pell Grant

The Federal Pell Grant is available to undergraduate students and ranges from \$555 to \$5,645 per academic year, based on the financial need of the student. Pell grants are awarded based on full-time enrollment. A student may be eligible for the Pell Grant with less than full-time enrollment depending on student's award. Students may not

receive Pell at more than one school at a time. Pell Grant recipients are limited to six scheduled awards (maximum amount for full-time enrollment for a full academic year).

#### **Iran and Afghanistan Service Grant**

This is a grant for students who are not eligible for a Pell grant whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01. Students must be, at the time of the parent's or guardian's death, less than 24 years old or enrolled at least part-time at an institution of higher education. The amount is the same as Pell Grant amount and is adjusted for less than full-time enrollment.

#### **PLUS Loan Program**

This is an unsubsidized loan made to parents and must be repaid. This loan is a credit-based loan. Student must be enrolled at least half time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid Award). Interest rate is 6.41%. Parent must complete PLUS loan data sheet and PLUS master promissory note for loan to be certified. Parent also must be approved through a credit check for loan to be processed.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Stafford loans (See Federal Stafford Loan Annual Limits).

#### **Stafford Loan Program**

This program provides to students subsidized and/or unsubsidized loans; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Interest rate is 3.86% for subsidized loans and unsubsidized loans. Students must complete Stafford loan entrance loan counseling, Stafford Loan master promissory note, and submission of eAward for loan to be certified. Students must be enrolled at least half time to be eligible for loan disbursement.

- Subsidized Stafford Loan is need based. The US Department of Education pays the interest while a student is in school at least half time, during a period of deferment. Effective July 1, 2013 new borrowers are limited to 150% of their academic program to receive subsidized loans. Students who lose eligibility for additional subsidized loans and who subsequently enroll in the same program or another program of equal or shorter duration lose interest subsidy of subsidized loans received after July 1, 2013.
- Unsubsidized Stafford loans are available for

students who do not have financial need and for amounts beyond subsidized loan limit for some students. The US Department of Education does not pay interest on unsubsidized loans.

#### **Supplemental Educational Opportunity Grant (SEOG)**

SEOG is a grant available for undergraduates, based on the financial need of the student. To be eligible students must be receiving Pell. Columbia College is only given a limited amount of funding for SEOG. Awards are no longer made after funds have been expended. To increase possibility of being awarded SEOG, students must submit their FAFSA with Columbia College's school code prior to March 1 (the spring before the academic year begins). Student must be enrolled to be eligible for SEOG. Any unexpended SEOG funds will be allocated to various students with exceptional need at the end of the academic year. SEOG awards range from \$100 to \$4,000; the average award is \$1,000.

## **OUTSIDE SOURCES**

#### **Alternative Loan Program**

Students who do not have federal loan eligibility may apply for an alternative loan. These loans are credit based. Information is available on the financial aid website

#### **Vocational Rehabilitation Benefits**

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling; training for vocational, technical or professional employment; and funding for books, supplies, maintenance, medical services and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation. Missouri residents may write to the Division of Vocational Rehabilitation, Jefferson City, MO 65101.

#### **War Orphans or Armed Services Benefits**

If students are dependents of veterans who died or were permanently disabled as a result of military duty, are between the ages of 18 and 26, and are enrolled on a full-time basis, they may be eligible for educational benefits. Students may contact their regional Veteran's Administration office or the Veterans Coordinator, Columbia College, (573) 875-7504.

#### **GI Educational Benefits**

Columbia College is approved for enrollment



certification of students eligible to receive educational assistance (GI Bill) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans education benefit programs. For additional information and application materials, contact the Columbia College Veterans Certifying Official, (573) 875-7504, [vacert@ccis.edu](mailto:vacert@ccis.edu).

### **Job Training Partnership Act (JTPA)**

Students may be eligible to receive benefits from JTPA. Assistance may include counseling; training for vocational, technical or professional employment; and funding for tuition and books. To apply, contact the local Work Connections Office.

### **STUDY ABROAD PROGRAMS**

Federal financial aid may be available for Study Abroad Programs. Information regarding individual eligibility is available from the Registration and Financial Services Office.

### **COURSEWORK AT OTHER COLLEGES**

A student may be eligible to receive financial aid for courses that apply to the student's degree that the student enrolls in at another school. A student may complete a Consortium Permission Request form and submit it to Registration and Financial Services (RFS) to be reviewed for eligibility. The form must be received in RFS at least three weeks before the course at the other college begins. For more information, contact RFS.

### **COLUMBIA COLLEGE ALUMNI ASSOCIATION (CCAA) LIFELONG LEARNING GRANT**

Students who have an associate or baccalaureate degree from Columbia College may be eligible to receive the CCAA Lifelong Learning Grant. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees, and are not in default on federal aid loans.

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online education courses.**

Students are required to pay lab fees and textbooks associated with the courses.

Students are permitted to enroll in one free

course in each subsequent five-year period but may not accumulate free courses.

Students must apply for admission to be eligible to register for a course. No application fee is required. CCAA Lifelong Learning applicants must also submit a Columbia College financial assistance application to Registration and Financial Services.

### **FINANCIAL AID INFORMATION**

If you have any questions about the College's financial aid program, call the Registration and Financial Services Office for assistance at (573) 875-7390.

Additional financial aid information is available at the Columbia College web site: [www.ccis.edu](http://www.ccis.edu)



# FEES

Basic fees for 2012-2013 are explained below. Fees are reviewed on an annual basis and are subject to change without notice.

## FULL-TIME STUDENTS (12 - 18 semester hours)

### Fees per year:

Step Tuition Tier	Full Time Day Students First Starting	2012-13	2013-14	2014-15
		2012	Aug. 2012 or after	\$17,950
2013	Aug. 2013 or after		\$19,386	
2014	Aug. 2014 or after			\$20,936

Room and Board – campus resident:

Standard two-person basic room	\$3,892
(Hughes Haven Room)	\$4,092
(Cougar Village)	\$4,392
20 Meal Plan	\$2,362
14 Meal Plan	\$2,228

Each semester's fees are due in full at the time of registration. Arrangements may be made to use a deferred payment plan (refer to deferred payment plan section).

## PART-TIME STUDENTS (11.9 or fewer semester hours)

Tuition (per semester hour) (greater than six hours and less than twelve hours) .....\$ 607

Tuition (per semester hour) (six or less hours).....\$ 417

### OTHER FEES

Application Fee	\$ 35
Audit Fee (per semester hour)	\$ 90
Credit for Prior Learning Assessment Fee (per semester hour)	\$ 75
Deferred Payment Plan fee (four installments)	\$ 75
Graduate Tuition Seat-Based (per semester hour)	
MAT	\$ 315
MBA	\$ 325
MED	\$ 315
MSCJ	\$ 325
Graduate Tuition Online (per semester hour)	
MAMS	\$ 345
MAT	\$ 335
MBA	\$ 345
MED	\$ 335
MSCJ	\$ 345
Graduation Fee	\$ 75
Health Insurance Plan (required for International Students in F-1 and F-2 status)	\$ 1,176*
Lab Fee (see course descriptions)	\$40 - \$100
Late Payment Fee	2.5% of missed installment
Late Registration Fee	\$ 35
Overload Fee (over 18 sem. hours) per sem. hr.	\$ 417

Parking Fee (yearly)	\$ 40-65
Returned Check Fee	\$ 25
Single Room Charge (per semester)	\$ 500
Summer School Evening Tuition (per sem. hour)	\$ 210
Summer School Online Tuition (per sem. hour)	\$ 245
Testing Fee/Standardized Tests (CLEP, ACT)	\$ 20
Transcript	\$ 10

\*Approximation-premiums adjusted annually.

## EXPLANATION OF TUITION AND FEES

**Tuition:** The basic charge for general instructional, general institutional, student services, library and plant operations. Tuition covers but a portion of these costs, which also are supported by generous gifts, grants and endowment income.

**Room and Board:** Covers the cost of residence hall operations, repairs and maintenance, utilities, contractual food service operations, etc.

**Part-time Student Tuition and Fees:** Covers a portion of the expenditures listed above for full-time students.

**Audit Fee Per Semester Hour:** A reduced rate of tuition designed for students and members of the community who merely wish to take a course without credit. The audit fee per semester hour enables an undergraduate to sit in on as many class periods as the student desires in any lecture course on the campus. Prior permission of the instructor is required and students will participate to the extent determined by the instructor. Audit students will not receive a grade or credit for the course.

**Late Registration Fee:** A special handling charge for students who register after the prescribed period each semester. Students are encouraged to register early to avoid this charge.

**Overload Fee:** The full-time tuition at Columbia College is predicated on a certain number of courses, available classroom space and an average student semester hour load which permits graduation within eight semesters of full-time attendance. Students who enroll for more than 18 semester hours per semester are normally required to pay the additional per semester hour fee.

**Transcript Fee:** A charge for processing a request for a certified transcript copy and mailing to prospective employers and graduate schools.

**Graduation Fee:** A charge for graduation processing. This fee is charged to all students regardless of participation in a commencement ceremony.

## FIXED-RATE TUITION PROGRAM

Beginning with the 2012-13 academic year, the Columbia College Day Campus tuition rate for new, full-time academic students is set to provide a fixed rate for the four consecutive academic years traditionally associated with baccalaureate degree completion. A student's fixed tuition rate is determined based on the first year of attendance in the Day Campus as a full-time (12 semester hours or more) student, beginning with the 2011-12 academic year. That year of first, full-time attendance is established as the student's "classification" year. Tuition rates are set by classification year.

Classification years can only be established with enrollment and the receipt of a transcribed grade in the fall or spring semester of the Day Campus; Columbia College students that attended the Day campus as a full-time student during the 2013-14 Academic Year, have their classification year established as 2013-14. All students attending the Day Campus as full-time students for the first time after January 2014 have their classification year established as the academic year of that enrollment. For example, a new, full-time student registering for the August 2013 (fall 2013) semester has a classification year of 2013-14. A new, full-time student registering for January 2014 (spring 2014) also has a classification year of 2013-14. Students who attended Columbia College prior to 2011-12, but did not attend Day Campus full-time during 2011-12, have their classification year established as the year they re-enter Columbia College as a full-time Day Campus student.

The tuition rates are fixed as to aid in a student's financial planning of their four years of college. The fixed rate policy also acknowledges the reality of life's interruptions that could extend the need to attend Columbia College beyond the four years. The fixed rate is held for the classification year plus the next four academic years, in essence giving students up to five consecutive years at their initial fixed tuition rate. With this added semester (or two semesters, depending on your starting semester) of the fixed tuition rate, no exceptions

will be made to extend the initial classification tuition rate beyond the fifth consecutive academic year. Once the initial period of the fixed-rate tuition is exceeded, the student will transition to the lowest fixed tuition rate available for the current academic year. This rate will change with each succeeding year. Should a student leave the Day Campus and/or become a part-time Day Campus student, the student's classification year will remain unchanged. If the student returns to the Day Campus full-time, they will continue at the rate associated with their classification year.

## POLICIES ON PAYMENTS, CREDITS, AND REFUNDS

When a student is accepted for admission, the student, parents, or guardians accept Columbia College's payment conditions. If any part or all of a financial aid package is reduced or eliminated, the balance created by the change is payable immediately. Degrees, transcripts, and letters of honorable separation are withheld from students who have not settled their financial obligations to the college, including, if applicable, all collection fees, attorney fees and court costs.

A student account that remains unpaid at the end of the semester may be submitted to an outside agency or attorney for collection assistance. The standard collection charge can exceed 50% of the original amount owed. This charge will be added to the principal balance of the student's account to cover collection agency and/or attorney fees.

All students who have moved or changed addresses in the past year should update changes through CougarTrack. The link to this form is called "Address Change" and is located in the "My Information" section of the CougarTrack main menu.

**No student may complete registration for any subsequent term if an unpaid balance remains on account or if payments are not current on existing deferred payment arrangements.**

Upon receipt of a letter of acceptance from the Admissions Office, a deposit of \$100 is required by May 1 before the fall semester of initial enrollment or by December 15 prior to the Spring semester of initial enrollment. The deposit is non-refundable after May 1 or December 15 respectively. This deposit is applied to the student's semester charges and assures the privilege of pre-registration for classes offered the succeeding semester. If housing contracts are returned with the deposit, room is also assured.

Refunds are processed weekly based on financial aid procedures or when a student has excess payments or financial aid. There are no expedited or emergency refunds.

## PAYMENT

Upon registration, all students are required to pay the entire balance of their accounts (after financial aid awards are considered) by either full payment or through the deferred payment plan. A \$35 late registration fee is charged to all students registering on or after the first day of classes.

## DEFERRED PAYMENT PLANS

If a student needs to pay educational expenses over a period of time, a deferred payment plan may be requested.

The college offers various plans that allow payments to be deferred over three to five installments. Each plan has different terms, payment due dates and fees. The terms are provided upon enrollment in a payment plan. Payment plans offered are subject to change at any time without notice.

- **5-Installments (per semester) plan**  
This plan allows students to make payments for each semester in five installments. There is no fee to enroll in this plan, though automatic payment must be scheduled through your bank account, which will help you to avoid late fees. If you make payments using a credit card, a deferred payment fee of \$75 will be charged to your account.  
Fall payment due dates: Aug. 1, Sept. 1, Oct. 1, Nov. 1 and December 1.  
Spring payment due dates: Jan. 1, Feb. 1, March 1, April 1 and May 1.
- **3-Installments (per semester) plan**  
This plan allows students to make payments for each semester in three installments. There is a \$75 fee to enroll in this plan, which will be charged to your account. This fee will be refunded if you pay your account IN FULL PRIOR to the start of classes. A fee of 2.5 percent per missed installment will apply if you do not make the second or third payment on time. The fee is based on the amount of each missed installment.  
Fall payment due dates: Aug. 1, Sept. 15 and Nov. 1  
Spring Payment due dates: Jan. 1, Feb. 15 and April 1.
- **Financial aid fully funded plan**

This plan allows students to enroll in a payment plan in which their account will be 100 percent paid by financial aid. This plan will show the entire balance due by a specific date, which will be near the end of the semester. However, the plan will become paid off when financial aid is posted to the student account, and no out of pocket payment should be due from the student. (If financial aid is cancelled/reduced and no longer will cover 100 percent, then payment would be due from the student by the listed due date.)

- **VA benefit plan**

This plan is for students enrolling in a 16-week semester who receive VA benefits. You will be required to schedule automatic payments made on the due date via electronic check or credit card.

## ADD/DROP FROM INDIVIDUAL COURSES

Financial liability for the semester is assessed from the time of initial enrollment in the course(s). If students add courses and this creates an overload for the semester, additional overload tuition fees are assessed and are payable at the time of registration for the overload.

Day students may drop a course(s) through Monday of the second week of the semester without financial liability (not applicable to total withdrawal).

## CANCELLATION OF REGISTRATION

All financial charges are dropped if written notification of registration cancellation is received by the Registration and Financial Services Office prior to the first day of classes. Deposits are nonrefundable after May 1 before the fall of initial enrollment, or December 15 before the Spring of initial enrollment.

## TOTAL WITHDRAWAL FROM COLLEGE

**After classes begin**, tuition and room charges are determined as follows if the student completes the total withdrawal process from Columbia College:

<u>Time Frame</u>	<u>Charge</u>
(count all days, including weekends):	
1st day of class through Monday of the 2nd week of classes	
Full-time Student	\$250
Part-time Student	\$100

Tuesday of 2nd week of class through the 14th day of semester	20% of original charges
15th through 21st day of semester	40% of original charges
22nd through 28th day of semester	60% of original charges
After the 28th day of semester	100% of original charges

Students wishing to withdraw totally from classes must see the Dean for Student Affairs to complete the withdrawal process. If a student is removed from the residence hall, tuition and room charges are reduced according to the schedule listed above. Board charges are reduced at the rate charged per day for the days remaining.

Students receiving financial assistance should be aware that their financial aid package could be affected should they elect to drop/withdraw from a course(s). Students who receive any form of federal Title IV assistance and who withdraw may be required by federal regulations to return some or all of the federal aid received. This includes the federal Pell and SEOG grants, and the Stafford and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

The \$100 deposit is nonrefundable after May 1 before the fall of initial enrollment or December 15 before the Spring of initial enrollment and no reduction of charges will be made for laboratory/course fees, etc.

Some students must withdraw from all courses enrolled due to unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member; certain changes in the student's employment, and mental or physical illness befalling the student or member of his/her immediate family). Mere inconvenience, discomfort with the academic workload or changes in employment are not sufficient to meet the definition of extraordinary, mitigating or extenuating circumstances. Columbia College will assist students who must withdraw due to extraordinary circumstances with options regarding the proration of tuition, room and board. Columbia College reserves the right to require additional documentation and/or supporting evidence any time a refund or partial refund is requested by a student.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some, or all of the federal financial assistance received for that term. The College follows the federal guidelines concerning return of Title IV funds, and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.

Columbia College recognizes that individuals serving in National Guard or Reserve units may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

## FAILURE TO PAY

Timely payment of all tuition and fees is required to continue attendance at the College. If unforeseen circumstances occur that preclude timely payment, the Registration and Financial Services Office should be contacted to see if an alternative payment agreement can be arranged.

**Failure to make initial payment for semester/session tuition have the following possible consequences:**

- Course registration is invalidated.
- Course spaces may be given to other students.
- Campus services will not be available.

**Failure to meet appropriate payment dates.**

The total bill becomes due immediately. An administrative fee of \$35 will be charged for processing a late registration. Any collection or legal fees incurred in collecting an account will be the responsibility of the student/parent. The privilege of deferred payments in subsequent semesters may not be permitted.

**Outstanding balance from a previous semester.**

Until the balance is paid, the student will not be allowed to:

- Register for any subsequent semester.
- Obtain a transcript of academic work.
- Receive their diploma.



# STUDENT AFFAIRS

## STUDENT AFFAIRS MISSION STATEMENT

Student Affairs provides quality, student-focused programs and services that encourage the development of an inclusive, involved and educated community.

## NEW STUDENT ORIENTATION

All entering day students, including transfer and part-time students, are required to participate in new student orientation sessions which are provided each semester. Orientation is intended to help students successfully begin their college careers by acquainting them with campus resources and with college personnel. It provides students an opportunity to socialize with other new students and take care of basic necessities before the start of classes. A group of carefully selected peers, called Community Consultants, assists new students. Orientation is developed and coordinated by the Director of Student Development.

## HOUSING REQUIREMENT

All full-time freshmen and sophomore Day Campus students (those with fewer than fifty-two semester hours completed) must live on campus except:

- Married students;
- Single parent students;
- Students residing with parents in Boone County, Missouri, where such address has been established as the sole legal and permanent residence of parents;
- Students age 22 or older;
- Military veterans as defined by federal guidelines.

## RESIDENCE HALLS

Columbia College residence halls are an integral part of the campus learning environment. The Residential Life program enriches the total college experience by providing a variety of opportunities that supplement the students' classroom experience. The residence hall program is designed to foster personal growth and development and to provide a successful experience in democratic living.

Residence halls range from modern and mod-

ular to charming and traditional. All halls contain lounges, recreation or game rooms, kitchenettes with microwave ovens, laundry rooms and computer labs. Rooms are furnished with beds, dressers, desks and chairs.

Computer labs are provided in each of the residence halls. Each lab is equipped with personal computers networked to the campus computer system.

Students may bring computers for their room and access the campus computer network system, provided they have wireless capacity or ethernet cards.

Each residence hall has an Area Coordinator or Head Resident. Every Area Coordinator/Head Resident is assisted by student Resident Assistants (RAs). RAs are responsible for maintaining contact with students, providing assistance with problems and concerns, encouraging participation in activities, communicating policies and regulations and recording rule violations.

Every residence hall has its own governance structure. Officers are elected in the fall and activities are funded through Student Affairs and Student Government Association. Hall governments serve to provide social, recreational, cultural and educational activities and events for hall members.

Additional information about residence hall living is available in the Student Handbook and the Residence Hall Handbook.

### BANKS HALL

Banks Hall is co-educational and houses 108 students in double rooms. Among its features are special study rooms on each floor, air-conditioning, hall baths and a spacious kitchen area.

### HUGHES HALL

Hughes Hall houses 64 women in 32 double rooms. It is traditional in architecture with hardwood floors and a spacious parlor. The air-conditioned double-room suites are connected by full baths shared by four residents.

Hughes Haven is a special living environment, housing nine women, in the lower-level of Hughes Hall. Rooms are apartment style.

### MILLER HALL

Miller Hall, a co-educational hall, is Columbia College's largest residence hall, housing 154 stu-



dents in double-room suites connected by full baths. The modern three-story structure is air-conditioned and subdivided into four sections of living quarters, each section having its own lounge.

## COUGAR VILLAGE

Cougar Village is a fourteen-apartment complex housing 52 students. Among its features are full kitchens and three or four bedrooms. All apartments are fully furnished. To live in Cougar Village, students must be at least sophomores and be in excellent standing with Residential Life. Selection occurs in the spring for the following year.

## COMPUTER PURCHASE

Students who anticipate buying a computer for use at college are encouraged to purchase a standard laptop model through the Columbia College web site: <http://www.cdwg.com/columbiacollege>

## FOOD SERVICES

The College offers two meal plan options: 1) a 20 meals per week plan; or 2) a 14 meals per week plan. All residential students must purchase a meal plan. Students can change their meal plan option up to the first day of class in the Student Affairs Office. Meals are served in Dulany Dining Hall. If students have a class conflict and cannot eat in the dining hall, they can request a sack lunch through the Student Affairs Office or use the value exchange option associated with their meal plan at Cougar Café in the Student Commons. There are limited hours when the value exchange option can be used.

Food service begins with dinner on the day the residence halls open and ends with dinner on the last day of scheduled final examinations each semester. Meals are also served to all students participating in orientation.

Students who live in a residence hall must have their student identification card scanned at the entrance of the dining hall or at check-out at Cougar Café in the Student Commons if using the value exchange option. Students who live off campus may contract for board only, pay for meals individually or purchase discounted meal tickets. Tickets for students' guests may be purchased at Dulany Dining Hall.

A student Food Advisory Committee meets throughout the school year with dining hall personnel to promote the best possible food service operation.

## IMMUNIZATION POLICY

Columbia College policy requires that all newly admitted, readmitted or non-degree seeking

students in the Day Program, and any person living in the residence halls, provide a completed Columbia College Health History Form and show proof of required vaccinations.

The required immunizations are: two vaccinations for measles, mumps and rubella (MMR). The meningococcal meningitis vaccine is not required, but is highly recommended for students living in the residence halls. A signed waiver is required of students that are not immunized against meningococcal meningitis.

Tuberculosis screening is required for international students and students who have lived for two or more months in Asia, Africa, Central or South America or Eastern Europe.

A student will not be able to register and enroll for classes in subsequent semesters beyond the initial semester of enrollment if the health history form and documentation of required immunizations are not submitted. Please complete the appropriate statement of exemption if personal, religious beliefs or specific medical conditions preclude immunization. In the event of an outbreak, exempted persons will be asked to leave school.

It is recommended that students be immunized against other vaccine-preventable diseases such as tetanus, diphtheria, polio, chicken pox, hepatitis A and B and influenza.

## STUDENT HEALTH SERVICES

The Student Health Center is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 206). Health services are available to all day and evening students, faculty and staff. The Student Health Center is a nurse practitioner-directed clinic that provides care for minor illnesses and injuries, health care counseling, health promotion and community referral services. Visits to the clinic are free; however, payment of lab work, most vaccines and referred physician visits are the client's responsibility.

## ATHLETICS

Columbia College sponsors ten intercollegiate sports: volleyball, softball, cross-country, golf, soccer and basketball for women; basketball, cross-country, golf and soccer for men.

The College is a member of the American Midwest Conference (seven Missouri colleges, one Illinois college and two Arkansas colleges) and the National Association of Intercollegiate Athletics (NAIA).

Opportunities to participate are available to day campus students who meet the eligibility requirements as established by the NAIA, AMC, and Columbia College. Full-time currently enrolled graduate students who completed or are completing their bachelor's degree in the Day Program may be eligible to participate.

The College also has an active intramural program that attracts spirited participation in activities such as flag football, basketball and softball.

In addition, the College sponsors various classes in physical recreation that vary with student interest and have included aerobics, tennis, volleyball, weight training and outdoor recreation.

Further information is available from the Student Affairs Office or Athletic Office.

## RECREATION

The AHS Commons, Southwell Sports Complex, Southy Fitness Center, common areas and residence hall lounges are available for a variety of recreational activities. The Gene and Fran Koepke Fitness Center is located in Southy Building. It includes free weights, machine weights and cardio equipment. The courts at Southwell Sports Complex are available for basketball, tennis and volleyball. Other college facilities, such as Launer Auditorium, the Jane Froman Dance Studio, the Cougar Den, classrooms, Dulany Hall and the AHS Commons are available upon approval to any officially recognized student organization for meetings and programs. Reservations are made on a first-come, first-served basis. More information is available in the Student Affairs Office.

Recreational areas within the immediate region include Cosmo Park, Peace Park, Stephens Lake Park, Pinnacles Park, Arrow Rock and Rock Bridge Memorial State Park. The Lake of the Ozarks, a major tourist area, is sixty miles south of Columbia. St. Louis and Kansas City are each 125 miles from Columbia on Interstate 70.

### Hours of Operation \*

Gene and Fran Koepke Fitness Center  
and Southwell Building (Courts & Arena)

	<u>Open</u>	<u>Close</u>
Monday.....	6:00 a.m. ....	10:00 p.m.
Tuesday.....	6:00 a.m. ....	10:00 p.m.
Wednesday.....	6:00 a.m. ....	10:00 p.m.
Thursday.....	6:00 a.m. ....	10:00 p.m.
Friday.....	6:00 a.m. ....	8:00 p.m.
Saturday .....	11:00 a.m. ....	8:00 p.m.
Sunday .....	11:00 a.m. ....	8:00 p.m.

\* Hours subject to change during breaks and holidays.

## STUDENT DEVELOPMENT

The office of Student Development is located in AHSC 223. Aside from planning Orientation in the fall and spring semesters, the office also provides prevention and responsibility education and outreach. Throughout the year the office sponsors workshops and seminars that focus on personal development.

## COUNSELING SERVICES

Counseling Services provides professional, confidential counseling to assist students with personal, developmental or psychological concerns related to their academic progress and/or personal growth. Counseling is short-term, solution-focused. For issues that may require more extensive counseling, referrals to community resources are provided. Students may seek assistance with issues such as: anxiety/panic, depression, stress and time management, relationships, conflict resolution, eating disorders, drug and alcohol abuse, attention difficulties, and more. Counseling sessions are available Monday through Friday by appointment. More information is available at [www.ccis.edu/counselingservices](http://www.ccis.edu/counselingservices). If you have questions or would like to make an appointment, call Terri Zeilenga, director of Counseling Services at 573-875-7423.

## CAREER SERVICES CENTER

The Career Center has trained personnel to assist students with all aspects of career planning and development. Specific services designed to promote professional and personal success include a carefully guided assessment of their skills, abilities, values, achievements and interests as aids to effective career planning; a library of information about occupations, corporations, agencies and government organizations; salary surveys; employment qualifications and employment trends; development and maintenance of placement documents; listings of full-time, part-time and summer employment opportunities and internships; and services for graduate and professional school placement. Programs are provided to inform and train the individual in such areas as interviewing, resume/cover-letter construction, job hunting and sourcing, networking, decision making and salary negotiation.

## TESTING SERVICES

The Testing Center administers a variety of exams for Columbia College students, including: ADA Accommodated exams, Online Campus

Proctored Exams, Math and English Placement, CLEP, DSST (DANTES), CBASE, ESL and ACT Residual. The Testing Center is located in the Tenth Street Center, at 310 North 10th Street. For more information about services offered, visit [www.ccis.edu/testing](http://www.ccis.edu/testing). Contact the center by phone at (573) 875-7485 or by e-mail at [testingservices@ccis.edu](mailto:testingservices@ccis.edu).

## STUDENT HANDBOOK

Every fall a new edition of the *Student Handbook* is published providing detailed information about all aspects of campus life. Copies are available in the Student Affairs Office and on the Columbia College website.

## BOOKSTORE

The Campus bookstore, located on the main floor of the Student Commons, carries a wide range of textbooks, trade books, art supplies, study materials, college memorabilia, personal grooming products and snacks. Textbooks are available new, used and for select titles they are available for rent and digitally.

Textbooks for day, graduate, and evening on-campus courses are available for purchase a few weeks before classes begin. When obtainable, used texts are sold for 25% less than the cost of a new text. Rental textbooks for select titles are available for 55% less than the cost of a new text. Students can reserve textbooks online at: <http://ccis.bncollege.com> or [whywaitforbooks.com](http://whywaitforbooks.com).

Students may receive textbook refunds based on the policies listed below. No refunds will be issued without a valid receipt for all textbooks. Textbooks must be in the original condition.

### REFUND POLICY:

For all courses a full refund will be given with a receipt if the textbook is returned within the first week of classes.

Textbooks must be in original condition, including all components in packages.

Merchandise other than textbooks may be refunded with a valid receipt within thirty days.

Merchandise must be in original condition, unopened with tags.

Refunds will be issued in the original form of payment.

The textbook buyback period is during finals week. This is the best time to sell back textbooks.

TI-83 calculators will not be considered for buyback.

## BOOKSTORE HOURS:

The Bookstore hours are posted on the Bookstore door; on their website and available via phone greeting.

### Contact Information:

Address: Columbia College Bookstore  
Atkins-Holman Student Commons  
1009 Rogers Street  
Columbia, MO 65216

Phone Number: (573) 875-7341

FAX Number: (573) 442-0747

Email: [ccis@bkstore.com](mailto:ccis@bkstore.com)

Website: <http://ccis.bncollege.com>

Facebook: [facebook.com/ColumbiaCollegeBookstore](https://www.facebook.com/ColumbiaCollegeBookstore)

## STUDENTS WITH DISABILITIES

The Rehabilitation Act of 1973 (public law 93-112) section 504, provides that “no otherwise qualified disabled individual in the United States shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.”

1. It is the student’s responsibility to notify the institution of a disability that would require academic adjustments in accordance with the Americans with Disabilities Act (ADA) in section 504. To self-identify as a student with a disability, the student must register with the Coordinator of Disability Services. Registration with the Coordinator of Disability Services is necessary each semester or term in order to receive accommodations. All disabilities must be appropriately documented each semester or term.
2. While students are encouraged to self-identify at the earliest possible time, students may not know or choose to self-identify, but may still receive services at any time once they self-disclose and document. Students must allow enough time for the registration process to be completed.
3. Accommodations are provided on a case by case basis through an Intake Interview process between the Coordinator and student. Students must complete all course requirements and testing requirements as stipulated by the College.
4. Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Students wishing to file a grievance must complete the Disabilities Grievance Form in its entirety, attach a description of the circumstances leading to the complaint as directed on the Disabilities Grievance Form, and submit both documents to the Student Affairs Office.

Disabilities Grievance Forms are available in the Student Affairs Office, the Academic Affairs Office, the ADA Coordinator's Office and the Administrative Services Office. The ADA Coordinator's office is located in AHSC 213.

## MAIL SERVICES

Every full-time Day student living in a residence hall is assigned a campus mailbox. Students living off campus may request a mailbox by bringing your Columbia College student ID to Mail and Print Services (Room 15 on the Garden Level of St. Clair Hall) and completing a mailbox request form. Students keep the same mailbox throughout their enrollment at Columbia College. Mailboxes are located in the AHS Commons and all official campus mail is routed through the student's box. Students are responsible for all mail, publications, and notices placed in their box, including official correspondence from the College. No fee is charged for the mailbox.

Students may mail letters and packages from Mail and Print Services on the garden level of St. Clair Hall. The College's official address is Columbia College, 1001 Rogers Street, Columbia, Missouri 65216.

### Mailcenter Hours:

Monday – Friday 8:00 a.m. – 5:00 p.m.

## PARKING PERMITS

To assist in providing a safe and secure environment, all vehicles parking on Columbia College campus property must be registered with the Campus Safety Office. Parking permits must be **purchased online** by using the "Campus Safety" link found at the bottom of the Columbia College website ([www.ccis.edu](http://www.ccis.edu)) or by going directly to the following online address: [www.ccis.edu/parkingpermits](http://www.ccis.edu/parkingpermits). Once the application has been completed, a receipt must be printed and taken to Missouri Hall room 205 (Registration and Financial Services). The office staff will require the receipt and proof of identification to issue a parking permit "hangtag."

## RESIDENCE HALL COUNCIL ASSOCIATION (RHCA)

RHCA is composed of the officers of the residence halls and an advisor. It deals with concerns of resident students and coordinates planning and budgeting among the halls.

## STUDENT ORGANIZATIONS PUBLICATIONS

CougarLink, an activities calendar, is available online out of the Student Affairs Office and provides an overview of events planned on campus.

## HONOR SOCIETIES

### Alpha Chi

Missouri Epsilon chapter of the national honor society for four-year colleges and universities selects its members from junior and senior Day students of good character who rank in the top ten percent of their class based on cumulative GPA, have earned at least 24 semester hours at Columbia College, and are enrolled for coursework at the time of eligibility. Cord colors: green and blue.

### Alpha Kappa Delta

Alpha Kappa Delta is an international sociology honor society. Membership is limited to sociology majors who have maintained high academic achievement in both their sociology coursework as well as their coursework overall (must maintain 3.0 cumulative GPA). Cord color: turquoise.

### Alpha Lambda Delta

A national scholastic honorary that recognizes superior scholastic achievements by freshmen students during their first year at Columbia College. They select their members from students who rank in the top twenty percent of their class during their first term, have a 3.5 GPA, and are enrolled full-time pursuing a baccalaureate degree at an institution with an active Alpha Lambda Delta chapter at the time of eligibility. Cord colors: red, white and gold.

### Alpha Phi Sigma

A national honor society for students in criminal justice administration and forensic science. Members must rank in the top 35% of their class, have completed a minimum of four courses within the criminal justice curriculum, maintain a 3.2 GPA in their criminal justice courses as well as maintain a 3.0 cumulative GPA. Cord colors: blue and gold.

### Alpha Sigma Lambda

A national honor society for adult students who, while handling their life responsibilities, achieve and maintain high scholastic standards. Membership is open to online students who have a minimum GPA of 3.75 and at least twenty-four semester hours with Columbia College. Cord colors: gold and maroon.

### Kappa Delta Pi

A national education honorary society for stu-



dents who have the intent to continue academically and professionally in the field of education. Students must demonstrate leadership attributes; have completed at least thirty semester hours of collegiate course work; have at least twelve semester hours in education course work programmed, in progress or completed; and have a cumulative GPA of 3.0 or higher. The organization encourages excellence in scholarship, personal standards and teacher preparation. Once elected to this society, membership is renewable for life. Cord colors: green and purple.

### **Kappa Mu Epsilon**

A national honor society in mathematics. Membership is open to students who rank in the upper 35% of their class and who have completed at least three semesters of college work and completed at least three courses in mathematics, including at least one semester of calculus, and attained an average of B or better in all mathematics courses. Cord colors: silver and pink.

### **Lambda Pi Eta**

A national honor society for students in speech communication. Eligibility for membership requires completion of sixty semester hours, a minimum cumulative GPA of 3.0, completed twelve semester hours in Communication Studies and have at least a 3.25 GPA for all Communication Studies courses. Cord colors: red and white.

### **Phi Alpha Theta**

Phi Alpha Theta is a professional society which promotes the study of history through the encouragement of research, good teaching, publication and the exchange of learning among historians. Eligibility for membership is based upon a minimum GPA of at least 3.1 in 12 or more hours of history credits and a minimum of a 3.0 GPA overall. Cord colors: Madonna red and blue.

### **Pi Sigma Alpha**

A national honor society for students in political science. Its purpose is to stimulate scholarship and interest in political science by recognizing students who have excelled in the field. Eligibility for membership requires a minimum completion of ten semester hours of political science courses with a minimum GPA of 3.0, and rank in the upper third of their class. Cord colors: red, white and black.

### **Psi Chi**

Psi Chi is the International Honor Society in Psychology for the purposes of encouraging, stimulating, and maintaining excellence in scholarship,

and advancing the science of psychology. Membership is open to full-time day students with a major or minor in psychology at Columbia College. Additional requirements are that membership is open to those who have completed at least 45 semester hours of college from a regionally accredited nonprofit institution, have successfully completed at least 24 semester hours in the day program, have at least a 3.0 GPA on a 4.0 scale in psychology courses, have no D's or F's in any psychology course taken at Columbia College, are in the top 35% of their class's GPA, have no more than a total of three R's (i.e. repeated course), I's (i.e. incomplete course) or W's (withdrew from course), in any Columbia College courses (excludes WE's), have no more than one R (i.e. repeated course), I (i.e. incomplete course) or W (withdrew from course) in any Columbia College psychology course (excludes WE's). Cord colors: Silver and teal.

### **SALUTE Veterans Honor Society**

SALUTE recognizes the academic success of student veterans at Columbia College. Collegiate members shall be students enrolled in an undergraduate program at the time of initiation, have been honorably discharged from the armed services or provide proof of current duty station, completed 12 semester hours or its equivalent of one semester, have junior standing, and have a minimum 3.0 grade point average. For the purpose of Columbia College Chapter membership, differentiation of tier levels will not be made, but students wishing to be recognized by tiers may petition the chapter council. Cord colors: red, white and blue.

### **Sigma Beta Delta**

An international honor society in business, management and administration. Membership is open to all undergraduate and graduate students in the top 15 percent of their class with a minimum grade point average of 3.5 and at least thirty semester hours at Columbia College. Cord colors: green and gold.

### **Sigma Tau Delta**

Sigma Tau Delta is an international English honor society. Active membership is limited to English majors and minors with a B+ (3.5 GPA) or higher average in English classes beyond Composition for classes taken in the Day Program at Columbia College; who rank in the highest 35 percent of their class in general scholarship (with a minimum GPA of 3.0); and who have completed at least three semesters of college work, and specifically 24 semester hours at Columbia College in the Day Program. Please see the current faculty spon-



ser for additional requirements that might apply.  
Cord colors: Cardinal red and black.

### **Sigma Zeta**

A national honor society primarily for science students. Membership is open to students who have earned at least fifteen hours of science and mathematics courses with at least a 3.0 GPA and whose other grades are satisfactory.

### **Tau Upsilon Alpha**

The purpose of Tau Upsilon Alpha National Organization for Human Services Honor Society is to honor academic excellence; to foster lifelong learning, leadership and development; and to promote excellence in service to humanity. Membership is based upon a minimum of 3.25 GPA. Members must be in the upper 35% of their class, have completed 12 hours of Human Services courses at Columbia College, and have a minimum of 52 total semester hours. Cord color: royal blue.

### **Upsilon Pi Epsilon**

A national honor society in computer and information sciences. Membership is limited to students who have completed at least 64 semester hours including CISS 350 or equivalent, have a GPA of at least 3.5 in Computer Science or Computer Information Systems, and rank in the upper third of all students in the major. Cord colors: white and maroon.

## **MUSIC**

### **The Jane Froman Singers (JFS)**

JFS is a choral ensemble that performs a variety of musical styles from various eras and cultures. The Singers perform frequently on and off campus and participate in an annual concert tour. Membership is by audition. JFS can be taken each semester for 3 hours of academic credit.

## **REGISTERED STUDENT ORGANIZATIONS**

Columbia College is proud to offer the opportunity to get involved in over 50 Registered Student Organizations (including Academic Honor Societies). For a comprehensive list of descriptions and regular updates please visit [www.ccis.edu/studentactivities](http://www.ccis.edu/studentactivities).

### **Academic**

Collegiate DECA  
Columbia College Computer Science Club  
Criminal Justice Student Association  
Forensic Science Student Association  
History Club  
Human Services Organization

Math Club  
Mock Trial Association  
Model United Nations  
Philosophy Club  
Psychology Club  
Science Club  
Student Leaders Advocating Teacher Excellence (SLATE)

### **Community Services/Social Action**

Committed and Serving Together  
Environmentally Conscious Organization  
Peace Club  
Student Support Services Partnership (SSSP)  
Student United Way

### **Cultural**

Columbia College Literary Review  
Horizons: Cougars Gay-Straight Alliance  
International Club

### **Performing or Fine Arts**

Art Club  
Columbia College Creative Writing Club  
Elysium Players

### **Political**

Columbia College Democrats  
Columbia College Republicans  
Student Government Association  
Students for Sensible Drug Policy

### **Social**

BACCHUS  
CC Drumline

### **Sports**

The Pride

### **Religious**

Chi Alpha Christian Fellowship  
Crossfire Campus Ministry  
The Outlet

### **Veterans Group**

Columbia College Student Veterans

# Military, Veteran, Dependent and Spouse Education Benefits

Since 1973, Columbia College has been helping military personnel, their family members, and Department of Defense civilians earn college degrees while serving their country. Columbia College awards significant transfer credits based on AARTS, ARNG, SMART, CGI and CCAF transcripts; participates in the Troops to Teachers program; and accepts the GI bill benefits for all veterans. For four consecutive years, Columbia College has been recognized as one of the top 20 military friendly colleges in the nation. Columbia College understands the needs of today's servicemembers, past and present, and supports:

- Adjusting residency requirements for active duty military members and their dependents
- "Withdrawal Excused" (WE) requests for extraordinary circumstances like military deployment, extended periods of temporary duty (TDY), or an unexpected call to active duty, etc.
- Unique scholarship and grant opportunities
- VA and tuition assistance payment deferments

## Ousley Family Veterans Service Center

The Ousley Family Veterans Service Center supports the educational needs and processes for the military, veteran, and dependent student. The mission of the Ousley Family Veterans Service Center is to provide a support network to facilitate the transition of veterans, military service members and dependents to Columbia College and to understand and address their unique student support needs while they are attending Columbia College.

Students planning to use VA Educational Benefits may utilize the center to assist in completing their application and other required Columbia College documents. The Ousley Family Veterans Service Center is located on the second floor of Missouri Hall, Room 226. For additional information contact the Columbia College veterans certifying official, (573) 875-7504, [vacert@ccis.edu](mailto:vacert@ccis.edu) or

visit [www.ccis.edu/military/veterans.asp](http://www.ccis.edu/military/veterans.asp).

## Credit for Military Service

Columbia College accepts American Council on Education (ACE) recommended credit for:

- College-level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education Support (DANTES-DSST)
- Proficiency Examination Program (PEP)
- Excelsior (formerly Regents) Exams/ACT PEP
- Advanced Placement (AP) Exams
- Defense Language Institute Exams
- Army Logistics University
- Defense Acquisition University
- Certification Exams
- United States Armed Forces Institute (USAFI)
- Learning acquired in military life

Additionally, Columbia College:

- Accepts transfer credit from other Servicemember Opportunity Colleges (SOC)
- Accepts transcript credit from Army American Council on Education Registry Transcript Systems (AARTS), the Sailor/Marine American Council on Education Registry Transcript (SMART), and the Coast Guard Institute (CGI)
- Accepts credit from the Community College of the Air Force (CCAF)
- Awards additional elective credit for military experience

For information on additional documents that may be accepted for evaluation or for specific policies concerning the evaluation of documents, contact the Evaluations Department, (573) 875-7658 or visit the following website at <http://www.ccis.edu/offices/evaluations>.

## **Military Scholarships and Financial Aid**

### **ROTC**

Students at Columbia College participate in ROTC through a cooperative program with the University of Missouri by attending regular classes on the Columbia College campus while completing ROTC coursework at the MU campus, just 10 blocks away. This allows students to take advantage of the small class sizes and personal attention Columbia College offers, while pursuing a commission in our Armed Forces. ROTC scholarship recipients are eligible for 100% of basic room charges. Ten awards are available each year. Submit the ROTC scholarship award letter with the Columbia College Financial Assistance Application to the Registration and Financial Services Office. Recipients must reapply annually to receive this award.

### **Colonel Charles McGee Scholarship Fund**

This scholarship is given to Veterans and/or their dependents who wish to attend Columbia College. It is a competitive scholarship that is awarded annually. The scholarship will be available to the general population only if there are no veterans and/or dependents who qualify for the award. For more information, visit the following website at <http://www.ccis.edu/mcgeescholarship>.

### **George H. Ousley, Jr. & Gayleen Ousley Veterans Service Center Endowment**

This scholarship is given to veterans attending Columbia College with first preference given to veterans of the United States Navy. Recipients must be veteran students who have exhausted their federal funding, but have not yet attained their degree. For additional information contact the Columbia College veterans certifying official, (573) 875-7504, [vacert@ccis.edu](mailto:vacert@ccis.edu).

### **VA Educational Benefits**

Columbia College is approved for enrollment certification of students eligible to receive education assistance (GI Bill) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans' education benefit programs. For more information, contact the Columbia College Veterans Certifying Official, (573) 875-7504, [vacert@ccis.edu](mailto:vacert@ccis.edu).

### **Chapter 30 Montgomery GI Bill - Active Duty (MGIB-AD)**

Persons who entered active duty after July 1, 1985, and had their military pay reduced by \$100 per month for 12 months qualify for this program. This is a non-refundable contribution. These persons also must have served a minimum of two years, earned a high school diploma or its equivalent either prior to or during the qualifying enlistment and must have an honorable discharge.

### **Chapter 31 Vocational Rehabilitation Program**

The DVA determines eligibility for this program. This program provides payment of required fees and a monthly allotment.

### **Chapter 32 (Certified as Chapter 30) Veterans Educational Assistance Program (VEAP)**

This program provides benefits to persons who initially entered the service after Dec. 31, 1976, and before July 1, 1985. These persons volunteered to contribute money to the Post-Vietnam Era Veteran Educational Assistance Program. Participants receive monthly payments for the number of months they contributed or for 36 months, whichever is less.

### **Chapter 33, Post 9/11 GI Bill (Post 9/11 Veterans Educational Assistance Act of 2008)**

This program provides benefits for "individuals who have at least 90 days of aggregate service on or after September, 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009." For detailed information on the benefits of this program, please go to [www.gibill.va.gov](http://www.gibill.va.gov).

- **Marine Gunnery Sergeant John David Fry Scholarship**

Children of an active duty member of the Armed Forces who has died in the line of duty on or after September 11, 2001 may be eligible for up to 36 months of Post 9/11 GI Bill benefits.

- **Yellow Ribbon**

Columbia College participates in the Yellow Ribbon GI Bill Education Enhancement Program which allows the College to fund tuition expenses for qualified individuals.

- **Transfer of Post-9/11 GI-Bill Benefits to Dependents (TEB)**

Service members enrolled in the Post-9/11 GI Bill program may transfer unused educational benefits to their spouses or children. An eligible Service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, to include the entire 36 months. For more information on this program visit [https://www.gibill.va.gov/documents/Post-911\\_Transferability.pdf](https://www.gibill.va.gov/documents/Post-911_Transferability.pdf).

### **Chapter 35 Survivors' and Dependents' Educational Assistance Program (DEA)**

This program provides benefits for dependents and spouses of veterans who died or are 100 percent permanently disabled due to service-connected causes.

### **Chapter 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR)**

This program provides benefits for members of the Reserve/National Guard who enlisted, re-enlisted or extended their enlistment for a period of six years after July 1, 1985.

### **Chapter 1607 Reserve Education Assistance Program (REAP)**

This program is for members of a reserve component who serve on active duty on or after Sept. 11, 2001, and who serve at least 90 consecutive days or more. National Guard members also may be eligible. Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. Disabled members who are injured or have an illness or disease incurred or aggravated in the line of duty and are released from active duty before completing 90 consecutive days also are eligible.

## **Veteran's Grant**

Former U.S. military personnel are eligible for this need-based, non-renewable grant. The award provides \$200 for every six months of active service and is worth a maximum of \$800. This is a one-time grant and is not renewable.

## **Military Spouse Opportunities**

- **Spouse Opportunity Grant**

Awarded to spouses of active service-members. It provides tuition for the first

in-seat course taken at Columbia College.

- **The Columbia College Coast Guard Spouse Grant**

Offers a 50% tuition grant for all courses, for a lifetime maximum of \$4,000, for degree seeking students.

- **Military Spouse Tuition Grant**

Provides a 20% tuition grant for all inseat courses for degree-seeking students.

For additional information on military spouse opportunities, visit the website at <http://ccis.edu/military/spouses.asp>.

# ACADEMIC POLICIES, REGULATIONS, AND PROCEDURES

THE RESPONSIBILITY FOR UNDERSTANDING AND MEETING GRADUATION REQUIREMENTS RESTS ENTIRELY WITH THE STUDENT.

## ADVISING

### ACADEMIC ADVISING PHILOSOPHY

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

### ACADEMIC ADVISOR

The College has a carefully planned program of student advising. In addition, individual relationships are maintained between students and instructors in the classroom and through informal conferences. The Director of Advising is the advisor for students during their first year at Columbia College. At the end of their first year, the director assigns them to a faculty advisor in their major.

The advisor assists in planning academic work and in solving general problems during the student's college career. A change in advisor may be made by completing a Change of Advisor Form online via CougarTrack.

While the College provides academic advisement, the responsibility of meeting all degree requirements rests with the student. Students are strongly encouraged to officially declare their majors as soon as possible but no later than the semester in which 48-60 semester hours are scheduled for completion. Students complete a Declaration of Major form via CougarTrack.

## ASSESSMENT

Columbia College assesses student learning outcomes at all key points of the undergraduate experience.

**Pre-matriculation.** Entering student ACT Math subscores are used for math course place-

ment and ACT English subscores are used for English Composition placement. A score of 21 or above on the ACT math subscore or equivalent SAT score is required to place into MATH 150, College Algebra. Entering student ACT subscores (or equivalent SAT scores) are used to place into English Composition courses. A score of 18 or above on the English subscore is required to place into ENGL 111 English Composition I; a score of 30 or above is required to place into ENGL 112 English Composition II.

**General Education.** Achievement of general education learning outcomes is assessed by the ETS Proficiency Profile (ETS PP), administered to seniors during their culminating experience course. A pre-test of the ETS PP is administered during INCC 111, the Freshman Year Experience course.

**Major.** Achievement of outcomes in the major is assessed by the major culminating experience which is noted in bold face in the course descriptions. The instrument of assessment varies from department to department. Many administer the Major Field Test, a standardized test of undergraduate mastery of the discipline.

**Other.** A sample of students is surveyed during odd-numbered years using the ACT Enrolled Student Survey. Alumni are surveyed regularly online.

**Feedback.** Faculty, coordinated by the Academic Assessment Committee, and administrators use data from assessment to improve curricula and pedagogy and to improve the physical learning environment of the College.

## ATTENDANCE AND LACK-OF-EFFORT POLICIES

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



Students are directly responsible to instructors for class attendance and for work missed during an absence for any cause. If absences jeopardize progress in a course, the student's instructor will submit a course Warning Report promptly to the Student Records and Transcripts Office. An instructor may drop such a student from the course; and any drop initiated during the semester or session by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record with a grade of F or W at the discretion of the instructor. Columbia College reserves the right to drop or withdraw students from courses due to lack of attendance. This information may be reported to various government agencies.

Students who will be absent from class due to participation in athletics or a college-sponsored extracurricular activity are responsible for completing all required coursework as stipulated in their course syllabus for each class provided by the instructor. The instructor is the only individual who determines performance standards, evaluates student achievement and determines if and how student absences are calculated and accommodated. Student athletes must meet the conditions of their 'Letter of Intent,' but may participate in conflicting college-sponsored events with their coach's acquiescence. Student participants who are unable to enroll in a day course because of intractable conflicts caused by attendance requirements may be allowed to take the course during the evening or online.

Students are notified if their instructor cannot meet with them during any regularly scheduled class period. In the event that the instructor does not arrive at an appointed class within 15 minutes after the class regularly begins and after representatives of the class have made inquiries in the Office for Academic Affairs, students are excused from the class.

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

## CATALOG CHANGES AND TIME LIMIT FOR COMPLETING DEGREE

No time limit exists for a student to complete a degree. Students have the option of graduating under the degree requirements of the catalog, including general education requirements and courses designated as general education, in

effect at the time of their graduation from the College or in effect at the time of their initial enrollment to the College, provided no more than eight years have elapsed between initial enrollment and graduation. Students enrolled through the Service Members' Opportunity College Program are exempt from the eight-year limitation.

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

## CURRICULUM REQUIREMENTS

Students are required to abide by the curriculum requirements, including course prerequisites, semester hour(s), upper-level/lower-level status, content, etc., based on the current academic year's catalog.

## STUDENT CONDUCT

### General Principles

- **Purpose:** Columbia College has adopted a Student Code of Conduct to protect the rights of students, faculty, staff and the college. This code ensures that the Columbia College learning community is characterized by mutual respect, civility and good citizenship.
- **Inherent Authority:** Columbia College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.
- **Interpretation:** Having voluntarily enrolled in Columbia College, students are presumed to be knowledgeable of and remain in compliance of all rules and regulations of the Student Code of Conduct, both on-campus and off-campus. The Code of Conduct is not a criminal code; it should be read broadly and is not designed to define misconduct in exhaustive terms.
- **Proceedings:** Disciplinary proceedings conducted in relation to the Code of Conduct shall be informal, fair, and expeditious. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.
- **Jurisdiction:** Students may be disciplined for conduct which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the college. These sanctions apply

whether or not such conduct occurs on campus, off campus, at college-sponsored or non-college-sponsored events.

## Student Code of Conduct

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

1. Treat all members of the community with courtesy, respect and dignity.
2. Comply with directions of college officials acting in the performance of their duties.
3. Treat the campus itself including buildings, grounds and furnishings with respect.
4. Respect the rights and property of other members of the community.
5. Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
6. Accept responsibility for and the consequences of their actions and encourage responsible conduct in others.
7. Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
8. Abide by all published policies, including but not limited to, those that appear in the Columbia College catalog, student handbook, Residential Life Handbook, Code for Computer Users and class syllabi.
9. Refrain from tampering with fire safety equipment in college buildings and on campus grounds.
10. Have no firearms, weapons or any other item designed to inflict harm or damage on campus. Sworn law enforcement and military officials possessing firearms while on duty may be exempt.
11. Behave in a manner that does not intentionally or recklessly interfere with normal college sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, police or emergency services.
12. Refrain from behavior that intentionally or recklessly endangers, threatens or causes physical or emotional harm to any person, or that intentionally or recklessly causes

reasonable apprehension of such harm.

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

## Academic Misconduct Procedures

### Academic Integrity

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

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

### Procedures

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

1. The faculty member who, upon investigation, suspects academic misconduct will, if possible, confer with the student suspected.
  - a. If the faculty member determines the student is not responsible for engaging in academic misconduct, the matter will be dropped.

- b. If the faculty member determines the unacceptable behavior was unintentional, the violation will be explained and an alternative penalty will be imposed at the discretion of the investigating faculty member. The dean for Academic Affairs and the dean for Student Affairs must be notified in writing of the incident and the outcome.
  - c. If the student admits responsibility for academic misconduct, or if the faculty member determines there was intentional unacceptable behavior, the faculty member may impose the penalty stated in the course syllabus. In the absence of a penalty stated in the syllabus, the penalty will be a grade of F on that activity, which will be factored into the final grade. The dean for Academic Affairs and the dean for Student Affairs must be notified in writing of the incident and the action taken. *\*The faculty member and/ or dean for Academic Affairs or dean for Student Affairs can elect to also pursue behavioral misconduct consequences for the academic misconduct by referring the matter to the Student Affairs office for adjudication.*
2. A student wishing to challenge or appeal the accusation of academic misconduct should seek the counsel of the department chair. The dean for Academic Affairs must be notified of the results of this informal disposition.
  3. If either the student or the faculty member is not satisfied with the informal disposition, he/she may request a formal hearing. The individual must initiate the hearing procedure by filing an appeal request with the dean for Academic Affairs within three (3) school days after the informal disposition meeting. The written request will be forwarded to the dean for Academic Affairs and the dean for Student Affairs.
  4. The dean for Academic Affairs and the dean for Student Affairs will review the request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the decision. All parties involved will be notified. Generally, most incidents of academic dishonesty, such as plagiarism,

cheating and grade appeals will be resolved through processes governed by Academic Affairs. Most incidents of personal conduct related allegations, such as disorderly classroom conduct, will be resolved through processes governed by Student Affairs.

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

### **Behavioral Misconduct Procedures**

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

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

### **Overview of the Discipline Process**

- Complaint is filed or report is received.
- Student receives written notice of alleged violations.
- An investigation is conducted into the alleged violations.
- A hearing is scheduled if necessary and held.
- If a respondent is found responsible for violation of policy, sanctions are issued.
- The respondent will receive written notice of the outcome of the hearing.
- The complainant or respondent may appeal the outcome of a conduct hearing.

**Procedures:**

Generally, allegations regarding a student's personal conduct will be adjudicated through processes governed by the Division of Student Affairs.

1. The assistant dean for Student Affairs or another appropriate college official will investigate the situation and review it with the student. If it is determined that no violation occurred, then the matter will be dropped. If the student admits responsibility or the assistant dean for Student Affairs determines there was a violation, college disciplinary action will ensue. If a student fails to respond to the conduct officers request within the timeline provided then the case will be heard without the benefit of the students input. The student will be notified in writing of the finding of fact and the disciplinary sanction recommended by the assistant dean for Student Affairs. A student's entire record of both academic misconduct and behavioral misconduct may be considered in determining appropriate sanctions.
2. If facing disciplinary action, the student has the right to accept the assistant dean's finding of fact and recommended sanction, at which time the matter is closed; or the student may appeal to the dean for Student Affairs for a review of the finding of fact and/or the recommended sanction.
3. To initiate an appeal, the student must file an appeal request with the dean for Student Affairs within three (3) business days of the informal disposition meeting with the assistant dean for Student Affairs. The dean for Student Affairs will review the request and determine if there are sufficient grounds for appeal and if evidence submitted warrants reconsideration of the decision. All parties will be notified.
4. If a decision is made to reconsider, a Campus Review Board will be assembled to adjudicate the matter. Decisions made by the Campus Appeals Board are final.

**General Guidelines for Student Appeals**

1. Students have a right to a fair and impartial hearing of their case. Fundamental fairness includes written notice of the violation and disciplinary action. Students also have a right to speak in their own

defense and present substantiating evidence and testimony.

2. Students may appeal on the grounds of their innocence or the inappropriateness of the disciplinary action assigned. Appeals may not be made against the college's accepted standards of conduct or established policies, rules and regulations.
3. Students are encouraged to consult with a member of the counseling staff, a member of the Student Affairs staff or a faculty member of the college in deciding whether to appeal.
4. Students must assume the responsibility for the development of their case. Students have the right to consultation before and during the hearing with a member of the college community willing to provide support and advice and approved by the chairperson of the committee.
5. It is recognized that the hearing is not based upon the strict rules of law and evidence found in a court of law. The hearing will be conducted in a fair and impartial manner and decisions will be based on the evidence presented.

**Campus Review Board**

The board is composed of faculty members, staff members and students. Its purpose is to ensure due process for students involved in conduct-related offenses, grade appeals or academic dishonesty, and also to uphold the rules of the institution. Procedures for academic related appeals boards are maintained by Academic Affairs and for behavioral related appeals boards are maintained by Student Affairs. Cases involving violations of the student code of conduct may be assigned to the Campus Review Board from the outset of a case by the dean for Student Affairs or designee.



## Definitions of Disciplinary Terms

### DISCIPLINARY WARNING

Written and/or verbal notice to a student for violation of a campus rule or regulation.

### RESTITUTION

Reimbursement for actual damage or loss caused by violations to the student code of conduct.

### EDUCATIONAL SANCTIONS

Educational sanctions could be an activity, meeting, writing assignment, community service project, letter of apology or other experiential educational activity that a student may be assigned to complete as part of the adjudication of a violation of the student code of conduct. Conditions may be specific for the completion of the assignment and will be assigned by the conduct hearing officer. Reasonable suspicion of violations involving drug use may require the student to participate in scheduled or random drug screenings. All costs associated with the drug screenings will be the responsibility of the student.

### DISCIPLINARY LIMITATION

In some cases a violation of the student code of conduct could result in a student being restricted from participating in certain campus events, student organizations or entering certain campus facilities.

### DISCIPLINARY PROBATION

A student is placed on campus probation for a specified time period. Students holding campus leadership positions who are placed on campus probation may also be removed from that position if recommended by the sanctioning body/conduct officer.

Campus probation may carry over into subsequent semesters and academic years. As a part of the probationary status, conditions to a student's probation may be established (i.e. restitution, community service, required assessments, etc.)

A student who violates additional campus policies while on campus probation will likely appear before a conduct officer/Campus Review Board and will face a full range of disciplinary actions including suspension or dismissal.

### DISCIPLINARY SUSPENSION

A disciplinary suspension results in the separation of a student from the college for a specified time period, usually no more than two years. Other conditions can also be stipulated for a student's readmission. Suspension applies to all programs, unless otherwise noted. After the suspension period has been

served, the student should contact the dean for Student Affairs for directions regarding the possibility of re-enrollment. A student returning from a disciplinary suspension is placed on disciplinary probation for one year.

### DISCIPLINARY DISMISSAL

A disciplinary dismissal results in the permanent separation of a student from the college. Dismissal applies to all programs and campuses.

### INTERIM SUSPENSION

The dean for Student Affairs or designee may suspend a student for an interim period pending the outcome of disciplinary proceedings or resolution of health-related concerns. An interim suspension will become immediately effective without prior notice whenever there is evidence that the continued presence of the student in the college community poses a substantial threat to others, or the stability and continuance of normal college functioning.

A student suspended on an interim basis shall be given an opportunity to appear before the dean for Student Affairs or designee within two working days from the effective date of the interim suspension in order to discuss the following issues:

1. The reliability of the information concerning the student's conduct and/or condition.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student in the college community poses a substantial threat to him or herself or others, or the stability and continuance of normal college functions.

An interim suspension period can last until final adjudication of the matter through the normal college disciplinary procedures.

## CREDIT AND TESTING

### ACT RESIDUAL

The ACT Residual is offered periodically throughout the year. Registration is required. Scores are not reported outside Columbia College. The cost is \$30.00.

### ADVANCED PLACEMENT

Columbia College offers equivalency credit in semester hours for Advanced Placement tests (AP). A score of 3 or above is acceptable. AP credit in English meets the College's requirement for ENGL 111.



**CLEP**

Columbia College offers equivalency credit in semester hours for College Level Examination Program (CLEP) tests. Credit for CLEP subject and general exams is awarded if the score is at or above the minimum score recommended by the American Council on Education. This score is set at the mean score achieved by students who earned a C in the respective course.

Official test score reports are submitted to the Evaluations Department for validation of academic credit. If tests were completed more than twenty years prior to submission for evaluation, score reports will not be available. Students may contact their advisor for more information about submitting CLEP test results from other institutions for evaluation by Columbia College if the results from CLEP are not available.

Students may choose to re-take the tests after a six month waiting period. Waiver of the waiting period cannot be submitted to the Test Administrator until ninety days have elapsed since the last exam completion.

All credit completed by examination and accepted in transfer is recorded in semester hours. Registration is available online for CLEP exams by visiting [www.ccis.edu/testing](http://www.ccis.edu/testing) and selecting the CLEP link.

**CORRESPONDENCE CREDIT**

Correspondence credit is accepted if recorded on an official transcript from another regionally accredited college or university.

**CREDIT FOR PRIOR LEARNING (Also See “Professional Designations,” Below)**

Many students who participate in learning experiences outside the classroom wish to earn college credit for their work. Columbia College offers a number of ways students may earn such credit. CLEP tests and ACE credit are the preferred means because they require a theory-base for awarding credit and they have national norms/criteria or both. If neither of the above credit-awarding methods are an option, Columbia College awards credit for prior learning (CPL).

Before applying for CPL credits, students must have completed 12 hours of Columbia College credit. Students also must have completed ENGL 111 and ENGL 112 or their equivalent with a grade of C or better. These credits, if taken at Columbia College, may be included in the 12-hour requirement.

CPL credit that is equivalent to Columbia College coursework is generally applicable to degree requirements. A maximum of 15 semester hours of CPL credit can be awarded. CPL is not awarded where college credit in a similar course has been earned. CPL credit does not count toward Columbia College residency.

**Courses for which CPL is available:****Art**

- ARTS 120 Drawing I
- ARTS 130 Painting I
- ARTS 150 Creative Photography I
- ARTS 211 Watercolor I
- ARTS 216 Graphic Design I
- ARTS 262 Printmaking I
- ARTS 302 Illustration I

**Business Administration**

- MGMT 152 Business Mathematics
- MGMT 330 Principles of Management
- MGMT 341 Small Business Management
- MKTG 352 Personal Selling and Sales Management

**Computer and Mathematical Sciences**

- CISS 234 Visual Basic
- CISS 236 COBOL Programming
- CISS 238 Java Programming
- CISS 240 Introduction to Programming
- CISS 241 Programming I
- CISS 242 Programming II
- CISS 243 Programming III
- CISS 245 Advanced Programming
- CISS 274 Introduction to Internet Technology and Electronic Commerce
- CISS 280 Systems Analysis and Design I
- CISS 285 Structured Systems Analysis and Design
- CISS 320 Systems Analysis and Design II
- CISS 325 Systems Analysis, Design and Implementation Projects
- CISS 365 Project Management

**Criminal Justice Administration and Human Services**

- CJAD 201 Criminal Investigation
- CJAD 203 Crime Scene Investigation
- CJAD 303 Crime Scene Photography
- CJAD 306 Military Justice System
- CJAD 351 Community Based Corrections
- MSCJ 561 Crisis Intervention

**Education**

- EDUC 100 Introduction to Education
- EDUC 420 Student Teaching in the

	Elementary School
EDUC 422	Student Teaching in the Secondary School
EDUC 424	Student Teaching in the Middle School
EDUC 426	Student Teaching in Special Education
EDUC 498	Student Teaching for Para- professionals
EDUC 698	Graduate Student Teaching

### Nursing

NURS 209	Introduction to Nursing
NURS 210	Fundamentals of Nursing

### Physical and Biological Sciences

BIOL 230	Medical Terminology
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### CPL is evaluated using the following criteria:

- It has general applicability outside the specific situation in which it was acquired;
- It articulates theories, principles and general techniques;
- It has both a theoretical and practical understanding of the subject area;
- It may be assessed by a faculty expert;
- It is of college-level quality as determined by the faculty expert;
- It meets specific course objectives or competencies and has a relationship to degree aspirations or educational goals.
- The knowledge or skill represented as learning is current with that expected in the classroom/ employment situation; and
- The level of confidence equals or exceeds what would normally be considered a C level of performance in the classroom.

Students seeking CPL must submit a portfolio of relevant information that describes the learning acquired in a specific course area. Portfolio contents are described below. Students must have adequate writing skills (ENGL 111 and ENGL 112 are prerequisites). An evaluation assessment fee of \$75 per semester hour is required for each course submitted for review. This fee is payable upon submission of the portfolio.

No additional fees are assessed if credit is awarded. Each portfolio is assessed by a full-time faculty member in the corresponding subject. If the faculty member determines that the knowledge of the subject is college-level and equal to a grade of C or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit. If the faculty member

decides more information is needed to make a recommendation, the student will be asked to submit additional evidence.

Send the portfolio to the Assistant Dean for the Adult Higher Education Division, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Attach to the portfolio a check or money order for the assessment fee. Anticipate 60 to 90 days for the evaluation process to be completed. Students will be notified of the evaluation outcome and credit, if awarded, will be posted to the transcript at no additional charge.

### EXCELSIOR EXAMS

Columbia College awards credit for Excelsior Exams (formerly ACT Pep/Regents Exams); official transcripts must be submitted for evaluation and credit is awarded if the score is at or above the minimum acceptable score. Additional information can be obtained on the Evaluations Department website.

### INTERNATIONAL BACCALAUREATE

Columbia College accepts credit from successfully completed International Baccalaureate (IB) coursework. Course equivalencies and transfer credit awards vary by subject and International Baccalaureate course level (standard/higher).

Students who have *completed* the International Baccalaureate diploma, completed higher-level (HL) courses with a score of four or better, and standard-level (SL) courses with a score of five or better are eligible to receive a minimum of 24 hours of transfer credit.

Students who have *not completed* the International Baccalaureate diploma, but who have completed higher-level courses with a score of five or better, will be granted equivalency credit on a course-by-course basis. Specific course equivalencies are available on the Evaluations Department website.

### TRANSCRIPTS/CREDIT DOCUMENTS

- The applicant must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.
- An official transcript from each college and university attended must be sent to the Evaluations Department before transfer of

credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Evaluations Department. Transcripts marked “unofficial” or “student copy” will not be considered official even if delivered in a sealed envelope from the institution. Faxed transcripts are not considered official.

- The Admissions Office, advisors and the Nationwide campuses may review or advise applicants from unofficial transcripts/credit documents as they deem appropriate and necessary. Academic credit from all sources must be received by the Evaluations Department before an evaluation will be completed and must be validated by the Evaluations Department before such credit is considered official and made part of the student’s Columbia College academic record. Credit will not be evaluated for one institution from another institution’s transcript.
- AARTS, CGI, National Guard and SMARTS transcripts will be evaluated for military experience as well as CLEP, Excelsior and DANTES examinations.
- Appeals may be made for an exception to the requirement that all transcripts/credit documents must be submitted prior to evaluation. The appeal should be made in writing, and submitted to the Admissions Office along with the other application materials. The Admissions Office will forward the appeal to the Evaluations Department which coordinates its processing with the Assistant Vice President, Enrollment Management. Evaluations will relay the response to the Admissions Office, who will inform the applicant of the decision. For Nationwide Campuses and Online applicants, the appeal should be made in writing and submitted to the AHE and Online campuses. The campus will forward the appeal to the Evaluations Department, which coordinates its processing with the Assistant Vice President, Enrollment Management. Evaluations will relay the response to the campus, who will inform the applicant of the decision.
- An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. The appeal is only for having all the documents submitted prior to the initial evaluation; if the appeal is approved the document is still required and must be received prior to the start of the next term of enrollment. A registration restriction will be placed on the applicant barring enrollment without the required document. A waiver/disclaimer statement must also be signed by the applicant indicating understanding of responsibility for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, advising, academic level, financial aid and VA.
- Appeals will not be approved nor exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay transcript fees.
- Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or other records catastrophe may include a letter from the institution or the Department of Education for the state where the school is located, indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process. If a previous institution is not currently and has never been accredited by one of the accrediting bodies recognized by Columbia College, then the appeal may be made directly to the Evaluations Department via the Admissions Office or the extended campus. Evaluations will confirm accreditation status and approve or deny request to evaluate without the transcript.
- Applicants are required to submit all military documentation and civilian training certificates for evaluation. Exceptions to this requirement may be made in cases of rare extenuating circumstances, and at the written request of the student. By requesting an evaluation without these documents, applicants accept responsibility for any consequences incurred as a result.
- Once a document has been submitted to Columbia College it becomes the property of the institution. Neither the original nor a copy will be given to the applicant.

## PROFESSIONAL DESIGNATIONS

The field of financial services which includes financial planning, investments, real estate, and insurance lends itself well to the recognition of credit for professional license. Students who have earned the following professional designations will be awarded credit as follows:

<b>Professional Designation:</b>	<b>Columbia College Equivalent:</b>
Certified Financial Planner (CFP)	FINC 298 & FINC 354
Chartered Financial Consultant (ChFC)	FINC 298 & FINC 354
Chartered Life Underwriter (CLU)	FINC 295
Chartered Property & Casualty Underwriter (CPCU)	FINC 295
Licensed Practical Nurse (LPN)	SOCI 111, ELEC 144, BIOL 444* (*Credit awarded for students not pursuing an AS in Nursing degree)
State Real Estate Salesperson's or Broker's License	FINC 397
NASD General Securities Representative (Series 7)	FINC 354

Individuals who currently hold a professional designation/license can receive credit for the above courses as indicated upon submission of a statement of designation/license renewal from the appropriate professional regulatory organization. Designations/licenses must be active at the time credit is sought.

LPNs must present a copy of their license in order to receive credit, pass the HESI Fundamentals of Nursing Proficiency Exam with a score of 75% or higher, and successfully complete a clinical skills assessment conducted by Nursing Department faculty.

## EVALUATION OF ACADEMIC TRANSFER CREDIT

Columbia College students who have attended other institutions prior to enrollment are considered transfer students. Generally, full credit is given for work completed with a C grade or higher received from a regionally accredited college or university, provided the courses are comparable to courses listed in the Columbia College catalog.

**General education waiver policy:** An approved Associate in Arts, Associate in Science, Bachelor of Arts or Bachelor of Science degree from an approved accrediting body completed prior to enrollment with Columbia College will be accepted in transfer as fulfilling the Columbia College bachelor's degree general education requirements. Columbia College associate

degrees are not eligible for general education waivers. The approved accrediting bodies regarding all degrees listed above include, but are not limited to, the following: MSA, NCA-HLC, NEASC-CIHE, SACS-CC, WASC-JR and WASC-SR. BA and BS degrees granted by institutions accredited by ACICS are also acceptable for this policy.

The Evaluations Department at Columbia College determines if the degree is "approved" and "transferable." Prior to an official evaluation, there is no guarantee of a general education waiver.

**General education alternate associate transfer policy:** Any associate degree completed at an institution that holds accreditation approved by Columbia College follows the alternate associate transfer policy. The alternate policy acknowledges associate degrees from regionally accredited institutions that meet these criteria:

- The degree was completed prior to enrollment with Columbia College
- The equivalents of ENGL-111 and ENGL-112 were completed with a grade of "C" or better
- 33 hours of general education course work (as defined by Columbia College)
- Humanities general education course(s)
- Social and behavioral sciences general education course(s)
- Mathematics/science general education course(s).

If students have not earned an associate or bachelor's degree prior to enrollment with Columbia College, general education requirements must be completed even if the previous school's general education requirements were met. Requirements are evaluated on a course-by-course basis.

To obtain credit, students submit official transcripts from each college or university attended at the time for application for admission. An official transcript is one sent directly from the institution attended to Columbia College, and bears an official seal of the institution and signature of the Registrar. Students are required to identify all post-secondary institutions attended. Failure to do so may result in denial of admission.

Columbia College accepts credit transferred at the level granted by the transferring institution. Courses transferred from two-year institutions are



not accepted for upper-level credit, even if a direct equivalency to an upper level course is made. Upper level coursework from a transferring institution does not lose its upper level value even if a direct equivalency is made to a Columbia College lower level course.

Graduate level coursework may not be transferred to Columbia College for undergraduate credit. However, up to nine hours of graduate-level course work may be granted to Columbia College graduate students. Please see the Graduate Catalog for more information.

Courses at other institutions that may be completed for undergraduate or graduate credit will be reviewed on an individual basis. If the student was an undergraduate at the time of completion, the course may be accepted in transfer as undergraduate credit. If the student completed a baccalaureate degree prior to the course, it will not be accepted as undergraduate credit, and the above listed process for graduate credit will apply. For additional information, see the Evaluations Department website.

## **MILITARY CREDIT**

### **DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DSST)**

Semester hour credit is awarded for passing DSST exam scores as recommended by ACE. Official exam records must be sent to the Evaluations Department for evaluation.

### **MILITARY SERVICE**

Columbia College awards credit for military training and experience based on ACE credit recommendations in conjunction with SOC DNS guidelines. Columbia College requires submission of official military transcripts for awarding transfer credit. Acceptable military transcripts include: AARTS, SMART, CGI, CCAF, and JST. Other documents may be accepted on a case by case basis. Please contact the Evaluations Department with specific questions about this policy.

## **INSTITUTIONAL CREDIT**

Institutional credit refers to credits earned through Columbia College.

For Associate in Arts and Associate in Science degrees, 15 of the last 24 semester hours of coursework must be completed with Columbia

College. For the baccalaureate degree, 24 of the last 36 semester hours of coursework must be completed with the college.

## **COUGARTRACK**

CougarTrack will allow students access to CougarMail (the official means of communication for the college) and to their Columbia College records via the internet. Students may view their Columbia College transcripts, grades, student schedules, and more. Enrollment processes, to include registration and adding and dropping classes, are also available through CougarTrack. Once students have completed an enrollment process online they receive an email confirmation of their activity; they should review it carefully for accuracy. If there are any errors or questions they should contact the Student Records and Transcripts Office at (573) 875-7526.

## **FINAL EXAMINATION POLICY**

Students in the Day Program are expected to complete all final exams according to the final exam schedule, but are not expected to take more than two exams in one day. Students who are scheduled for three or more exams in one day and who wish to change their schedule should coordinate their final examination schedule with their instructors.

## **GOOD ACADEMIC STANDING**

In order to be in good academic standing a student cannot be on academic probation, academic continued probation, academic suspension or dismissal.

## **GRADING SYSTEM**

Academic progress is reported twice each semester, at mid-semester and at the semester's end. Mid-term grade reports are available for all 100- and 200-level courses to Day students only.

## **GRADES AND NOTATIONS**

- A..... Excellent
- B..... Superior
- C..... Satisfactory
- D..... Inferior
- F..... Failing
- I..... Incomplete: Unfinished work to be completed without further class attendance.
- N..... Audit: Did not complete course.
- S/U..... Satisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen
- U..... Unsatisfactory. An option that can be



used as a grade for MATH 104, MATH 106, and ESOL 101, 102, 103, 104, 105, ENGL 107 and ENGL 107N.

W ..... Withdraw

WE ..... Excused from the course for extraordinary circumstances.\*

Y ..... Audit: Completed course. No official credit recorded on transcript.

**\* Extraordinary Circumstances**

Generally, this phrase is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, certain changes in the student's employment, and mental or physical illness befalling the student or a member of his/her immediate family). **All classes currently enrolled in must be included in the WE request.**

**APPEALS**

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

1. Discuss the problem with the faculty member (instructor) involved.
2. If not satisfied with that faculty member's explanation, seek mediation from the department chair.
3. Failing resolution of the problem, student makes an appeal to the Dean for Academic Affairs (DAA) by requesting a grade appeal hearing with the Campus Hearing Board. This request is filed in writing with the DAA within 60 calendar days after grades have been issued by the Registrar. The DAA may inform the student that materials submitted do not support the request for change in grade and/or forward the appeal to the Campus Hearing Board. The decision of the Campus Hearing Board is final. The chair of the Campus Hearing Board communicates this decision in writing to the student, the DAA, the Dean for Student Affairs, and any other parties involved in the appeal. If a change in grade or academic standing results, the chair of the Campus Hearing Board notifies the Registrar of the new grade or change in standing.
4. In the event that new evidence becomes available, a request may be made in writing to the DAA, who determines whether the appeal is to be reconsidered. If a question arises regarding procedural correctness or impartiality, the issue may be brought to the DAA who has the final authority in passing judgment on such matters.

5. Operating procedures for Campus Hearing Boards are available in the offices of Academic Affairs and Student Services Division.

**AUDIT**

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

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

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

**GRADE POINT AVERAGE (GPA)**

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

For example, if a student completes the following 16 credit hours in a semester, his or her GPA would be calculated as follows:

Course	Credit hours	Grade	Quality Points	Total
English Composition	3	B	6	9
Biology	5	C	5	10
American History	3	B	6	9
Introduction to Business	3	A	12	12
Art and Ideas	2	A	8	8
	<b>16</b>			<b>48</b>

Divide the total number of quality points earned (48) by the total number of credit hours attempted (16). The GPA for that semester is 3.0 (B).

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

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

## CHANGES OF GRADE

A change in grade may be made when a computational error has been made by the instructor or when a processing error has been made. Request for a grade change is honored only when approved by the Dean for Academic Affairs.

## CLASSIFICATION

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

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

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

## DIRECTED STUDY

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

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

This contract defines the title of the study, the learning objectives, resources to be used, evalua-

tion methods to be employed and other academic information. The proposal must be completed on the college form that is available in the Registration and Financial Services Office.

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

## INCOMPLETE COURSEWORK

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

If a student receives an Incomplete, he/she must complete all work by the end of the following semester (or by the end of two eight-week sessions) unless the instructor requires a shorter completion date. Extensions beyond one semester completion time must be granted in writing by the instructor. Subsequent extensions must be approved by the Dean for Academic Affairs. The student is responsible for this deadline. Incompletes that are not finished are to be permanently recorded by the instructor as I or any other grade.

When incomplete work in a course is completed, the instructor is responsible for reporting the letter grade that replaces the I on the student's permanent record to Student Records and Transcripts.

## PASS/FAIL

Students may elect to take one course per semester on a pass/fail basis. These may not be courses in the declared major. (Exception: Honors projects in the major may be taken pass/fail.) Certain courses, by program definition, are always taken on a Satisfactory/Unsatisfactory basis. Students may take one additional course per semester on a pass/ fail basis if they are enrolled in a course only offered on a satisfactory/unsatisfactory

basis. To receive a grade of S, work must equal the work of other students who earn an A, B, or C. Further details are available from the Director of Advising.

Students should designate at the time of registration that they wish to take a course pass/fail. Each term, students enrolling in a course pass/fail may change from pass/fail to the standard grading system (A, B, C, D, or F) or from the standard grading system to pass/fail up to the end of the first quarter (usually 4 weeks for a semester, 2 weeks for an eight-week session) of that term. Courses taken on a pass/fail basis are not considered when determining Dean's List eligibility.

## REPEATING A COURSE

Most Columbia College courses may be repeated at Columbia College in an attempt to improve the grade. The grade earned the second time the course is taken is used to determine grade-point average, and the first grade is identified as R (Repeat) on the transcript. The first grade is not included in total hours attempted or the grade-point average. In all cases, the second grade is the one that is recorded. No duplicate credit is given.

Some courses may be taken multiple times for credit i.e., MUSI 160/360 Jane Froman Singers. Each enrollment adds hours and impacts the grade-point average. Further details are available from the Director of Advising. Students who use federal financial aid assistance must check with the Registration and Financial Services Office to determine financial liability when repeating a course. A course repeated in transfer will not cause a grade change or a notation of R in a Columbia College course. In most cases, the transfer course will not be accepted as it will be considered a duplication of coursework. If both courses are needed on the record for a specifically approved reason (For example, ENGL 111 completed with Columbia College with a grade of D and repeated in transfer with a grade of C) then it will result in an increase in overall needed hours for degree completion as well as an increase in residency hours needed.

Once a baccalaureate degree has been awarded the degree GPA is frozen. Subsequent coursework and grades will not be calculated as part of the initial degree GPA. Coursework completed as part of the initial degree may be repeated but the subsequent grade will not replace the initial grade. Both courses and grades will be reflected on the record and both will be calculated into the overall Columbia College GPA. Coursework which repeats

credit applied toward an initial degree does not count towards the required 24 additional hours in residence for a subsequent degree.

## CANDIDACY FOR DEGREE

In order to graduate, you must submit a Declaration of Candidacy for Degree form, which can be found under the "Academics" drop-down, on the top links bar of your CougarTrack account. Declaration of candidacy for degree must occur no later than one session prior to the last session of enrollment.

File the form by the early spring if you anticipate an October or December degree completion date. File the form by early fall if you anticipate a March, May or July degree completion date. You may not declare candidacy for degree earlier than one year prior to your anticipated degree completion term. The graduation processing fee will be automatically charged to your account (\$75 undergraduate candidates; \$120 master's candidates).

Submission of the Declaration of Candidacy for Degree form indicates your request for approval to graduate; submission alone does not guarantee approval. Your advisor will notify you of the results of your request approximately four weeks from the day you submit your declaration of candidacy.

## MAIN CAMPUS COMMENCEMENT CEREMONY PARTICIPATION

In order to participate in a commencement ceremony, you must be approved to graduate (see above: Candidacy for Degree), and submit an Application for Commencement Ceremony form prior to the application deadline for your chosen commencement ceremony. The form is located in the "Academics" drop-down, on the top links bar of your CougarTrack account. The Application for Commencement Ceremony form is also available within the Declaration of Candidacy for Degree form, which you can access by answering "yes" to the question posed to you by the form: "Would you like to order your cap and gown now?" There are no fees associated with the Application for Commencement Ceremony.

Students must be approved to graduate in order to participate in a commencement ceremony. Candidates who wish to participate in commencement ceremonies prior to their anticipated graduation dates may do so if they are within one semester of degree completion. These candidates will

not be eligible for the President's Award as it is based on a final cumulative GPA of 4.0, which cannot be determined prior to degree completion.

In order to participate in a commencement ceremony after its application deadline has passed or if you do not meet the eligibility requirements, a letter of appeal must be submitted to the Evaluations Department. The appeal will be coordinated with the Dean for Academic Affairs, and the Evaluations Department will notify you of the results.

## VIRTUAL COMMENCEMENT

While not all students are able to participate in a physical commencement ceremony, everyone is able to participate in Columbia College's Virtual Commencement Ceremony. The virtual commencement website allows graduates and their family and friends, who may have been unable to attend a ceremony, the opportunity to share in this momentous event.

The virtual commencement ceremony contains a message from the President of Columbia College, the President of the Alumni Association, a commencement address, reading of graduate names and a view of a diploma for each. In addition, guests can view graduate profiles and sign the guestbook to offer congratulations.

## GRADUATION REQUIREMENTS see "CATALOG CHANGES"

### INTERNSHIPS

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

As learning experiences, internships are coordinated by faculty working in conjunction with a designated supervisor in the agency or organization. A formal contract is developed in cooperation with the student, the faculty member, and the agency supervisor. This contract defines the nature and objectives of the learning experience and the responsibilities of each party involved. Specific requirements vary with the academic programs and agencies involved.

Internships are available in the junior or senior academic years. Two course numbers are assigned for internships: 399 and 499. Students

enroll for credit during the term in which they undertake the internship. They may enroll for credit up to a maximum of 12 semester hours at each level; however, some departments may limit the number of hours for internship (refer to Course Descriptions for additional information on hours limitation). Some programs require a cumulative GPA of 3.0 or higher for enrollment in internships.

Students are expected to work in an agency or organization for a minimum of 45 clock hours for every semester hour for which they enroll. In other words, if a student enrolls for an internship worth 9 semester hours, the student is expected to work 405 clock hours during the term in which enrollment takes place.

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

### OVERLOAD

Students are charged an overload fee calculated from their semester enrollment status for hours above the eighteen-hour maximum. An overload of no more than three semester hours may be allowed in a semester with special permission from the Director of Advising. Students requesting an overload must have a minimum cumulative grade point average of 3.0. Exceptions to the overload tuition fee are overloads resulting from choir, resident-assistant class for one credit, ROTC and college-sponsored activities. The fee for three hours of overload credit is waived for students with a cumulative grade-point average of 3.75 or higher only if such students have accumulated at least 30 semester hours from Columbia College.

## PROBATION, SUSPENSION, DISMISSAL, AND READMISSION PROBATION

Students are placed on academic probation and may be suspended or dismissed if they fail to maintain the following cumulative GPA standards by the time they have attempted or completed the



indicated number of hours, including hours accepted in transfer:

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

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

If students are placed on academic probation, they may not hold appointed or elected offices in any student organization, they may not participate in intercollegiate athletic competition and they may not carry an overload.

If students are placed on academic probation, they must earn sufficient quality points during their probation term to bring the GPA to the standards stated above. If they fail to do so, they are suspended for the following regular academic term(s) (the next fall or spring semester or the next two evening sessions). Day students may not serve a suspension during summer session.

## SUSPENSION

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

Academically suspended students may be reviewed for readmission to Columbia College after an absence of one semester or two sessions.

## DISMISSAL

Students may be dismissed from Columbia

College if they are granted readmittance after their suspension and fail to achieve a satisfactory cumulative grade-point average in the next term (semester or session).

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

## READMISSION

Students must write a letter of appeal to the Dean for Academic Affairs (DAA) and apply to the Admissions Office for readmission to the College after a suspension or dismissal period is completed. The DAA reviews the student record and makes a decision regarding eligibility to return, and establishes conditions of return. Readmission to the College is not automatic and does not establish student eligibility for financial aid.

## NON-DEGREE SEEKING STUDENTS

Non-Degree seeking students must be in good academic standing in order to be eligible to re-enroll as a non-degree seeking student. Students who do not maintain this standard may be subject to probation or suspension.

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

## REGISTRATION POLICIES

A student who registers in a Day class has all other semester hours registered during that 16 week period classified as Day semester hours, regardless of the Program (Evening, Online or Nationwide) in which the semester hours are taken. All hours, regardless of course venue, are charged at the Day Campus rate for the total hours registered.

Students register for courses prior to the beginning of each semester. If they are unable to register during the regular period, they may register late, upon payment of a late-registration fee. No registration is accepted after the first week of classes.

Columbia College policy allows day students to enroll for a full-time course load of up to 18 semester hours of credit in any one semester. A semester is defined as the sixteen-week term beginning in August and ending in December or the sixteen-week term beginning in January and ending in April or May. Semester hours are based on the number of hours per week students attend classes. A three semester hour course, for



instance, requires students to go to classes approximately three hours a week for the entire semester. Semester enrollment status is calculated by adding all hours (day, evening, and Online education) for which students are properly registered.

## REGISTRATION PROCESSES

Day students must meet with their advisor to choose an appropriate schedule of classes prior to registration. Prerequisites and other eligibility criteria, as listed in the catalog, are required. It is the student's responsibility to ensure that all prerequisites have been met prior to enrolling and if eligibility criteria have not been met, they will be unable to register for the course. Students who are behind in payment for the current or previous term will be blocked from registering until their account is cleared.

Students may register through CougarTrack or by visiting the Registration and Financial Services Office located in Missouri Hall. Students without full financial aid are required to set up a payment plan or pay in full at the time of registration. Payment in full or the first deferred payment must be paid by August 1 (Fall semester) or January 1 (Spring semester). Failure to make this payment will result in the student's schedule and on-campus housing being cancelled.

## CANCELLATION OF REGISTRATION

Students may cancel registration any time through the close of official registration by submitting a drop/add form to the Registration and Financial Services Office. Once classes have started, students wishing to discontinue enrollment must complete formal withdrawal procedures with the Dean for Student Affairs.

## DAY STUDENTS ENROLLING IN EVENING, ONLINE OR NATIONWIDE CAMPUS CLASSES

- A. Students enrolled in the Day Program may be eligible to enroll in Evening, Online or Nationwide Campus courses, but only under special circumstances. Day students may enroll at any Columbia College Campus for the summer session without special permission.
- B. **Eligibility.** Day students requesting permission to enroll in Evening, Online or Nationwide Campus courses must meet one of the following eligibility criteria:
  1. They are seniors who, through no fault of their own, must enroll in a specific course to graduate. (If students postpone until

their senior year taking a course that they could have taken earlier, they do not qualify for enrollment under this criterion.)

2. They are students who will benefit educationally by taking a course that is not available in the day.

- C. **Requirements.** Students applying for enrollment in Evening, Online or Nationwide Campus courses may be required submit written evidence documenting why the course is not and was not available in the daytime. Students requesting permission to take a course other than those offered through the Day Program must complete a Day Student Enrollment for Evening, Online or Nationwide Campus Classes Form and obtain written approval from their advisor, the Department Chair of their major and the Department Chair of the course. Students paying at the per-hour tuition rate, may not exceed a combined total of 11.9 semester hours during any one term (a 16-week semester, or 8-week session, or a combination of both). If a student wishes to enroll and his or her total number of semester hours exceeds 11.9, then that student must pay the full-time tuition rate. Students enrolled part-time (less than 12 semester hours when all hours, regardless of the class location, are combined) will be charged the appropriate part-time Day tuition rate.
- D. Highest priority for enrollment in Evening, Online or Nationwide Campus courses is accorded students who have completed at least 84 hours toward a degree at Columbia College and who, through no fault of their own, cannot satisfy all graduation requirements during the Day and for whom no other options are available and therefore request to enroll in an Evening, Online or Nationwide Campus course to graduate.

## CHANGES IN REGISTRATION

Final dates for courses to be added or dropped are listed for each semester on the official College calendar in this catalog.

## ADDING A COURSE

Day students may add courses during the first week of a semester. Students can add or drop classes online via CougarTrack or obtain an add/drop form in the Registration and Financial Services Office. The forms must be returned to the Registration and Financial Services Office before the end of the add period to be registered

for the courses. It is recommended that students obtain advisor approval prior to adding or dropping courses. At that time, courses are added to the students' schedules if space is available in the class.

## DROPPING A COURSE

Day students may drop a course(s) through the first business day of the second week of the semester without financial liability and academic penalty (not applicable to total withdrawal). After the drop period, students are financially and academically liable for all courses. If a student withdraws from school (i.e., drops all classes) then he/she may be eligible for pro-rated tuition credit depending on the completion date of the total withdrawal process (see section on Total Withdrawal from Columbia College). Drop forms are available in the Registration and Financial Services Office. Students can also drop courses online via CougarTrack.

## WITHDRAWAL

### TOTAL WITHDRAWAL FROM COLUMBIA COLLEGE

The Dean for Student Affairs establishes the official date of withdrawal for day students based upon the date the student initiates the process by visiting Student Affairs. Information regarding academic and financial liability is available in the Student Affairs Office.

All withdrawals by Day students for extraordinary circumstances must be approved by the Director of Advising. Requests for approval must be submitted in writing when withdrawal procedures are initiated. A request for a grade(s) of WE (Withdrawal/Excused) must be accompanied by a letter from the student explaining the circumstances as well as substantiating documentation. Grades of WE may be requested through the last day of class (finals week excluded). It is not automatic and is subject to review and approval.

**A WE cannot be granted unless all courses in which the student is enrolled in are dropped.**

If a student is administratively withdrawn from school, the withdrawal date will be established by the office responsible for the action. Tuition, room and board will be prorated according to the schedule listed in the portion of the catalog entitled "FEES". No credit will be given for non-refundable deposits, laboratory or course fees, etc.

## WITHDRAWAL FROM A COURSE

A student may withdraw from a course or courses with a grade of "W" between the end of the drop period and prior to the end of the 12th week of classes. Students do not receive grade points for Withdraw (W) grades, but a notation appears on the transcript. Financial liability is not reduced when a student withdraws from a course.

**Discontinuing class attendance does not constitute withdrawal from a course.** Students must complete the withdrawal process by submitting the completed Withdrawal form to Registration and Financial Services. Withdrawal requests must be received in writing and become effective when a staff member in Registration and Financial Services or the Student Records and Transcripts Office receives the appropriate form from the student. If students do not complete the withdrawal process as outlined above, but discontinue attending class, they are in danger of receiving a grade of F.

Students who receive any form of Federal Title IV assistance, and who withdraw may be required by federal regulations to return some or all of the federal aid received. This includes the Federal Pell and SEOG grants, and the Stafford and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

### WITHDRAWAL AFTER THE PUBLISHED LAST DATE TO WITHDRAW

After the last date to withdraw (according to the academic calendar) students will not be allowed to withdraw without extraordinary circumstances. In such cases a "withdrawal excused (WE)" must be requested and submitted prior to the end of the term. (See below for criteria.) In the rare situation when a student can substantiate the inability to contact the campus, in any manner, prior to the end of the term, a WE will be considered but only within 60 days of the end of the term. Students should be aware that requesting a WE after the published date to withdraw does not guarantee that the student will be withdrawn nor does it eliminate the possibility of a punitive grade and/or financial obligation.

A student may also request a grade of W (withdrawn) from their instructor; however, the instructor is under no obligation to grant the request and the student is not guaranteed a grade of W. The request must be made prior to the end of the term and the student remains financially liable for all tuition and fees.

## WITHDRAWAL EXCUSED

Students may request a withdrawal excused (WE) when extraordinary circumstances prevent them from completing a term; all courses in which the student is enrolled (both land-based and online) must be included in the request. Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the location and/or conditions of employment, or an unexpected call to active military duty or extended periods of TDY. Mere inconvenience and/or discomfort with the academic workload, minor schedule changes in employment, connectivity issues, etc. do not meet the definition of extraordinary, mitigating, or extenuating circumstance.

Request for a WE must be submitted in writing at the time withdrawal procedures are initiated. A letter from the student along with substantiating documentation of the extraordinary circumstances must be provided (to the appropriate personnel depending upon program) by the last day of class (excluding finals week for Day Program students.) Students should be aware that a refund is not automatic; rather requests for financial consideration are subject to review and approval by the appropriate dean (depending upon program.) WE requests submitted during the regular published withdrawal period will be processed with a grade of W immediately; the grade will be changed to a WE if/when approval is received. Withdrawal requests which are submitted after the end of the withdrawal period will not be processed unless WE approval is received from the Director of Advising.

A student receiving any form of Federal Title IV assistance who withdraws from a course(s) with extraordinary circumstances, even with the College's concurrence, may be required by federal regulation to return some, or all of the federal aid received. The College follows federal guidelines concerning Return of Title IV Funds and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances. This includes the Federal Pell and SEOG grants and the Stafford and PLUS loans. See the Financial Aid portion of the Undergraduate Catalog or contact the Registration and Financial Services Office for additional information.

## STUDENT'S RIGHT TO PRIVACY

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

1. **The right to inspect and review their education record within 45 days of the day the College receives a request for access.** Students should submit to the Registrar or Dean for Academic Affairs written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.
2. **The right to request the amendment of that part of a student's education record that the student believes is inaccurate or misleading.** The student should write to the Registrar clearly identify the part of the record he/she wants changed and specify why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Although not required, institutions may release information from a student's record without prior consent, under the following allowable exceptions:**
  - To school officials with legitimate educational interest (as defined by institutions within FERPA guidelines). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A

school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- To schools in which the student seeks or intends to enroll.
- To federal, state and local authorities involving an audit or evaluation of compliance with education programs.

#### **FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including work-

force development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

- In connection with financial aid.
- To organizations conducting studies of or on behalf of educational institutions
- To accrediting agencies.
- To parents of dependent students.
- To comply with a judicial order or subpoena.
- In health or safety emergencies.
- As directory information (described below).
- To the student.
- Results of disciplinary hearings.
- Results of disciplinary hearing to an alleged victim of a crime of violence.
- Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies.
- To parents of students under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.

#### **4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

#### **Release of Directory Information**

Under the provisions of the Act, Columbia College is allowed to disclose "directory information" without consent. "Directory information" is described as name, address, telephone number, email address, dates of attendance, enrollment status, class, previous institutions attended, major field of study, awards, honors (including dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), picture, and date and place of birth. "Directory Information" is released at the



discretion of the institution.

However, students who do not wish directory information to be released may prevent such release by completing and signing a Request to Prevent Disclosure of Directory Information form. If at any time you would like to remove this restriction, you may complete the Remove Request to Prevent Disclosure of Directory Information form. **IMPORTANT: Please consider very carefully the consequences of restricting the disclosure of your directory information. The college will not be able to confirm your existence to any person or organization outside of Columbia College who may be requesting information or attempting to verify your enrollment or degree. Our response to the requestor will be "I have no information on this individual." Regardless of the effect upon you, Columbia College assumes no liability for honoring your request that such information be withheld.**

You may also complete and return the Third Party Release Form or the Parental Release Form granting access of non-directory information (such as student's account or grades) to parents or other individuals.

**To submit one of these forms, sign the completed form and send to:**

Student Records & Transcripts  
Columbia College  
1001 Rogers Street  
Columbia, MO 65216  
Fax: (573) 875-7436 or  
studentrecords@ccis.edu

## STUDENT RECORDS AND TRANSCRIPTS

It is imperative for daily operations that the College maintain accurate contact information on all students. It is the responsibility of the student to notify a college official by submission of the Columbia College Change of Address form regarding any discrepancies or changes to his or her contact information. This includes preferred mailing address and any and all telephone numbers. Students may also update their contact information in CougarTrack.

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

The College maintains records through the last date of attendance or the effective date of

their unofficial withdrawal.

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

Requests must include the student's full name, maiden or former name if applicable, dates of attendance, ID or SSN, birth date, the student's current address and phone number, the address where the transcript should be sent, the number of copies to be issued and the payment. Transcript Request Forms are available on the Columbia College website. A student's current account balance must be clear prior to the release of the transcript.

# COURSE DESCRIPTIONS

The following descriptions are applicable to Columbia College courses wherever they are taught. Scheduling information (e.g., "Offered Fall") refers only to Day classes offered on the campus in Columbia unless otherwise noted.

The notation **G.E.** in a course description indicates that the course satisfies a General Education requirement of the College.

Many courses have prerequisite/corequisite requirements. It is the student's responsibility to fulfill prerequisite requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements will result in being dropped from the course(s).

## ACCOUNTING (ACCT) Business Administration Department

**ACCT 280 Accounting I (Financial) 3 hours**  
Introduction to the principles and concepts of accounting and the application of procedures relating to the complete accounting cycle. Preparation of financial statements for sole proprietorships, partnerships, and corporations is emphasized. Prerequisite: sophomore standing; MGMT 150 and MGMT 152 highly recommended. A grade of C or higher is highly recommended before progressing to ACCT 281. Offered Fall and Spring.

**ACCT 281 Accounting II (Managerial) 3 hours**  
Application of procedures relating to transactions affecting corporations. Interpretation of financial statements for managerial purposes is emphasized. Prerequisite: ACCT 280 (grade of C or higher in ACCT 280 is highly recommended). Offered Fall and Spring.

**ACCT 381 Federal Income Tax - Individuals 3 hours**  
Focuses on the federal income taxation of individuals. Emphasizes conceptual framework underlying the U.S. tax system as well as tax accounting procedures and federal tax law relating to the preparation of individual tax returns. Prerequisites: ACCT 281 and junior standing. Offered Fall.

**ACCT 382 Intermediate Accounting I 3 hours**  
Development of accounting theory and practice as applied to: the institutional structure of financial accounting; conceptual framework and financial reporting; overview of accounting systems; review of accounting procedures; income statement; balance sheet; statement of cash flows; cash; receivables; valuation of

inventories and cost of goods sold; and time value of money. Prerequisite: ACCT 281. Offered Fall.

**ACCT 383 Intermediate Accounting II 3 hours**  
Development of accounting theory and practice as applied to: conceptual framework and financial reporting; acquisition, disposal and depreciation of long-term assets; current and contingent liabilities; long-term liabilities; owners' equity-contributed capital and retained earnings. Prerequisite: ACCT 382. Offered Spring.

**ACCT 384 Intermediate Accounting III 3 hours**  
Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; investments in financial instruments; leases; income taxes; pensions; accounting changes and error correction; and earnings per share. Prerequisite: ACCT 383. Occasional Offering.

**ACCT 385 Accounting Information Systems 3 hours**  
Theory, design and implementation of Accounting Information Systems, including the business application of computerized spreadsheets, databases, and commercial software packages. Prerequisites: ACCT 281, CISS 170. Offered Spring.

**ACCT 386 Managerial and Cost Accounting 3 hours**  
Accounting data and other financial data applied to the management of an enterprise. Cost accounting as a part of the spectrum of manufacturing costs is studied. Particular emphasis is placed on planning and controlling. Prerequisite: ACCT 281. Offered Spring.

**ACCT 481 Federal Income Tax - Corporations 3 hours**  
Focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; S corporations. Prerequisites: ACCT 381 and senior standing. Occasional Offering.

**ACCT 485 Fund and Government Accounting 3 hours**  
Study of accounting and reporting concepts, standards, and procedures applicable to city, county, and state governments, the federal government, and not-for-profit institutions. Prerequisite: 9 hrs. of accounting. Occasional Offering.

**ACCT 488 Advanced Financial Accounting 3 hours**

Policies and procedures used in preparing financial statements and reports. Prerequisites: ACCT 382 and ACCT 383. Occasional offering.

**ACCT 489 Auditing I 3 hours**

Design, installation, and unification of accounting systems and the concepts and procedures used in auditing financial statements. Prerequisites: 12 hours of upper-level accounting including ACCT 382 and ACCT 383. Offered Fall.

**ACCT 490 Auditing II 3 hours**

Focus is on practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case. Prerequisites: ACCT 382, 383, 384, and 489. Occasional Offering.

**ACCT 499 Accounting Internship 3 hours**

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

**AEROSPACE STUDIES (ASCI)**

Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used at the university.

**ASCI 1100 The Foundations of the United States Air Force 2 hours**

Introduces the Air Force and Air Force ROTC. Topics include professional appearance, military customs and courtesies, core values, equal opportunity and treatment, officer opportunities, group leadership problems. Applies communicative skills. Leadership Lab. Offered Fall.

**ASCI 1200 The Foundations of the United States Air Force 2 hours**

Continues the introduction to the Air Force and Air Force ROTC. Topics include Air Force origins, organizations, major commands, installations, sister services (Army and Navy), group leadership problems. Applies communicative skills. Leadership Lab. Offered Spring.

**ASCI 2100 The Evolution of USAF Air and Space Power 2 hours**

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC officer candidate. Explores Air Force heritage, Air Force leaders and Air Power doctrine. Applies communicative skills. Leadership Lab. Offered Fall.

**ASCI 2200 The Evolution of USAF Air and Space Power 2 hours**

Continues the transition from cadet to officer candidate. Expands leadership topics through the use of group leadership problems. Applies communicative skills. Leadership Lab. Offered Spring.

**ASCI 3100 Air Force Leadership Studies 3 hours**

An integrated leadership and management survey course emphasizing development of the individual as an Air Force leader. Special topics include situational leadership, principle centered leadership, corrective supervision and counseling. Leadership Lab. Offered Fall.

**ASCI 3200 Air Force Leadership Studies 3 hours**

Air Force leadership principles are examined from the foundation developed in ASCI 3100. Ethical decision making, personal core values, and character development are discussed. Military evaluation systems are outlined. Leadership Lab. Offered Spring.

**ASCI 4100 National Security Affairs/Preparation for Active Duty 3 hours**

Examines the national security process, regional studies, Air Force and joint doctrine. Special topics include the military as a profession, and civilian control of the military. Continued emphasis on communicative skills. Leadership Lab. Offered Fall.

**ASCI 4200 National Security Affairs/Preparation for Active Duty 3 hours**

Examines civilian control of the military, officership, the military justice system, and current issues affecting military professionalism. Continued refinement of communicative skills. Leadership Lab. Offered Spring.

## AMERICAN SIGN LANGUAGE (AMSL)

### Humanities Department

#### **AMSL 101 American Sign Language I 3 hours**

An entry level introduction to American Sign Language and fingerspelling. Designed to explore the fundamentals of ASL including basic vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. *Course meets three hours of Foreign Language graduation requirement.* Offered via the Evening Campus.

#### **AMSL 102 American Sign Language II 3 hours**

This course is designed to expand more on ASL grammar, vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. Prerequisite: AMSL 101 with a grade of C or higher. *Course meets three hours of Foreign Language graduation requirement.* Offered via the Evening Campus.

#### **AMSL 201 American Sign Language III 3 hours**

This third course in American Sign Language (ASL) is designed to enhance students' receptive and expressive skills at an advanced intermediate level. Emphasis is placed on the ASL syntax, facial grammar, vocabulary and fingerspelling skills that enable students to participate in increasingly more complex conversations. Prerequisite: Grade of C or higher in AMSL 102. Occasional offering via the Evening Campus.

#### **AMSL 202 Deaf Culture 3 hours**

Introduction to concepts and issues in Deaf culture and the Deaf community, such as history of Deaf people, the community and culture of Deaf people, and literature and folklore of Deaf people. This course emphasizes the Deaf community as a linguistic and American cultural minority, and the importance of language, values, traditions and diversity in this group. Prerequisite: Grade of C or higher in AMSL 102. Occasional offering via the Evening Campus.

#### **AMSL 301 American Sign Language IV 3 hours**

This course continues to build upon students' receptive and expressive skills at the advanced level while expanding their knowledge of Deaf culture and the influences of other English-based sign systems. Emphasis is placed on advanced finger spelling, ASL structure and advanced vocabulary. Prerequisite: Grade of C or higher in AMSL 201. Occasional offering via the Evening Campus.

#### **AMSL 302 American Sign Language V 3 hours**

The emphasis is on non-verbal communication at advanced levels of competency. This course continues

to build upon students' receptive and expressive skills at the advanced level while expanding their knowledge of Deaf culture and the influences of other English-based sign symptoms. Emphasis is placed on advanced fingerspelling, ASL structure and advanced vocabulary. Prerequisite: Grade of C or higher in AMSL 301. Occasional offering via the Evening Campus.

#### **AMSL 303 American Sign Language Grammar 3 hours**

Students acquire a more indepth knowledge about the structure of American Sign Language and the major grammatical features of ASL. The goal of this class is to increase understanding of the grammar involved in ASL. Course covers word order, non-manual signals, and how to transfer sign to paper, through a technique called "gloss". Prerequisite: Grade of C or higher in AMSL 102. Occasional offering via the Evening Campus.

#### **AMSL 304 Linguistics of American Sign Language 3 hours**

An analysis of the major structural elements of American Sign Language, including phonological, morphological, syntactic, semantic, and discourse and social linguistics. Students also examine discourse markers, sign variation and prosody. Prerequisite: Grade of C or higher in AMSL 102. Occasional offering via the Evening Campus.

## AMERICAN STUDIES (AMST)

### History and Political Science Department

#### **AMST 280 American Political and Social Thought 3 hours**

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as POSC 280. Prerequisite: ENGL 112. Offered odd Fall.

#### **AMST 375 Social Movements 3 hours**

The examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of 20th century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. Cross-listed as SOCI 375. Prerequisite: Junior standing. Offered odd Spring.



**AMST 490 American Studies Senior Seminar 3 hours**

**A seminar course required as a culminating experience prior to graduating for all seniors majoring in American Studies.** The seminar enables students to practice the various theories and methods for the academic study of the American experience. The goals of the seminar are to help students attain information and conceptual tools needed for graduate work in American Studies, and to assess the achievement of the learning goals for the undergraduate major. To accomplish the first goal, students become familiar with the field of American Studies by reading and discussing a major work chosen by the instructor. To assess achievement of learning goals for the undergraduate major, students contribute to the field's literature by conducting original research on a topic of relevance to American Studies and composing a substantial paper on that topic. Prerequisite: Junior standing. Offered even Fall and even Spring.

## ANTHROPOLOGY (ANTH) Psychology & Sociology Department

**ANTH 101 Introduction to Geography 3 hours**  
Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. Cross listed as GEOG 101. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

**ANTH 112 General Anthropology 3 hours**  
Introduction to the study of human physical and cultural evolution. Cross-listed as SOCI 112. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

**ANTH 212 Cultural Anthropology 3 hours**  
Introduction to the diversity of cultures and societies. Taking a comparative approach based on case studies from different regions of the world, the course explores some of the major themes of cultural anthropology, including economic and political systems, language, art, religion and worldview, kinship and gender relations. Offered Spring. *Course meets Multicultural graduation requirements.*

**ANTH 270 Minority Cultures and Relations 3 hours**  
Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. Cross-listed as SOCI 270. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

**ANTH 319 History and Democracy in the Modern Middle East 3 hours**

As an introduction to the social, political, religious and intellectual history of the Middle East stretching from the 1700's to the present day, this course pays particular attention to the following topics: political movements and everyday life; the nature of the Middle Eastern social and political institutions; tensions between reform and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism; paths of modernization; the Arab-Israeli conflict; the historical context for the emergence of political Islam; and the Arab spring of 2011. Cross-listed as HIST 319. Prerequisite: HIST 102 or HIST 112. Occasional offering. *Course meets Multicultural graduation requirement.*

**ANTH 327 Qualitative Research Methods 3 hours**

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. Cross-listed as PSYC/SOCI 327. Prerequisites: Junior standing. Offered Spring.

**ANTH 336 Global Perspectives on Women and Development 3 hours**

Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies, including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as SOCI/WMST 336. Prerequisite: Junior standing. Offered even Fall. *Course meets multicultural graduation requirement.*

**ANTH 339 History of Modern Africa 3 hours**

This course offers a history of Africa from the early nineteenth century to the present day. The course examines the European imperial scramble to colonize Africa during the later 1800's and 1900's, the broader integration of African societies into the world economy during that process, the social, political and cultural impact of imperial policies, Western popular images of Africa in the colonial period, the nationalist struggles that resulted in the independent African states, and the achievements of- and persistent

problems faced by - those post-colonial states. Cross-listed as HIST 339. Prerequisite: HIST 102 or HIST 112. Occasional offering.

**ANTH 341 Sociology and Anthropology of Religion 3 hours**

Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression, and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians, and ethnic minorities. Cross-listed as SOCI 341. Offered odd Fall.

**ANTH 412 Slavery and Human Trafficking: Past and Present 3 hours**

This course explores how slavery and the traffic of human beings have been justified, organized, and practiced in different cultures and at different times. Focusing on three particular world regions (Africa, Asia and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political, and social forces that shape human exploitation cross-culturally. Cross-listed as SOCI 412. Prerequisite: Junior standing. Offered Spring.

## ART AND GRAPHIC DESIGN (ARTS)

### Art Department

**ARTS 105 Art Appreciation 3 hours**

Introduction to the place of visual art in modern society, to the vocabulary used in discussing a work of art, and to a few of the studio techniques artists used to produce two- and three-dimensional art works. Offered Fall and Spring. **G.E.**

**ARTS 111 Art and Ideas I 3 hours**

Survey of world art from prehistoric through medieval periods. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

**ARTS 112 Art and Ideas II 3 hours**

Survey of world art from the Renaissance to the present. Offered Spring. **G.E.**

**ARTS 120 Drawing I 3 hours**

Introduction to figure drawing from direct observation. \$40 lab fee. Offered Fall and Spring.

**ARTS 130 Painting I 3 hours**

Introduction to the fundamentals of oil painting. Prerequisite: ARTS 120. \$40 lab fee. Offered Fall and Spring.

**ARTS 140 2-D Design 3 hours**

Theoretical foundation for all fine arts. Includes the study and application of the elements and principles of 2-dimensional design. \$40 lab fee. Offered Fall and Spring.

**ARTS 141 3-D Design 3 hours**

Theoretical foundation for all 3-D fine art production. Includes the study and application of the elements and principles of 3-dimensional design. \$40 lab fee. Offered Fall and Spring.

**ARTS 150 Creative Photography I 3 hours**

Beginning black and white photo course, a foundation for all photography courses. Topics include basic camera operations, exposure, characteristics of light, concepts, composition, film processing, printing, print finishing, and discussion of the history of photography and issues related to photography. \$40 lab fee. Students supply *own* adjustable SLR film cameras. Offered Fall.

**ARTS 152 Digital Photography 3 hours**

Introduction to digital photographic imagery. Students explore a variety of creative techniques for digital artists and graphic designers. Students learn the fundamentals of digital camera operations, and a variety of creative techniques for manipulating photographic images using Photoshop. Topics include a digital portfolio of images for presentation that includes: still life, self-portraits, documentation, landscape, special effect, surrealism, night photography and more. Digital camera required (adjustable/high end; not a point and shoot camera). \$40 lab fee. Offered Spring.

**ARTS 211 Watercolor I 3 hours**

Beginning watercolor course that uses the figure, still-life and the landscape as its subject. \$40 lab fee. Prerequisite: ARTS 120. Offered Fall.

**ARTS 216 Graphic Design I 3 hours**

The study and application of the fundamentals of graphic design including history, theory and practice. The course brings together a blend of the aesthetic principles of design and hands-on computer-based production skills. Students are introduced to Adobe InDesign. \$40 lab fee. Prerequisites: ARTS 140, ARTS 234, ARTS 244. Offered Fall.

**ARTS 217 Typography 3 hours**

The history of the human race has been recorded with visual symbols from the earliest expressions on cave walls to the small screens on our pocket

computers. This course explores the history of letterforms, principles of composition, and the expressive potential of type through readings, research and projects. \$40 lab fee. Prerequisites: ARTS 140, ARTS 234. Offered Spring.

**ARTS 222 Drawing II 3 hours**

Figure drawing course using direct observation. Expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$40 lab fee. Prerequisite: ARTS 120. Offered Fall and Spring.

**ARTS 232 Painting II 3 hours**

Continuation of ARTS 130. This course continues to develop the basic understanding of the oil painting materials, techniques and color relationships with emphasis on composition. \$40 lab fee. Prerequisite: ARTS 130. Offered Fall and Spring.

**ARTS 233 Topics 1-3 hours**

Occasional offering.

**ARTS 234 Digital Media I: Adobe Illustrator 3 hours**

This course introduces students to vector design software (Adobe Illustrator). Through practical exercises students become skilled in software for line art, logos, vector illustration and page layout. \$40 lab fee. Offered Fall.

**ARTS 244 Digital Media II: Adobe Photoshop 3 hours**

The study and application of the fundamentals of graphic design including history, theory and practice. The course brings together a blend of the aesthetic principles of design and hands-on computer-based production skills. Students are introduced to Adobe InDesign software. \$40 lab fee. Offered Spring.

**ARTS 252 Creative Photography II 3 hours**

Concentration of special techniques in 35mm and use of the zone system of photography. Topics include studio lighting, close-up photography, and a specialized method of exposure and development. Emphasis is on improving technique and visual awareness. \$40 lab fee. Students supply own adjustable cameras. Prerequisite: ARTS 150. Offered Fall and Spring.

**ARTS 262 Printmaking I 3 hours**

Introduction to printmaking and basic techniques in relief printing. \$40 lab fee. Prerequisite: ARTS 120. Offered Fall and Spring.

**ARTS 271 Ceramics I 3 hours**

Beginning study of three-dimensional principles of ceramics open to art majors and non-majors. The techniques of wheel throwing and hand building are introduced with an emphasis on the development of an understanding of the form and functions of utilitarian and non-functional projects in clay. The design quality and aesthetics of the project are emphasized. \$40 lab fee. Offered Fall and Spring.

**ARTS 292 Jewelry I 3 hours**

Introduction to metals. Exploration of the design and creation of personal jewelry forms using traditional fabrication techniques. Open to art majors and non-majors. \$40 lab fee plus metal cost. Offered Fall and Spring.

**ARTS 300 Special Problems 3 hours**

Advanced studies in studio art. \$40 lab fee. Offered Fall and Spring.

**ARTS 301 3-D Modeling & Animation I 3 hours**

Introduction to 3-D modeling and animation using Maya 8.5. \$40 lab fee. Prerequisite: Sophomore standing. Occasional offering.

**ARTS 302 Illustration 3 hours**

Study of illustration and the media and techniques available. Both traditional and digital techniques are explored. \$40 lab fee. Prerequisites: ARTS 120, ARTS 130, ARTS 140. Offered Spring.

**ARTS 306 Ancient Art History 3 hours**

The art and culture of the Ancient World, including Near Eastern, Egyptian, Greek, Etruscan, and Roman Art. Prerequisites: ARTS 111 and 112. Offered Fall (2015, 2019).

**ARTS 307 Flash Animation 3 hours**

Beginning course in Flash Animation using a series of projects designed to cover the fundamental work flow used in producing vector and bitmapped animations. Prerequisite: Junior standing. Offered Fall.

**ARTS 308 Medieval Art History 3 hours**

Art of the Middle Ages. A survey of stylistic artistic developments in the Mediterranean basin and in Western Europe from 300 to 1400 A.D. Prerequisites: ARTS 111 and 112. Occasional offering.

**ARTS 310 Renaissance Art History 3 hours**

Painting, architecture, sculpture of Italy and Northern Europe from 1300 to 1600. Prerequisites: ARTS 111 and 112. Offered Fall (2016).

**ARTS 311 Watercolor II 3 hours**

Continuation of Watercolor I, emphasizing composition and its relation to watercolor painting. \$40 lab fee. Prerequisite: ARTS 211. Offered Fall.

**ARTS 312 17th- and 18th-Century Art History 3 hours**

Painting, architecture, sculpture in Europe during the Baroque and Enlightenment periods from 1600 to 1800. Prerequisites: ARTS 111 and 112. Offered Fall (2013, 2017).

**ARTS 314 Nineteenth-Century Art History 3 hours**

History of painting, architecture, sculpture in Europe, 1800 to 1900. Prerequisites: ARTS 111 and 112. Offered odd Spring.

**ARTS 316 Graphic Design II 3 hours**

In depth study of publication design and layout. Students work on the computer using Adobe InDesign and other graphics software. \$40 lab fee. Prerequisites: ARTS 152, ARTS 216, ARTS 217. Offered Fall.

**ARTS 317 Web Design I 3 hours**

The course provides students with a working knowledge of the fundamental principles, theories, and concepts of Web site design and production. Students learn HTML and CSS coding, and are introduced to Web design software - Adobe Dreamweaver. \$40 lab fee. It is recommended ARTS 216, ARTS 217, ARTS 234 and ARTS 244 be completed before enrolling in this course. Offered Spring.

**ARTS 323 Drawing III 3 hours**

This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$40 lab fee. Prerequisite: ARTS 222. Offered Fall and Spring.

**ARTS 334 Painting III 3 hours**

This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. Experimentation of medium, techniques and ideas is encouraged. \$40 lab fee. Prerequisite: ARTS 232. Offered Fall and Spring.

**ARTS 353 Creative Photography III 3 hours**

This course teaches the techniques used in the field of graphic art and creative fine art photography. The more advanced principles of lighting, composition and photo layout are covered. \$40 lab fee. Prerequisite: ARTS 252. Offered Fall and Spring.

**ARTS 364 Printmaking II 3 hours**

Development of the intaglio etching process into an art form. \$40 lab fee. Prerequisite: ARTS 262. Offered Fall and Spring.

**ARTS 366 Printmaking III 3 hours**

Continuation of Printmaking II. \$40 lab fee. Prerequisite: ARTS 364. Offered Fall and Spring.

**ARTS 373 Ceramics II 3 hours**

Continuation of the study of three-dimensional principles of ceramics. The techniques of hand building and the potter's wheel are introduced with an emphasis on the development of an understanding of the form and functions of both hand-built and wheel-thrown pottery. Digital video camera required. \$40 lab fee. Prerequisite: ARTS 271. Offered Fall and Spring.

**ARTS 374 Digital Filmmaking 3 hours**

An introductory level digital movie making course that builds basic skills in video pre-production, videography techniques, sound, digital video editing and software using Premier Pro. Students supply own digital video camcorder. \$40 lab fee. Prerequisite: Sophomore standing. Offered Fall.

**ARTS 375 Ceramics III 3 hours**

Continuation of the study of three-dimensional principles of ceramics. Advanced techniques of the potter's wheel, glazing, and firings are introduced with an emphasis on the development of an understanding of the form and functions of both hand building and potter's wheel projects. \$40 lab fee. Prerequisite: ARTS 373. Offered Fall and Spring.

**ARTS 394 Jewelry II 3 hours**

Exploration of the design and creation of personal jewelry forms using the lost wax casting process. \$40 lab fee. Prerequisite: ARTS 292. Offered Fall and Spring.

**ARTS 396 Jewelry III 3 hours**

Advanced jewelry production techniques, including the exploration and experimentation of non-traditional materials and techniques in jewelry design. \$40 lab fee plus metal cost. Prerequisite: ARTS 394. Offered Fall and Spring.

**ARTS 399 Art/Design Internship 1-3 hours**

Students complete 45 hours of experiential work for each semester hour. The internship should be directly related to the student's art major. For example, a graphic design student could work in an advertising agency and a photography student may work in a photography studio. Grades are assigned as S (satisfactory) and U (unsatisfactory). Students may register for no more than 12 art/design internship credits



(399 and 499 combined) during their time at Columbia College. Prerequisites: Completed at least the introductory course in their major (ARTS 216 for a Graphic Design major, ARTS 150 or ARTS 152 for a Photography major, etc.); minimum 2.5 cumulative GPA at time of registration of internship; junior standing. Offered Fall and Spring.

**ARTS 400 Special Problems II** **3 hours**  
Advanced studies in studio art. Prerequisites: Art major; junior standing and completion of six semester hours in the discipline of the proposed study. \$40 lab fee. Offered Fall and Spring.

**ARTS 403 Twentieth-Century Art History** **3 hours**  
American and European painting, sculpture, and architecture, 1900 to present. Prerequisites: ARTS 111 and 112. Offered even Spring.

**ARTS 406 American Art History** **3 hours**  
America's early primitive tradition to its leading role in the contemporary art scene. Prerequisites: ARTS 111 and 112. Offered Fall (2014, 2018).

**ARTS 411 Watercolor III** **3 hours**  
Continuation of Watercolor II emphasizing color in water media painting. \$40 lab fee. Prerequisite: ARTS 311. Offered Fall.

**ARTS 416 Graphic Design III** **3 hours**  
This course focuses on various aspects of design for advertising. Areas of study include packaging design, product promotion, corporate identity/branding, Web promotions, and point-of-purchase. \$40 lab fee. Prerequisites: ARTS 316, ARTS 317. Offered Fall.

**ARTS 417 Web Design II** **3 hours**  
This course goes deeper into Web concepts and techniques. Topics include advanced CSS, an introduction to scripting (Javascript), the use of forms, and methods for embedding media (audio, video and Flash) into Web pages. Students design and publish a web site. \$40 lab fee. Prerequisites: ARTS 216, ARTS 217, ARTS 317; ARTS 307 is recommended. Offered Fall.

**ARTS 425 Drawing IV** **3 hours**  
Figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element. Explores a variety of media and drawing techniques. \$40 lab fee. Prerequisite: ARTS 323. Offered Fall and Spring.

**ARTS 433 Topics** **1-3 hours**  
Occasional offering.

**ARTS 435 Printmaking IV** **3 hours**  
Continuation of Printmaking III with an emphasis on advanced processes intaglio and relief printmaking.

\$40 lab fee. Pre-requisite: ARTS 366. Offered Fall and Spring.

**ARTS 436 Painting IV** **3 hours**  
Continuation of ARTS 334. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. \$40 lab fee. Prerequisite: ARTS 334. Offered Fall and Spring.

**ARTS 454 Creative Photography IV** **3 hours**  
This is a portfolio preparation course. It concentrates on the professional presentation using design principles, shooting and lighting techniques, color, digital knowledge, structure, and presentation skills. \$40 lab fee. Prerequisite: ARTS 353. Students supply own adjustable camera. Offered Fall and Spring.

**ARTS 465 Drawing V** **3 hours**  
This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$40 lab fee. Prerequisite: ARTS 425. Offered Fall and Spring.

**ARTS 466 Painting V** **3 hours**  
Continuation of ARTS 436. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. \$40 lab fee. Prerequisite: ARTS 436. Offered Fall and Spring.

**ARTS 476 Ceramics IV** **3 hours**  
Continuation of the study of three-dimensional ceramics. The emphasis is on individual expression in clay using both hand-building and wheel-throwing techniques. Experimentation with glazing and advanced firing techniques is encouraged. \$40 lab fee. Prerequisite: ARTS 375. Offered Fall and Spring.

**ARTS 486 Watercolor IV** **3 hours**  
The emphasis of this course is on personal expression and the study of major artists who are known for their work in watercolor. \$40 lab fee. Prerequisite: ARTS 411. Offered Fall.

**ARTS 496 Senior Portfolio** **3 hours**  
**Culminating experience course for all Art degrees.**  
This course is for both portfolio development and to provide information into the practical application of professional practices, business skills and career planning specific to the discipline of studio art and design. It assists the art/design major in building a professional career and/or pursuing advanced education or training. Students present a portfolio of their most recent work to faculty and guests at the end of this course. This portfolio is part of the Art Department's program assessment. Students select

a faculty mentor to assist them in their portfolio project. This course is required of all BA, BS, and BFA students. Prerequisite: Senior standing. Offered Fall and Spring.

**ARTS 498 Jewelry IV 3 hours**

Combination of jewelry form experimentation and research and is strictly experimental in both materials and forms with an emphasis in developing personal jewelry forms for commercial applications. \$40 lab fee plus metal cost. Prerequisite: ARTS 396. Offered Fall and Spring.

**ARTS 499 Advanced Art/Design Internship 1-3 hours**

Students complete 45 hours of experiential work for each semester hour. The internship should be directly related to the student's art major. For example, a graphic design student could work in an advertising agency and a photography student might work in a photography studio. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 art/design internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Senior standing; minimum twelve hours in specific art/design major (Graphic Design, Photography, Jewelry, etc.); minimum 3.0 GPA in major core classes at time of registration of internship. Offered Fall and Spring.

## ASTRONOMY (ASTR)

### Physical and Biological Sciences Department

**ASTR 108 Introduction to Astronomy 3 hours**

A survey of the development of astronomy through the years. Topics covered include the historical evolution of our understanding of our place in the universe, astronomical instruments, the Earth-Moon system, the solar system, the Sun and other stars, galaxies and cosmology. Prerequisite: MATH 106 or above. Offered Spring. **G.E.**

## BIOLOGY (BIOL)

### Physical and Biological Sciences Department

**BIOL 108 Human Biology 3 hours**

Examination of human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. Offered Fall and Spring. **G.E.**

**BIOL 108L Human Biology Laboratory 2 hours**

Laboratory experiences to complement BIOL 108. \$40 lab fee. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. Prerequisite: BIOL 108 or concurrent enrollment. BIOL 108 must be completed before BIOL 108L can be used for **G.E.** credit. Offered Fall and Spring. **G.E.**

**BIOL 110 Principles of Biology I 3 hours**

Fundamental processes underlying biological systems from a cellular and organismal viewpoint. Students majoring in Biology must earn a grade of C or higher. Prerequisite: Grade of C or higher in high school biology or BIOL 108 or ACT Math and English scores above 20 or SAT scores above 470. Offered Fall and Spring. **G.E.**

**BIOL 110L Principles of Biology I Laboratory 2 hours**

Laboratory experiences to complement BIOL 110. \$40 lab fee. Prerequisite: BIOL 110 or concurrent enrollment. BIOL 110 must be completed before BIOL 110L can be used as **G.E.** credit. Students majoring in Biology must earn a grade of C or higher. Offered Fall and Spring. **G.E.**

**BIOL 112 Principles of Biology II 3 hours**

A continuation of BIOL 110. Topics to be covered include population genetics, evolution and natural selection, taxonomy, survey of plants and animals and ecology and ecosystems. Prerequisite: BIOL 110. Students majoring in Biology must earn a grade of C or higher. Offered Fall and Spring.

**BIOL 112L Principles of Biology II Laboratory 2 hours**

Laboratory experiences to complement BIOL 112. Students majoring in Biology must earn a grade of C or higher. \$40 lab fee. Prerequisites: BIOL 110 and BIOL 110L, BIOL 112 or concurrent enrollment. Offered Fall and Spring.

**BIOL 115 Introduction to Environmental Science 3 hours**

Survey of environmental science, ecosystems and human impact. Cross-listed as ENVS 115. Offered Fall and Spring. *Course meets Multicultural graduation requirement.* **G.E.**

**BIOL 115L Introduction to Environmental Science Laboratory 2 hours**

Laboratory experiences to complement BIOL/ ENVS 115. \$40 laboratory fee. Cross-listed as ENVS 115L. Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before BIOL/ENVS 115L can be used as **G.E.** credit. Offered Fall and Spring. **G.E.**

**BIOL 221 Clinical Microbiology 3 hours**

A survey of microorganisms with emphasis on clinically important bacteria, viruses, protozoa, fungi and invertebrates. Emphasis placed on the health care applications of microbiology and transmission of infectious disease agents. Prerequisite: BIOL 110. Corequisite: BIOL 221L. Offered Spring.

**BIOL 221L Clinical Microbiology Laboratory 2 hours**

Laboratory experiences to complement BIOL 221. \$40 lab fee. Prerequisite: BIOL 110L. Corequisite: BIOL 221. Offered Spring.

**BIOL 222 Conservation Biology 3 hours**

Conservation biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. Cross-listed as ENV5 222. Prerequisite: BIOL 112. Offered odd Fall.

**BIOL 223 Anatomy 3 hours**

Structure of the human body including comparison with other vertebrates. Concurrent enrollment in BIOL 223L is required. Prerequisite: BIOL 110. Offered Fall.

**BIOL 223L Anatomy Laboratory 2 hours**

Laboratory experiences to complement BIOL 223. \$40 lab fee. Prerequisites: BIOL 110, BIOL 223 or concurrent enrollment. Offered Fall.

**BIOL 230 Medical Terminology 3 hours**

An introduction to medical terminology with an emphasis on learning word roots, suffixes and prefixes as it pertains to the human body. This course is offered online.

**BIOL 233 Topics 1-3 hours****BIOL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****BIOL 290 Principles of Cell Biology 3 hours**

Theoretical foundations of basic cell biology, including structure, function and synthesis of the plasma membrane and subcellular organelles; cell adhesion and the extracellular matrix; cell transport, communication, division, cancer and programmed cell death. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110; CHEM 109 or CHEM 110. Concurrent enrollment in BIOL 290L is strongly recommended. Offered Fall.

**BIOL 290L Principles of Cell Biology Laboratory 2 hours**

Laboratory experiences to complement BIOL 290.

Students majoring in Biology must earn a grade of C or higher. \$40 lab fee. Prerequisites: BIOL 110L, BIOL 290 or concurrent enrollment. Offered Fall.

**BIOL 300 Evolution 3 hours**

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. Cross-listed as ENV5 300. Prerequisites: BIOL 112 and BIOL 342. Offered odd Fall.

**BIOL 309 Animal Behavior 3 hours**

Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. Cross-listed as PSYC 309. Prerequisite: Six hours of Psychology coursework or six hours of Biology coursework. Offered odd Fall.

**BIOL 312 Microbiology 3 hours**

Survey study of microorganisms. Concurrent enrollment in BIOL 312L is required. Prerequisites: BIOL 110, BIOL 290 and sophomore standing; concurrent enrollment in BIOL 312L is required. Offered Fall.

**BIOL 312L Microbiology Laboratory 2 hours**

Laboratory experiences to complement BIOL 312. \$40 lab fee. Prerequisites: BIOL 110L, BIOL 290L, and BIOL 312 or concurrent enrollment. Offered Fall.

**BIOL 319 Soils 3 hours**

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as ENV5 319. Prerequisites: BIOL 110 or BIOL/ENV5 115; CHEM 110. Offered odd Spring.

**BIOL 320 Ecology 3 hours**

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as ENV5 320. Prerequisites: BIOL 112; BIOL/ENV5 320L or concurrent enrollment; BIOL/ENV5 222 recommended. Offered even Spring.

**BIOL 320L Ecology Laboratory 2 hours**

Laboratory experiences to complement BIOL/ENV5 320. Cross-listed as ENV5 320L. \$40 lab fee. Prerequisites: BIOL 112L; BIOL/ENV5 320 or concurrent enrollment. Offered even Spring.

**BIOL 324 Statistics for the Behavioral and Natural Sciences 3 hours**

Study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included are analyses of relationship and variance, as



well as effect sizes associated with each. Cross-listed as PSYC/SOCI 324. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Prerequisite: Grade of C or higher in MATH 150 or higher-level math course. Offered Fall and Spring.

**BIOL 326 Physiology 3 hours**  
Functional processes of the human body with emphasis on regulatory mechanisms. Concurrent enrollment in BIOL 326L is required. Prerequisites: BIOL 110; CHEM 109 or CHEM 110. Offered Spring.

**BIOL 326L Physiology Laboratory 2 hours**  
Laboratory experiences to complement BIOL 326. \$40 lab fee. Prerequisites: BIOL 110L, BIOL 326 or concurrent enrollment. Offered Spring.

**BIOL 330 Exercise Physiology 3 hours**  
Metabolic and physiological processes of the body as they relate to exercise and athletic conditioning. Response of the body to environmental influence and nutritional intake. Effects of gender, aging, and fatigue on athletic performance. Prerequisites: BIOL 110 and CHEM 110. Occasional offering.

**BIOL 342 Genetics 3 hours**  
Basic principles of Mendelian and molecular genetics. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110, BIOL 290. Offered Spring.

**BIOL 342L Genetics Laboratory 2 hours**  
Laboratory experiences to complement BIOL 342; methodology and applications in classical and molecular genetics. \$40 lab fee. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110L with a grade of C or higher; BIOL 290L; BIOL 342 or concurrent enrollment. Offered Spring.

**BIOL 343 Botany 5 hours**  
Anatomy, physiology and taxonomy of plants. Laboratory is included. \$40 lab fee. Prerequisites: BIOL 112 and BIOL 112L. Offered even Fall.

**BIOL 353 Zoology 5 hours**  
Survey of animal phyla and vertebrate organ systems. Laboratory is included. \$40 lab fee. Prerequisites: BIOL 112 and BIOL 112L. Offered odd Fall.

**BIOL 360 Kinesiology 3 hours**  
Introduction to the analysis and interpretation of human motion based on anatomical relationships, muscular activity and biomechanical principles that govern movement of the human body. Prerequisites: BIOL 110 and BIOL 223. Occasional offering.

**BIOL 371 Neuroscience 3 hours**  
Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as PSYC 371. Prerequisite: Six hours of PSYC courses or six hours of BIOL courses. Offered even Spring.

**BIOL 372 Sensation and Perception 3 hours**  
Introduction to the study of human senses and higher-order perceptual processes. Cross-listed as PSYC 372. Prerequisites: Six hours of BIOL or six hours of PSYC courses and junior standing. Offered odd Spring.

**BIOL 380 Developmental Biology 3 hours**  
Study of animal development, including gamete development and fertilization, embryonic development, mechanisms of cellular differentiation, cell-cell interactions during development and mechanisms of differential gene expression. Emphasis on understanding development at the cellular and molecular level. Prerequisites: BIOL 110; BIOL 290; CHEM 109 or CHEM 110. Offered even Fall.

**BIOL 395 Research Design in the Sciences 3 hours**  
Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and CHEM 395. Students majoring in biology, chemistry, or environmental science must earn a grade of C or higher. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324. Offered Fall and Spring.

**BIOL 399 Science Internship 1-3 hours**  
Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

**BIOL 410 Molecular Biotechnology 3 hours**  
Methodology and applications in molecular biology, with special emphasis on biotechnology. Prerequisite: BIOL 342 with a grade of C or higher. Concurrent



enrollment in BIOL 410L is strongly recommended. Offered Spring.

**BIOL 410L Methods in Molecular Biotechnology 2 hours**

Laboratory experiences to complement BIOL 410. \$40 lab fee. Prerequisite: BIOL 342L with a grade of C or higher. Concurrent enrollment in BIOL 410 is required. Offered Spring.

**BIOL 415 Immunology 3 hours**

Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disorders. Designed to prepare pre-professional students for later studies. Prerequisites: BIOL 290, BIOL 221 or BIOL 312. Offered odd Spring.

**BIOL 420 Biochemistry I 3 hours**

The first of a two semester course that outlines the structure, function, and chemical properties of biological molecules. Topics include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signalling pathways, DNA information technology, and central intermediate metabolism. Cross-listed as CHEM 420. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 310. CHEM 312 is strongly encouraged. Offered Fall.

**BIOL 420L Biochemistry Laboratory 2 hours**

Laboratory teaching fundamental techniques in biochemistry. Cross-listed as CHEM 420L. Concurrent enrollment in BIOL 420 is required. \$40 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 310. Offered Fall.

**BIOL 422 Biochemistry II 3 hours**

The second of a two semester course that outlines the structure, function, and chemical properties of biological molecules. Topics include the catabolism of fatty acids and amino acids, the urea cycle, oxidative phosphorylation of the mitochondria and chloroplast, the anabolic reactions of lipids, amino acids, nucleotides, and other nitrogen containing compounds, hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes, and the biochemical synthesis of DNA, RNA, and protein. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as CHEM 422. Prerequisite: BIOL/CHEM 420. Offered Spring.

**BIOL 433 Topics 1-3 hours**

**BIOL 472 Psychopharmacology 3 hours**

Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as PSYC 472. Prerequisite: Junior standing. Offered even Fall.

**BIOL 490 Senior Seminar 1 hour**

A seminar course required as a culminating experience prior to graduation for all seniors majoring in Biology and Environmental Science. Students complete and present a review of their major field and participate in career planning. Evaluation is Satisfactory (S)/Unsatisfactory (U), with a grade of S required. Cross-listed as ENVS 490. \$40 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: Senior standing, ENGL 112, 45 semester hours in BIOL/ENVS. Offered Fall and Spring.

**BIOL 499 Advanced Science Internship 1-3 hours**

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum 15 hours of science coursework; senior standing; declared major in Biology, Chemistry or Environmental Science; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

## CHEMISTRY (CHEM)

### Physical and Biological Sciences Department

**CHEM 108 Physical Science Survey 3 hours**

Examination of the physical world and its basic underlying scientific principles. Cross-listed as PHYS 108. Prerequisite: MATH 106 or higher. Offered Fall. **G.E.**

**CHEM 108L Physical Science Survey Laboratory 2 hours**

Laboratory experiences to complement CHEM 108. Cross-listed as PHYS 108L. CHEM 108 must be completed before CHEM 108L can be used for **G.E.** credit. Prerequisite: CHEM/PHYS 108 or concurrent enrollment. Offered odd Fall. **G.E.**

**CHEM 109 Chemistry for Biological and Health-Related Sciences 3 hours**

Fundamentals of chemistry for students entering biological or health-related fields. Topics include stoichiometry, chemical equations and reactions, properties of gases, solutions and electrolytes, acid/base properties and pH, an introduction to organic chemistry, and various aspects of chemistry important in biological systems. Prerequisites: MATH 106 or higher (or ACT math score of 21 or higher); CHEM/PHYS 108 (or high school chemistry course with a grade of C or higher). Offered Fall and Spring. **G.E.**

**CHEM 110 Chemistry I 3 hours**

Fundamental course in the principles of chemistry. Topics include stoichiometry, chemical equations, chemical reactions, properties of gases, properties of solutions, and thermochemistry. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: MATH 106 or higher (or ACT math score 21 or higher); CHEM/PHYS 108 (or high school chemistry course with a grade of C or higher). Offered Fall and Spring. **G.E.**

**CHEM 111L Introductory Chemistry Laboratory Experience 2 hours**

An experimental introduction to the physical and chemical properties of matter to complement CHEM 109 and CHEM 110. \$40 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: CHEM 109 or CHEM 110 or concurrent enrollment. Offered Fall and Spring. **G.E.** (CHEM 109 or CHEM 110 must be completed before CHEM 111L can be used for **G.E.** credit.)

**CHEM 112 Chemistry II 3 hours**

A continuation of CHEM 110. Topics to be covered include kinetics, equilibrium electrochemistry, nuclear chemistry and coordination complexes. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in CHEM 110. Offered Fall and Spring.

**CHEM 112L Chemistry II Laboratory 2 hours**

Laboratory experiences to complement CHEM 112 to include the qualitative analysis of compounds. \$40 lab fee. Students majoring in Biology or

Chemistry must earn a grade of C or higher. Prerequisites: CHEM 112 or concurrent enrollment; CHEM 111L with a grade of C or higher. Offered Fall and Spring.

**CHEM 230 Environmental Toxicology and Chemistry 3 hours**

Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. Cross-listed as ENVS 230. Prerequisite: CHEM 112. Offered even Spring.

**CHEM 233 Topics 1-3 hours****CHEM 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-5 hours****CHEM 306 Analytical Chemistry I 5 hours**

An overview of analytical chemical techniques with a focus on how data is collected, analyzed and interpreted. The development of analytical methods as well as analytical sampling are discussed as are tools used for the isolation and quantification of chemical samples. Laboratory work is included as part of this course. Students majoring in Chemistry must earn a grade of C or higher. \$40 lab fee. Prerequisites: CHEM 112 and CHEM 112L with a grade of C or higher; MATH 150 or MATH 180. Offered Fall.

**CHEM 307 Analytical Chemistry II 5 hours**

A continuation of Analytical Chemistry I focusing on advanced analytical methods for the quantification in analytes in complex systems. Detailed discussions of chemical equilibrium, spectroscopy and current topics in analytical chemistry are included. Laboratory work is included as part of this course. Students majoring in Chemistry must earn a grade of C or higher. \$40 lab fee. Prerequisites: CHEM 306 with a grade of C or higher. Offered odd Spring.

**CHEM 310 Organic Chemistry I 3 hours**

The first semester of a two semester course that surveys theory, preparations, reactions and properties of the compounds of carbon, both aliphatic and aromatic. Topics include alkanes, alkenes, alkynes, substitution and elimination reactions, aromaticity and spectroscopic techniques. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in CHEM 112. Offered Fall.

**CHEM 310L Organic Chemistry I Laboratory 2 hours**

Laboratory experiences to complement CHEM 310 focusing on separation/purification techniques. Students majoring in Chemistry must earn a grade of C or higher. \$40 lab fee. Prerequisites: CHEM 310 or concurrent enrollment; CHEM 112L with a grade of C or higher. Offered Fall.

**CHEM 312 Organic Chemistry II 3 hours**

Continuation of CHEM 310 Organic Chemistry I. Topics include groups in organic chemistry such as alcohols, ethers, epoxides, sulfides, aldehydes, ketones, carboxylic acids and amines. Biomolecules are covered. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: CHEM 310 with a grade of C or higher. Offered Spring.

**CHEM 312L Organic Chemistry II Laboratory 2 hours**

Laboratory experiences to complement CHEM 312 focusing on synthetic methods. Students majoring in Chemistry must earn a grade of C or better. \$40 lab fee. Prerequisites: CHEM 312 or concurrent enrollment; CHEM 310L with a grade of C or higher. Offered Spring.

**CHEM 322 Inorganic Chemistry 3 hours**

A survey of the inorganic and organometallic chemistry of the elements. Topics include group theory, acid/base chemistry, solid state chemistry, main group elements, coordination chemistry and organometallic compounds and reactions. Prerequisite: CHEM 112. Offered odd Fall.

**CHEM 395 Research Design in the Sciences 3 hours**

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and BIOL 395. Students majoring in biology, chemistry, or environmental science must earn a grade of C or higher. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/ or CHEM courses; junior standing; BIOL/PSYC/SOCI 324. Offered Fall and Spring.

**CHEM 399 Science Internship 1-3 hours**

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement.

Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

**CHEM 401 Introduction to Physical Chemistry/Chemical Physics 3 hours**

Introduction to physical principles underlying chemical science. Topics include: thermodynamics, chemical kinetics and quantum mechanics. Cross-listed as PHYS 401. Prerequisites: CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite). Offered Spring.

**CHEM 420 Biochemistry I 3 hours**

The first of a two semester course that outlines the structure, function, and chemical properties of biological molecules. Topics include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signalling pathways, DNA information technology, and central intermediate metabolism. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross listed as BIOL 420. Prerequisites: BIOL 110 and CHEM 310. CHEM 312 is strongly encouraged. Offered Fall.

**CHEM 422 Biochemistry II 3 hours**

The second of a two semester course that outlines the structure, function, and chemical properties of biological molecules. Topics include the catabolism of fatty acids and amino acids, the urea cycle, oxidative phosphorylation of the mitochondria and chloroplast, the anabolic reactions of lipids, amino acids, nucleotides, and other nitrogen containing compounds, hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes, and the biochemical synthesis of DNA, RNA, and protein. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as BIOL 422. Prerequisite: BIOL/CHEM 420. Offered Spring.

**CHEM 420L Biochemistry Laboratory 2 hours**

Laboratory teaching fundamental techniques in biochemistry. \$40 lab fee. Cross-listed as BIOL 420L. Concurrent enrollment in CHEM 420 is required. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 310. Offered Spring.

**CHEM 433 Topics 1-3 hours**

**CHEM 490 Senior Seminar 3 hours**  
**A seminar course required as a culminating experience prior to graduation for all seniors majoring in science.** Students do library research project(s) from the field of natural sciences. A grade of C or higher is required. Prerequisites: Senior standing; ENGL 112; CHEM 306; a minimum of 26 hours of coursework with CHEM prefix. Offered Fall and Spring.

**CHEM 499 Advanced Science Internship 1-3 hours**  
 Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum 15 hours of science coursework; senior standing; declared major in Biology, Chemistry or Environmental Science and minimum 3.0 GPA in major core classes at time of registration of internship. Offered Fall and Spring.

## COLLEGE INTRODUCTORY STUDIES (COLL)

College Introductory Studies are skills courses and consist of the following: COLL 103, 104, 105, 106, 107, 108, 109, 177, 277, 377, 477; ESOL 100, 101, 102, 103, 104, and 105; ENGL 107; INCC 111; MATH 104 and MATH 106. **These courses may be used as elective credits toward a degree but do not fulfill general education requirements.**

**COLL 103 Concepts of Physical Activity and Wellness 2 hours**  
 Basic knowledge, understanding, and values of physical activity and wellness. Occasional offering.

**COLL 104 Peer-Advising Skills Seminar – Part I .5 hour**  
 Assists students in the development of basic skills needed to serve in Resident Assistant, Community Consultant, or Peer Educator positions. Offered Spring (1st 8 weeks).

**COLL 105 Peer-Advising Skills Seminar – Part II .5 hour**  
 Assists students in the development of basic skills needed to serve in Resident Assistant, Community Consultant, or Peer Educator positions. This is a continuation of the Peer Advising Skills Seminar – Part I. Offered Spring (2nd 8 weeks).

**COLL 106 Strategic Studying Seminar .5 hour**  
 Designed to help students make the transition to the college setting by enhancing their study strategies. Topics include note-taking, reading textbooks, memory and organizational strategies, and test-taking skills. Occasional offering.

**COLL 107 Decision-Making and Career Planning .5 hour**  
 This course improves student decision-making skills at a crucial point in life. Students perform exercises for self-exploration and discerning values and research employment trends and job markets to make the best match in choosing a career. Occasional offering.

**COLL 108 Analytical Thinking Seminar .5 hour**  
 Students improve analytical-thinking skills using in-class writing, take-home assignments, and group projects; they demonstrate their ability to sort out opinions, to interpret data, to recognize errors of perception, judgment, or reaction, to evaluate judgments, and to express their own opinions clearly and logically. Occasional offering.

**COLL 109 Communicating to Our World: An Introduction to Leadership .5 hour**  
 Students learn about the social change model of leadership development. Through participation in the Emerging Leaders Institute (ELI), students have an opportunity to apply their learned knowledge to real life experiences. This class can only be taken by those chosen for the ELI Program. Offered Spring.

**COLL 177 Study Tour Experiences 1 hour**  
 Short term study abroad experience. Occasional offering.

**COLL 225 Tutoring .5 - 3 hours**  
 Students tutor in specific subject areas. A student earns one elective semester hour for 45 clock hours of tutoring time. The student arranges a tutoring schedule with the supervisor and enrolls in this course after completing the required clock hours for credit. Prerequisite: to be determined by the faculty or staff supervisor of each student enrolling for discipline-specific tutoring.

**ENGL 107 Developmental English Composition 3 hours**  
 Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher is required. Prerequisite: Placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 1 to 17 or whose SAT Score is from 200 to 440 shall be placed in ENGL 107. Offered Fall and Spring.



**ENGL 107N Developmental English Composition 3 hours**

Special class section for non-native speakers. Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher is required. Offered Fall.

**ESOL 100 Grammar Skills I 2 hours**

This course helps students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in longer and more varied discourse settings. Offered Fall and Spring.

**ESOL 101 Written Communication Skills I 5 hours**

This course helps students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Offered Fall and Spring.

**ESOL 102 Oral Communication Skills I 5 hours**

This course helps students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Offered Fall and Spring.

**ESOL 103 Grammar Skills II 2 hours**

This course continues to help students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in academic discourse settings. Prerequisite: Placement or successful completion of ESOL 100. Offered Fall and Spring.

**ESOL 104 Oral Communication Skills II 5 hours**

This course continues to help students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Prerequisite: Placement or successful completion of ESOL 102. Offered Fall and Spring.

**ESOL 105 Written Communication SkillsII 5 hours**

This course continues to help students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Prerequisite: Placement or successful completion of ESOL 101. Offered Fall and Spring.

**INCC 111 Introduction to Columbia College 1 hour**

Introduction to Columbia College and to the values of learning. The eight-week seminar provides students an opportunity to explore the goals of an ethics-based liberal arts education and to identify their role in the academic, cultural, and social community of Columbia College. The general education curriculum, degree requirements, college catalog, advising process, and student handbook will be introduced. Additionally, students will become familiar with the wide variety of resources available to help them meet their collegiate goals. **All freshmen are strongly encouraged to enroll in this seminar during their first semester.** Offered Fall and Spring.

**INCC 133 Topics: Introduction to Columbia College for Student Support Services 1 hour**

This eight-week seminar should be taken following INCC 111. It is designed to provide Student Support Services (SSS) participants with an overview of the history, requirements, benefits and services provided by Columbia College's SSS program. Students assess and enhance their academic and interpersonal skills and expand their cultural knowledge and experience. Prerequisite: INCC 111 recommended. Offered Fall and Spring.

**MATH 104 Beginning Algebra 3 hours**

Introduction to the fundamental concepts of algebra. Review of fractions, decimals, and signed numbers. Methods for solving linear equations, linear inequalities, and systems of linear equations. Thorough treatment of graphing lines and linear equalities in the plane. Introduction to rules of exponents. Real-world applications are integrated throughout the course. Students must repeat the course if a grade of U, F, or D grade is awarded. Offered Fall and Spring.

**MATH 106 Intermediate Algebra 3 hours**

Second course in a three-course sequence in algebra. Review of graphing lines. An introduction to solving systems of linear equations, exponents, polynomial expressions, square roots, zeros of polynomials,

quadratic equations, and graphs of parabolas. Students must repeat the course if a U, F or D grade is awarded. Prerequisite: A passing score on the Columbia College math placement exam or MATH 104 with a grade of C or higher or a score of 19 or higher on the math portion of the ACT or 460 or above SAT score. Offered Fall and Spring.

## COMMUNICATION STUDIES

### (COMM)

#### Humanities Department

#### **COMM 110 Introduction to Speech 3 hours**

This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication. Offered Fall and Spring. **G.E.**

#### **COMM 203 Understanding Human Communication 3 hours**

Communication theories and models applied to intra-personal, interpersonal, small-group and public settings. Principles practiced in verbal and non-verbal forms. Offered Fall and Spring. **G.E.**

#### **COMM 214 Mass Communication in Society 3 hours**

History and development of the American mass media, to include examination of media roles in society, social advantages and disadvantages of media, and the role of the spectator/consumer towards the media. Prerequisite: COMM 110. Occasional offering.

#### **COMM 220 Introduction to Theatre 3 hours**

Introduction to the elements utilized during the production of a play as well as an emphasis on increased appreciation of numerous major performance styles and genres. Occasional offering.

#### **COMM 224 Film History and Analysis 3 hours**

Introduction to the world history of cinema from its origins to the present, featuring important and influential films of various types and genres from several countries. Basic formal and technical aspects of the medium and means of analysis are also introduced. Prerequisite: COMM 110. Occasional offering. *Course meets Multicultural Graduation Requirement.* **G.E.**

#### **COMM 230 Introduction to Communication Theory and Research 3 hours**

Introduction to theory, methodology, analysis, and criticism. Skills learned in this course are the beginning foundation of those required to complete the Capstone course and the major senior project. Prerequisites: Sophomore standing, completion of at least one COMM course, and a C average in all Speech Communication courses. Offered Fall

#### **COMM 233 Topics 1-3 hours**

#### **COMM 303 Intercultural Communication 3 hours**

Study of the role of communication in multicultural and intercultural contexts, including issues relating to values, language and non-verbal behavior as they relate to effective multicultural and intercultural interaction. Prerequisite: Sophomore standing. Occasional offering. *Course meets Multicultural graduation requirement.*

#### **COMM 304 Introduction to Screenwriting 3 hours**

This course is an introduction to the art and craft of screenwriting. Students learn basic principles of screenwriting, including how screenwriting differs from other writing styles. Students explore the screenplay style and format, character development and story arcs through a film treatment and short screenplay. Cross-listed as ENGL 304. Prerequisites: ENGL 112, and either COMM 224 or ENGL 310. Offered even Fall.

#### **COMM 313 Interpersonal Communication 3 hours**

An introduction to the process of face-to-face communication within personal relationships, family, community, and the workplace. Prerequisite: COMM 110. Offered even Fall.

#### **COMM 320 Advanced Theatre 3 hours**

Performance theory and criticism supporting current staging of monologues, duets and ensemble scripts in theatre and film. This course has a significant focus on advance acting skills and theatre on the global stage. Prerequisite: COMM 220. Occasional offering.

#### **COMM 323 Argumentation and Debate 3 hours**

Detailed study and application of rhetorical theories, including the analysis, evaluation, and production of arguments. Course focusses on formal debate strategies in addition to rhetorical artifacts ranging from classical readings to contemporary discourse. Prerequisite: COMM 110. Offered odd Spring.

#### **COMM 324 Film Styles and Genres: (Specific Topic) 3 hours**

Intensive study of a specific body of films grouped by

similarities in style, genre, period or cultural origin. Emphasis is on historical, theoretical, and critical issues. Topics vary. Sample topics: Documentary film; film adaptation; film authors; independent film; movie musicals. Course may be taken more than once when topic varies. Prerequisite: COMM 224. Occasional offering.

**COMM 334 Political Economy of Film and Media 3 hours**

Examination of the film industry and mass communication outlets as they pertain to political economy. Through the study of ownership as a business strategy and cultural construction, students explore the cultural influence of mass communication. Prerequisite: COMM 214 or COMM 224. Occasional offering.

**COMM 343 Gender Communication 3 hours**

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as WMST 343. Prerequisite: Sophomore standing. Occasional offering.

**COMM 344 Visual Communication and Culture 3 hours**

Introduction of basic principles of perception and visual interpretation. Analysis and discussion addresses the dependent processes of rhetorical visual communication in media and film studies, cultural studies, art, literature, and photography within the public sphere. Prerequisite: COMM 110. Offered even Fall.

**COMM 354 Social Media and Virtual Communities 3 hours**

This course examines the ways humans communicate via social media and virtual communities. Grounded in communication theory, students appropriately engage, first-hand, with social media technologies to explore the manners of electronic communications maintenance, manipulation, and community building. Technologies pertaining to this course include: smart mobs, blogs, collaboration tools, podcasts, viral video, social bookmarking, and other evolving technologies. Prerequisite: COMM 214. Occasional offering.

**COMM 360 Oral Interpretation of Literature 3 hours**

Appreciation of poetry, prose and drama through oral performance. Prerequisite: COMM 110 and/or COMM 203 strongly recommended. Offered even Fall.

**COMM 380 Performance Studies 3 hours**

Examination of classical and contemporary views of performance as a way of constituting meaning as well as to affirm individual and cultural identity at the crossroads of race, class and gender. Prerequisite: COMM 360. Occasional offering.

**COMM 385 Performance Styles and Genres: (Specific Topic) 3 hours**

Intensive study of a major performance style and genre. Emphasis is on the historical, theoretical, and critical issues. Sample topics: poetry; personal narrative; performance art; prose; drama. Course may be taken more than once when the topic varies. Prerequisite: COMM 360. Occasional offering.

**COMM 393 Organizational Communication 3 hours**

Examination of communication processes with emphasis on systems theories, leadership and interpersonal and group interaction in formal and informal organizational settings. Prerequisite: COMM 110. Occasional offering.

**COMM 399 Communication Internship 1-3 hours**

Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students can register for no more than 12 internship (399 and 499 combined) credits during their time at Columbia College. Prerequisites: Junior standing; minimum 3.0 cumulative GPA at time of registration of internship. Offered Fall and Spring.

**COMM 404 Media Criticism 3 hours**

Theoretical and practical analysis of the content, structure, and context of mediated communication in the United States. Students use cultural, critical, and rhetorical strategies to evaluate media content. Prerequisites: COMM 214 and 3 hours of upper-level communication coursework. Occasional offering.

**COMM 420 Advanced Acting and Production Techniques 1-3 hours**

This course exposes students to the acting, directing, and technical processes during the staging of a full-length production. Acting or managerial participation in a main stage production is a course requirement. The week prior to the performance will require evening and weekend rehearsal time required for participation in the class. All students must participate in the set production dates scheduled prior to production dates. This course may be taken for variable credit and up to three times. Prerequisite: Audition. Occasional offering.

**COMM 433 Topics 1-3 hours****COMM 495 Speech Communication Integrative Seminar 3 hours**

**Culminating experience for the major; completion with a C or higher required.** Advanced examination of the nature of communication theory, research, and methods. With the instructor's permission, a student not majoring in Speech Communication may enroll and propose a project specific to the Speech Communication discipline. Prerequisites: COMM 230, C average or higher in Speech Communication courses; minimum of 15 hours of 300- or 400-level Communication courses; senior standing. Offered Spring.

**COMM 499 Advanced Communication Internship 1-3 hours**

Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students can register for no more than 12 internship (399 and 499 combined) credits during their time at Columbia College. Prerequisites: COMM 399; senior standing; minimum 3.0 cumulative GPA at time of registration of internship. Offered Fall and Spring.

## COMPUTER AND INFORMATION SCIENCE (CISS)

### Computer and Mathematical Sciences Department

**CISS 145 Introduction to Python Programming 3 hours**

An introduction to computer programming. Students design and build a substantial system using the Python language. The system is selected from the following: 2D/3D games, CD player, image authoring tool. This course is intended for non-Computer Science majors. Prerequisite: MATH 150. Offered Spring.

**CISS 170 Introduction to Computer Information Systems 3 hours**

Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet, and data management software are used to explore use of microcomputers in business. Offered Fall and Spring. **G.E.**

**CISS 176 Introduction to Computer Science 3 hours**

This course provides a broad overview of computer science. It is designed to provide students with an appreciation for and an understanding of the many different aspects of computer science. Offered Fall and Spring. **G.E.**

**CISS 234 Visual Basic 3 hours**

An introduction to programming using Visual Basic. Emphasis is on Visual Basic syntax and creating user interfaces in Visual Basic. Topics include application design, using variables and constants, the selection and repetition structures, sequential access files, menus, dialog boxes and error trapping, random access files, database access and arrays. Prerequisites: CISS 170 or CISS 176; MATH 150. Offered Fall.

**CISS 236 COBOL Programming 3 hours**

COBOL syntax and semantics, data structures including record processing using sequential, indexed, and relative files; sorting and merging files, and other language features. Prerequisites: CISS 170 or CISS 176; and MATH 150. Occasional offering.

**CISS 238 Java Programming 3 hours**

An introduction to programming using Java. Topics include methods, classes, objects, advanced object concepts, input, selection, repetition, arrays and strings, applets, HTML, graphics, inheritance concepts, abstract windows tool kit, file input and output. Prerequisites: CISS 170 or CISS 176; MATH 150. Offered even Spring.

**CISS 240 Introduction to Programming 4 hours**

Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types, arrays, strings, pointers and recursion. Prerequisites: MATH 150; CISS 170 or CISS 176. Offered Fall and Spring.

**CISS 245 Advanced Programming 4 hours**

A continuation of CISS 240. Topics include object-oriented programming in C++ with classes, methods, inheritance, dynamic memory allocation, file streams, linked lists and stacks. Prerequisite: Grade of C or higher in CISS 240. Offered Fall and Spring.



**CISS 274 Introduction to Internet Technology and Electronic Commerce 3 hours**

Introduction to the internet and electronic commerce. Topics include the World Wide Web, basic web page design (HTML) and programming methodologies (CGI). Social, economic, ethical and political topics are discussed as well. Prerequisite: CISS 170 or CISS 176. Offered Fall.

**CISS 285 Structured Systems Analysis and Design 3 hours**

This course explores the structured tools, techniques, methodologies, and the system development life cycle used to plan, analyze, design, implement/build and maintain computer information systems. Prerequisite: CISS 234 or CISS 238 or CISS 240. Offered Fall.

**CISS 298 Web Programming 3 hours**

Introduction to web programming issues associated with developing web applications and website design. Prerequisite: CISS 170 or CISS 176. Offered odd Spring.

**CISS 301 Operating Systems for Business Computing 3 hours**

Introduction to computer operating systems functions and management. Topics include memory, process, device, file, network function management and concurrent processes, security and ethics. Prerequisites: CISS 170 or CISS 176; junior standing. Offered odd Fall.

**CISS 302 Business Data Communications and Networking 3 hours**

Introduction to business computer networking. Topics include network architecture with layered models; network technologies with LAN, MAN and WAN; network security, design and management. Prerequisites: CISS 170 or CISS 176; junior standing. Offered even Spring.

**CISS 312 ACM Programming Contest 1 hour**

Open to computer majors participating in the ACM Programming Contest. May be repeated for a total of 3 semester hours. Prerequisites: Junior standing, computer major – either CIS or CS. Evaluation is Satisfactory/Unsatisfactory. Offered Fall and Spring.

**CISS 325 Systems Analysis, Design and Implementation Projects 3 hours**

The systems analysis and design topics introduced in CISS 285 are applied to create one or

more operational computer information systems. Prerequisite: CISS 285 (or CISS 280) with a grade of C or higher. Offered Spring.

**CISS 350 Advanced Algorithms and Data Structures 3 hours**

Advanced concepts of data, storage, organization, and retrieval. Topics include multiple-linked lists, balanced trees, graphs, abstract data types, classes and methods, object-oriented programming, searching and sorting. Prerequisite: CISS 245 or CISS 243. Offered Fall and Spring.

**CISS 355 Directed Study 1-3 hours**

Research project covering a limited and well-focused aspect of theory, concept, or application in a selected area of CIS not covered in depth in the curriculum. A term paper documenting the research and results is required. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. Prerequisite: CISS 245 or CISS 243.

**CISS 358 Algorithm Analysis 3 hours**

Introduction to algorithm analysis and complexity classes including advanced data structures such as B-trees, height-balanced trees, and graphs. Analysis of various searching and sorting algorithms and algorithm design topics such as dynamic programming, greedy methods, and divide-and-conquer. Prerequisites: MATH 225; CISS 245 or CISS 243. Offered odd Fall.

**CISS 360 Computer Systems and Assembly Language 3 hours**

Introduction to the fundamental concepts of computer systems including data representation, computer arithmetic, Boolean algebra, SSI Logic Design, register-transfer and micro-operations, computer organization, assemblers and assembly language programming. Prerequisite: CISS 245 or CISS 243. Offered odd Fall.

**CISS 362 Introduction to Automata Theory, Languages and Computation 3 hours**

The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Cross-listed as MATH 362. Prerequisites: MATH 225 and CISS 240. Offered even Fall.

**CISS 365 Project Management 3 hours**

An introduction to project management issues associated with information technology projects including project definition, organizational structures, risk factors, quality management and procurement management. Prerequisites: MGMT 254; CISS 320 or CISS 325. Offered even Fall.

**CISS 370 Operating Systems 3 hours**

The hardware, firmware and software organization of computer systems, basic operating systems concepts, concurrent processes, CPU and disk scheduling, memory management, deadlocks, systems evaluation and simulation, and performance measurement. Prerequisites: CISS 350 or CISS 358. Offered odd Spring.

**CISS 375 Compiler Construction 3 hours**

Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables, run-time storage. Prerequisite: CISS 350 or CISS 358. Offered even Fall.

**CISS 380 Computer Graphics 3 hours**

Techniques for picture development and transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems, animation techniques. Prerequisite: CISS 350 or CISS 358. Offered odd Fall.

**CISS 390 Global Information Systems Management 3 hours**

Introduction to global information systems management issues associated with culture, politics and geoeconomics, international IS standards and regulations, outsourcing and off-shoring. Prerequisite: Junior standing. Offered even Spring. *Course meets Multicultural graduation requirement.*

**CISS 391 Information Systems Security 3 hours**

Introduction to information systems security issues associated with formal and informal systems' protection, detection and responses. Prerequisite: Junior standing. Offered even Fall.

**CISS 410 Computer Networks and Communications 3 hours**

Network architecture and the OSI model. Physical protocols for data transmission and error detection/correction, data link concepts, LAN protocols, inter-networking, end-to-end service and security considerations. Prerequisite: CISS 350. Offered odd Fall.

**CISS 420 Computer Architecture 3 hours**

Introduces fundamental concepts of computer architecture including data representation, computer arithmetic, Boolean algebra, combinational logic design, sequential circuits, registers and counters, memory and programmable logic devices, instruction set architecture, CPU design, input-output, memory systems. Prerequisite: CISS 360. Offered even Spring.

**CISS 430 Database Systems 3 hours**

Design and implementation of relational and object-oriented database systems. Relational algebra, normal forms and normalization, query processing, efficiency and security considerations. Prerequisite: CISS 285 or CISS 280. Offered Spring.

**CISS 433 Topics 1-3 hours**

These courses will cover selected topics not offered as part of the CIS curriculum. .

**CISS 438 Object-Oriented Design and Analysis 3 hours**

Introduction to object-oriented (OO) analysis, design, and modeling. Topics include techniques for mapping real-world systems onto an OO representation, use case design, OO methodology for software development, identifying patterns, building conceptual models, and OO implementation issues. The Unified Modeling Language is used as a modeling tool. Prerequisite: CISS 350 or 358. Offered even Fall.

**CISS 445 Programming Languages 3 hours**

Survey and comparison of various programming languages and the concepts used in designing, specifying and evaluating languages. Topics include formal specification, language constructs, translation, binding and binding times, logic and functional programming. Prerequisite: CISS 350 or CISS 358. Offered even Spring.

**CISS 450 Artificial Intelligence 3 hours**

Concepts and theories of intelligent computer systems. Issues of perception, learning, problem solving and knowledge representation discussed. Programming in a list processing language will be required. Applications to game playing, theorem proving, expert systems, language understanding. Prerequisite: CISS 350 or CISS 358. Offered odd Spring.

**CISS 451 Introduction to Cryptography & Computer Security 3 hours**

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Cross-listed as MATH 451.

Prerequisites: MATH 225; CISS 245 or CISS 243. Offered odd Spring.

**CISS 455 Directed Study 1-3 hours**

Research project covering a limited and well-focused aspect of theory, concept, or application in a selected area of CIS not covered in depth in the curriculum. A term paper documenting the research and results is required. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. Prerequisite: Senior standing.

**CISS 465 Software Engineering 3 hours**

An introduction to software engineering including process methods, software metrics, configuration management, risk analysis, testing techniques and quality assurance, project management and tracking. Prerequisite: CISS 430. Offered Fall.

**CISS 472 Data Warehousing and Decision Support Systems 3 hours**

An investigation of data warehousing, data mining, and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment and maintenance issues. Prerequisite: CISS 430. Offered odd Fall.

**CISS 492 Senior Seminar in Management Information Systems 3 hours**

Required culminating course for graduation as a Management Information System (MIS) major. Readings from the current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 365, CISS 430 and senior standing. Offered Fall and Spring.

**CISS 493 Senior Seminar in Computer Information Systems 3 hours**

**Culminating course required for Computer Information Systems (CIS) majors.** Readings from the current literature. Requires original research project and paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 350, CISS 360, CISS 430 and senior standing. Offered Fall and Spring.

**CISS 494 Senior Seminar in Computer Science 3 hours**

**Culminating experience course required for Computer Science Majors.** Requires original research project, paper and presentation under the supervision of a computer science faculty member.

Grade of C or higher required. The course includes a program evaluation component. Prerequisites: CISS 420, CISS 430, CISS 445 and senior standing. Offered Fall and Spring.

**CISS 499 Internship 1-6 hours**

Students complete 45 hours of experiential work for each semester hour. Typical internships include programming in VB, C++ and COBOL, writing PERL scripts, doing database work with SQL and Access, and system analysis work. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 hours of CISS 499 during their time at Columbia College. Prerequisites: Senior standing; declared major in Computer Science, Computer Information Systems or Management Information Systems; minimum 3.0 cumulative GPA at time of registration for internship. Offered Fall and Spring.

## CRIMINAL JUSTICE ADMINISTRATION (CJAD)

### Criminal Justice Administration and Human Services Department

**CJAD 101 Introduction to Criminal Justice Administration 3 hours**

History and development of major components of the CJ system: police, prosecution, defense, criminal courts, institutional and community-based corrections. Offered Fall and Spring.

**CJAD 201 Criminal Investigation 3 hours**

Provides the student with a practical working knowledge of criminal investigation principles, techniques, law, and procedure. The investigative process is studied from basic theoretical concepts to the application of the basic elements for prosecution of criminal cases. Includes a study of crime-scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime and terrorism. Prerequisite: CJAD 101. Offered Fall.

**CJAD 203 Crime Scene Investigation 3 hours**

Techniques and methods of crime scene investigation focusing on practical suggestions as well as theoretical viewpoints of the field. Topics include fundamentals of the preliminary investigation, identification, protection and collection of evidence, sketching and photographing the crime scene, interpreting blood stain evidence and fingerprinting techniques. \$40 lab fee. Prerequisite: CJAD 101. Offered Fall and Spring.

**CJAD 233 Topics 1-3 hours**

**CJAD 233 Topics: Mock Trial 1 hour**  
Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 233. Prerequisite: Must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.** Offered Fall and Spring.

**CJAD 301 Criminal Law 3 hours**  
Examines the basic concepts and elements of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary, and robbery. Analysis of inchoate crimes involving attempt, solicitation and conspiracy. Analysis of general principles of criminal liability, punishment, and the legal limitations of such liability based on self-defense, necessity, entrapment, diminished capacity and insanity. Prerequisite: CJAD 101. Offered Fall.

**CJAD 303 Crime Scene Photography 3 hours**  
Techniques and methods of crime scene photography focusing on practical suggestions as well as general viewpoints of crime scene imaging and documentation. The use of digital imaging and standard film systems are demonstrated. Topics include the fundamentals of photographing scenes from general to specific utilizing the overall, medium, and close-up "three-step" methods. Practical exercises demonstrate the documentation of crime scenes. Major case crime scenes and autopsy procedures are specifically demonstrated. \$40 lab fee. Students are not required to have equipment but may use their personal systems (digital/standard). Prerequisites: CJAD 101 and junior standing. Offered Fall and Spring.

**CJAD 305 Forensic Anthropology 3 hours**  
Anthropological principles and knowledge applied within the legal system. Examination of the basics of bone biology, methods of skeletal analysis, signs of pathology and trauma, and postmortem interval. Prerequisite: Junior standing. Offered Fall.

**CJAD 306 Military Justice System 3 hours**  
Examination of the history and principles of military justice and comparison of the military and civilian justice systems. Topics include the Uniform Code of Military Justice; military crimes; nonjudicial punishment; jurisdiction of general and special military courts; military judges and panels; self incrimination, search and seizure, pretrial confinement and restraint;

plea bargaining; sentencing and appellate review in military courts. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 310 Crisis Intervention 3 hours**  
Survey of the current crisis intervention literature and introduction to the theories, principles, concepts and techniques of crisis intervention. Upon completion, students should be able to predict who may need crisis intervention services, and demonstrate the provision of first-order crisis intervention. Prerequisite: PSYC 101. Occasional offering.

**CJAD 311 Police in a Democratic Society 3 hours**  
Overview and analysis of law enforcement history, development, purposes and roles in a democratic society. Material is presented from a theoretical standpoint and examines critical issues and advances in crime control. Prerequisite: CJAD 101. Offered Fall.

**CJAD 315 Private Security and Loss Prevention 3 hours**  
A comprehensive survey of the private security field, including history, organizational and industry structure, strategies and tactics, legal and ethical issues, and employment possibilities. Prerequisite: Junior standing. Occasional offering.

**CJAD 320 Cultural Diversity in Criminal Justice 3 hours**  
Examination of current issues and social problems relating to the administration of justice in a culturally diverse society. Special focus of the course will be on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is cross-cultural communication, implementing cultural awareness training, multicultural representation in law enforcement and criminal justice interaction with various racial and ethnic groups. Strongly recommended as prerequisite for CJAD 345 Ethics and Morality in Criminal Justice. Prerequisites: CJAD 101 and junior standing. *Course meets Multicultural graduation requirement.* Offered Fall.

**CJAD 325 Juvenile Justice System and Procedures 3 hours**  
Examination of the American juvenile justice system from the perspective of law enforcement, the courts and corrections. Prerequisites: CJAD 101 and junior standing. Offered even Spring.

**CJAD 327 Fingerprint Evidence 3 hours**  
Exploration of the techniques and methods of identification, capture and analysis of fingerprint evidence,



including consideration of the fundamentals of fingerprint patterns, classification formulas and extensions, scarred patterns, amputations and missing fingers, filing sequence, searching and referencing, Henry Classification, techniques for taking good fingerprints, problems in fingerprinting, latent impressions, powdering and lifting latent impressions, preparation of fingerprint charts for court testimony, and practical exercises for capturing fingerprints on a ten print card and live scan fingerprint machines. Prerequisites: CJAD 101 and a declared Criminal Justice or Forensic Science major. Offered Spring.

**CJAD 328 Shooting Incidents 3 hours**

Exploration and practical analysis of forensic evidence resulting from shooting incidents, including consideration of ballistics, ammunition, weapons/hardware, injury patterns in association with entry and exit wounds, and injury documentation and reconstruction techniques. Prerequisites: CJAD 201; CJAD 203; junior standing; declared Criminal Justice or Forensic Science major. Offered Spring.

**CJAD 333 Topics: Mock Trial 1 hour**

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 333. Prerequisite: Student must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.** Offered Fall and Spring.

**CJAD 335 Criminalistics 3 hours**

Introduction to the scientific techniques commonly used in forensic crime solving, covering in detail all aspects of forensic science, the organization of a crime lab and how evidence is treated from the crime scene to the courtroom. Prerequisites: CHEM 110, BIOL 110, junior standing. Offered Fall and Spring.

**CJAD 335L Criminalistics Laboratory 2 hours**

Criminalistics laboratory supplements CJAD 335 Criminalistics and covers the basic biology, chemistry and instrumentation techniques used in the analysis of forensic evidence. \$40 lab fee. Prerequisites: CJAD 335 or concurrent enrollment, CHEM 110, CHEM 111L, BIOL 110, BIOL 110L, junior standing. Offered Fall and Spring.

**CJAD 345 Ethics and Morality in Criminal Justice 3 hours**

Study of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption and discrimination. Prerequisite: CJAD 101. Offered Fall.

**CJAD 350 Corrections and Penology 3 hours**

Analysis of punishment in our criminal justice system, with focus on why we punish, and how we punish, all examined within the context of correctional philosophies. History and development of corrections, including relevant theories, practices, systems analysis and treatment modalities. Prerequisite: CJAD 101. Offered Spring.

**CJAD 351 Community Based Corrections 3 hours**

Examination of the philosophy, role and function of probation, parole and other community based corrections as compared to institutional corrections. Consideration and critical evaluation of special programs and recent innovations in community based corrections. Prerequisites: CJAD 101 and sophomore standing. Occasional offering.

**CJAD 352 Victims in the Justice System 3 hours**

Examination of the interface between victims and the various components of the criminal justice system. Topics include the history of the victims rights movement, victim prevention and victim assistance programs, victimization patterns and trends, victim interaction with law enforcement, victim rights and remedies in the court system, victim roles under the correctional system, demographic issues and concerns involving victims and offenders, and particularized consideration of victim issues in specific offenses including stalking, domestic violence, hate crimes and sex crimes involving adults and children. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 370 Dynamics of Terrorism 3 hours**

This course surveys contemporary terrorism, especially international terrorism. The course examines controversies in defining terrorism; explores the historical roots of terrorism; examines terrorist motivations, organization and strategies; and explores ways in which countries can respond to the threat of terrorism. Cross-listed as POSC 370. Offered odd Fall.

**CJAD 390 Criminal Justice Practicum 3 hours**

Integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Permission of the Criminal Justice Administration and Human Services Department Chair one semester before the desired practicum placement. Prerequisite: Completion of sixty hours of coursework with a GPA of 2.5. Evaluation: Satisfactory/Unsatisfactory. Offered Fall and Spring.

**CJAD 399 Criminal Justice Internship 1-3 hours**

Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 criminal justice internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: CJAD 101; junior standing; minimum 2.5 cumulative GPA at time of registration for internship. Offered Fall and Spring.

**CJAD 403 Cold Case Investigation 3 hours**

Examination of the processes, theories, and investigative techniques of cold case investigations. Operative and sequential procedures that lead to successful closure of cold cases are also examined. Topics include: development of cold case units, solvability factors, review and evaluation of evidence, and the basic and advanced technological methods employed by cold case squads. Prerequisites: CJAD 101, CJAD 203, CJAD 405, and a declared Criminal Justice or Forensic Science major. Offered Spring.

**CJAD 405 Laws of Criminal Evidence 3 hours**

Analysis of why certain testimony, objects and materials should be admitted or rejected as evidence in criminal trials. Topics include the evolution of the laws of evidence, the trial process, privileges, hearsay, confessions and admissions, pretrial investigation and identification procedures, expert and lay opinion, scientific evidence, character evidence, presumptions, and evidence collection and preservation. Prerequisites: CJAD 101 and junior standing. Offered Spring.

**CJAD 406 Expert and Scientific Evidence 3 hours**

Examination of the role and function of expert and scientific evidence in the legal system, and critical evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized consideration of evidentiary issues connected with specific scientific techniques. Prerequisites: CJAD 101 and junior standing. Offered Fall.

**CJAD 410 Drug Abuse and Crime Control 3 hours**

Comprehensive examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. Prerequisite: CJAD 101. Occasional offering.

**CJAD 413 Bloodstain Evidence 3 hours**

A practice-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, low-velocity impact and angular bloodstains, medium and high velocity bloodstains, significance of partially dried, clotted, aged and physically altered bloodstains and others. Prerequisite: CJAD 101. Offered Fall.

**CJAD 415 Criminal Procedures 3 hours**

Detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. Emphasis is placed on court decisions involving the 4th, 5th, 6th, 8th and 14th amendments to the U.S. Constitution. Prerequisite: Junior standing. Offered Spring.

**CJAD 420 Legal Issues in Criminal Justice 3 hours**

Analysis of current and controversial legal issues in the criminal justice system. Topics may include current Supreme Court issues, hate crime, domestic violence, gun control, the death penalty, police civil liability, privacy rights, wrongful conviction and public policy, plea bargaining, specialty courts, reforms to the justice system, and law enforcement counter-terrorism activities. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 421 Organized Crime 3 hours**

Provides the student with a realistic concept and understanding of the problem of organized criminal activity in the United States. Focuses on theories and the evolution of traditional organized crime in America as well as examining the many new and emerging organized crime groups attempting to acquire a stronghold on domestic criminal enterprises. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 425 Legal Research and Writing 3 hours**

Application of systems and methods of legal research to problems and issues in the Justice system. Prerequisite: Junior standing. Offered Fall.

**CJAD 433 Topics 1-3 hours**

**CJAD 445 Forensic Pathology 3 hours**  
Analysis of systems and methods of determining time, cause, and means of death in criminal investigations and trials. Prerequisites: CJAD 101 and junior standing. Occasional offering.

**CJAD 451 Management of Criminal Justice Agencies 3 hours**  
Examines criminal justice agencies within the context of current management principles, organizational theory and administrative practices. Prerequisites: CJAD 101 and junior standing. Offered Fall.

**CJAD 455, 456 Directed Study 1-3 hours**

**CJAD 475 Senior Seminar in Forensic Science 3 hours**  
**A seminar course required as a culminating experience for all seniors majoring in Forensic Science.** This capstone course integrates prior learning while exploring current research, contemporary issues and professional standards in forensic science. Completion with a grade of C or higher is required. Prerequisites: Senior standing, Forensic Science major. Offered Fall and Spring.

**CJAD 495 Integrative Seminar 3 hours**  
**Culminating course for graduation as a Criminal Justice major. Completion with a grade of C or higher required.** Designed to integrate and synthesize all coursework in criminal justice and related areas so the student has a broad conceptual and practical understanding of the criminal justice career field. In addition, it is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections and juvenile justice. Prerequisites: Completion of 90 hours of coursework and senior standing. Offered Spring.

**CJAD 499 Advanced Criminal Justice Internship 1-3 hours**  
Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 criminal justice internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum 9 hours of criminal justice coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

## ECONOMICS (ECON)

### Business Administration Department

**ECON 293 Macroeconomics 3 hours**  
Introduction to concepts and theories applicable to a national economy. Prerequisite: Sophomore standing. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

**ECON 294 Microeconomics 3 hours**  
Introduction to specific economic units and to individual markets and individual interactions within an economy. Prerequisite: Sophomore standing. Offered Fall and Spring. **G.E.**

**ECON 310 Environmental and Resource Economics 3 hours**  
Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ENVS 310. Prerequisites: ECON 293 or ECON 294; ENVS/BIOL 115. Occasional offering.

**ECON 320 The Economics of Healthcare 3 hours**  
An overview of the economic influences in the production and financing of healthcare. Prerequisites: ECON 293, ECON 294. Offered Fall 2013 then Spring 2015. Every Spring thereafter.

**ECON 393 Intermediate Macroeconomics 3 hours**  
Intermediate Macroeconomics builds upon the concepts introduced in the Introductory Macroeconomics course. The course includes an exploration of the various schools of economic thought including: Classical economic theory, Keynesian economic theory, Monetarist theory, Neo-Classical thought and Neo-Keynesian thought. The course develops models of interest rates, aggregate demand and supply, and of growth and development. Prerequisites: ECON 293; MATH 150 or MATH 170. Offered Fall.

**ECON 394 Intermediate Microeconomics 3 hours**  
Intermediate Microeconomics builds upon the knowledge of the Introductory Microeconomics course. The course explores in depth the underpinnings of consumer choice and firm behavior. Specific topics include a study of the various types of market structures, pricing, externalities and public goods. The concepts of equity and efficiency are introduced. Microeconomic behavior is viewed through the perspective of behavioral economics and game theory. Prerequisites: ECON 294; MATH 150 or MATH 170. Offered Spring.



**ECON 395 Financial Markets and Institutions 3 hours**

Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies and investment companies. Cross-listed as FINC 395. Prerequisites: ACCT 281, MATH 150 or MATH 170; ECON 293; ECON 294; FINC 350. Offered Fall.

**ECON 495 International Finance 3 hours**

Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as FINC 495. Prerequisites: ECON 293, FINC 350. *Course meets Multicultural graduation requirement.* Occasional Offering.

**ECON 499 Economics Internship 3 hours**

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student is engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

**EDUCATION (EDUC)****Education Department**

*Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail course by the Department.*

**EDUC 100 Introduction to Education 3 hours**

Introduction to the teaching profession and the Teacher Certification Program at Columbia College. Students

examine the evolution of teaching and the current understanding of the knowledge, skills, and dispositions of an effective teacher. Global, national, state, and local perspectives are presented through contemporary issues facing teachers and schools, and students reflect upon their related beliefs, motivations, and goals. Information is provided about certification requirements, content area majors, Missouri Department of Elementary and Secondary Education requirements, and portfolio construction. Successful completion of 15 clock hours in the field is required. Students must complete the Field Experience Application at least one term prior to taking this course. \$40 lab fee. Offered Fall and Spring.

**EDUC 105 Human Health 3 hours**

The study of health, safety and nutrition and the decisions that are faced throughout a lifetime. Consumer health, mental health, physical health, sex and reproduction, drugs, death and dying are the major topics covered. Offered Spring.

**EDUC 198 Field Experience I 1 hour**

Students, under the guidance of college supervisors and classroom teachers, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15-45 clock hours in a Level 2 field placement plus attendance at a weekly seminar is required. Number of hours required is determined by course enrollment. Students must complete the Field Experience Application at least one term prior to taking this course. \$40 lab fee. Prerequisite: EDUC 100. Offered Fall.

**EDUC 200 Law, Ethics and Education 3 hours**

The study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. Prerequisite: Sophomore standing. Offered Fall.

**EDUC 230 Educational Psychology 3 hours**

The study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. Cross-listed as PSYC 230. Prerequisite: PSYC 101. Offered Spring.

**EDUC 233 Topics 1-3 hours****EDUC 270 Literature for Children and Adolescents 3 hours**

The study of literature for children and adolescents as a literary genre. Students analyze and evaluate selected works of literature, including folktales, picture books, poetry, and novels. Prerequisite: ENGL 112. Offered Spring.



**EDUC 271 Production and Utilization of Instructional Technology 3 hours**

The study of the media materials used in education. Computer hardware and software, information systems and technology are evaluated and used to produce instructional materials. \$40 lab fee. Occasional offering.

**EDUC 298 Field Experience II 1 hour**

Students, under the guidance of college supervisors and classroom teachers, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15-45 clock hours in a Level 2 or 3 field placement plus attendance at a weekly seminar is required. Number of hours required is determined by course enrollment. Students must complete the Field Experience Application at least one term prior to taking this course. \$40 lab fee. Prerequisite: EDUC 198. Offered Spring.

**EDUC 300 Techniques of Teaching 3 hours**

The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies, and methods of evaluation. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 100, EDUC/PSYC 230 (may be taken concurrently). Offered Spring.

**EDUC 302 Teaching Skills 3 hours**

The study of teaching multiple content areas. Students describe, analyze, and critique the content areas of elementary school health, physical education, science and social studies. In each of the content areas, students develop and present micro-teaching lessons, evaluations, and learning centers. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300, or EDUC 505; admission to the Teacher Certification Program. Offered Fall.

**EDUC 311 Classroom and Behavior Management Techniques 3 hours**

The study of managing classroom environments and the behavior of students. Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites:

EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Fall.

**EDUC 322 Educational Measurement and Assessment 3 hours**

The study of methods used to develop educational measurements, and the procedures used to globally assess student achievement. Included in the program of study are the development and use of standardized assessments, structured and constructed assessments, observational methods, performance assessment, portfolio assessment, affective measures, and special needs measures. Included also are the historical study of psychometry, the concepts of validity and reliability, referencing methods, and evaluation and reporting methods. Prerequisites: EDUC 300 or EDUC 505; EDUC/PSYC 230; and admission to the Teacher Certification Program. Offered Fall.

**EDUC 326 Middle School Methods 3 hours**

Overview of the early adolescent, historical development of middle/junior high school education, curriculum and organizational patterns, planning for instruction and 15-hour field experience. \$40 lab fee. Students must complete the Field Experience Application at least one term prior to taking this course. Prerequisites: EDUC 300 or EDUC 505; EDUC 200, EDUC/PSYC 230, and admission to the Teacher Certification Program. Offered Fall.

**EDUC 331 Teaching of Reading 3 hours**

The study of how to teach reading skills. Students learn to describe, compare, and contrast theories, models, approaches, and methods of teaching reading. Phonic methods and whole language methods are taught and studied, as are individualized teaching strategies, unique uses of children's literature, and writing processes. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Fall.

**EDUC 336 Creative and Language Arts in Elementary and Middle Schools 3 hours**

Study of creative arts (music, art, drama and dance) and language curricula, including the teaching of writing and oral communications, instructional decisions, teaching techniques and strategies, teaching/learning materials, and methods related to aesthetic and language arts models of instruction. Students produce various instructional resources, including a thematic unit based on specific knowledge acquired

in this course. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

**EDUC 338 Teaching Reading in the Content Area**                      **3 hours**

The study of teaching reading in differing content areas. Students analyze materials in various content areas and demonstrate the ability to use levels of comprehension, patterns of organization and questioning, and vocabulary-building skills to enhance learning. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Fall.

**EDUC 345 Teaching Art K-12**                      **4 hours**

Pre-student teaching experiences with students K-12. Basic techniques and methods for planning, teaching and assessing art K-12. National, state, and visual arts guidelines of a comprehensive art education program are reviewed. Hands-on activities for use of tools, materials, and methods for creating a variety of K-12 art studio projects. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; EDUC 200; EDUC/PSYC 230; ARTS 111 or 112; ARTS 120; admission to the Teacher Certification Program. Offered Spring.

**EDUC 346 Teaching Music K-12**                      **3 hours**

A study of methods and materials suitable for general music in grades K-12. This study includes an introduction to early childhood choral literature and musical instruments; major music methods, as well as major educational theorists; and specifically, vocal techniques, choral methods and materials. Includes a 35 hour field experience. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 100 and EDUC 300, or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

**EDUC 358 Teaching Mathematics in the Elementary School**                      **3 hours**

This course has as its focus the methods and materials for teaching elementary school mathematics. The

purpose of the course is to help preservice teachers become confident in their ability to do mathematics so that they can do the same for their future students. Specific emphasis is given to trends and issues in mathematics education, including state and national recommendations. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; EDUC 200; EDUC/PSYC 230; and admission to the Teacher Certification Program. Offered Fall (2nd 8 weeks).

**EDUC 359 Teaching Mathematics in the Middle School**                      **3 hours**

A major goal of this course is to empower prospective middle school mathematics teachers to develop a sound mathematical program that is based on the needs and characteristics of the middle school student. The course provides an integration of mathematics content and the middle school philosophy while examining the learning and teaching at this level. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

**EDUC 360 Teaching Mathematics in the Secondary School**                      **3 hours**

This course is designed to not only encourage preservice teachers to explore aspects of teaching mathematics, but also to enhance preservice teachers' content knowledge of "school" mathematics. Considerable emphasis is placed on exploring multiple ways to make mathematics comprehensible to all of their future students. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

**EDUC 362 Teaching Middle and Secondary Social Studies**                      **3 hours**

The study of secondary social studies methods, materials, "best practices," philosophies, instruction and cur-

riculum. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

**EDUC 365 Teaching Middle School and Secondary Science 3 hours**

The study of methods, materials, practices and curriculum in secondary science classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

**EDUC 367 Teaching Middle School and Secondary English 3 hours**

The study of methods, materials, practices and curriculum in secondary English classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

**EDUC 368 Teaching Speech and Theatre in Middle and Secondary Schools 3 hours**

The study of the methods, materials, practices and curricula in secondary speech and theater courses. The course builds towards student competency in planning, assessment, and standard teaching procedures in the discipline. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 100 and EDUC 300, or EDUC 505; admission to the Teacher Certification Program. Offered Spring.

**EDUC 369 Teaching Business Education 3 hours**

The study of methods, materials, practices and curriculum in secondary business classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students

must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; admission to the Teacher Certification Program. Offered Spring.

**EDUC 372 Environmental Education 3 hours**

The study of current trends and methods of instruction in environmental education. Prior philosophy is used to interpret current issues in environmental education. Cross-listed as ENVS 372. Prerequisite: EDUC 300. Occasional offering.

**EDUC 380 Diagnostic and Corrective Reading 3 hours**

The study of reading remediation. Students evaluate procedures and demonstrate understanding of standardized tests and informal assessments for diagnosis. Students formulate a theoretical base for choosing diagnostic tools, interpreting evaluative data and identifying corrective strategies. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; EDUC 322 or EDUC 331; and admission to the Teacher Certification Program. Offered Spring.

**EDUC 390 Education & Psychology of the Exceptional Child 3 hours**

The study of teaching children with exceptionalities. Students study the effects of exceptionality on children's cognitive, affective and psychomotor behaviors. Offered Spring.

**EDUC 391 Child Psychology 3 hours**

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as PSYC 391. Prerequisite: PSYC 101. Offered Fall.

**EDUC 395 Extended Field Experience 1 hour**

This course is for students who are required to complete additional field experience as part of a professional improvement plan. Pre-service teachers, in their continuing practicum experiences, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15-45 clock hours in the field placement plus attendance at weekly seminar is required. (Number of hours required is determined on an individual basis). Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 298 and EDUC 300 or graduate standing; acceptance to the Teacher Certification Program. May be repeated for a

maximum of three semester hours. Offered Fall and Spring.

**EDUC 392 Adolescent Psychology 3 hours**  
The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as PSYC 392. Prerequisite: PSYC 101. Offered Spring.

**EDUC 398 Daystar Field Experience III 1 hour**  
Students, under the guidance of college supervisors and classroom teachers, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of thirty-five clock hours in a Level 4 field placement plus attendance at a weekly seminar is required. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: Admission to the Daystar Program, EDUC 198, EDUC 298. Offered Fall.

**EDUC 400 Senior Seminar 3 hours**  
**Integrative seminar culminating in a professional portfolio which demonstrates competency in major areas of theory and practice accompanied by successful presentation.** A minimum grade of "C" is required for graduation. Prerequisites: EDUC 300 or EDUC 505; senior standing and admission to the Teacher Certification Program. Offered Fall and Spring.

**EDUC 420 Student Teaching in the Elementary School 12 hours**  
Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. \$40 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). Offered Fall and Spring.

**EDUC 422 Student Teaching in the Secondary School 12 hours**  
Students, under the guidance of college supervisors and qualified classroom teachers, assume the

duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. \$40 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). Offered Fall and Spring.

**EDUC 424 Student Teaching in the Middle School 12 hours**  
Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. \$40 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). Offered Fall and Spring.

**EDUC 426 Student Teaching in Special Education 12 hours**  
Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks, eight weeks-elementary and eight weeks secondary). Grade of B or higher required for certification. \$40 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). Offered Fall and Spring.

**EDUC 433 Topics 1-3 hours**

**EDUC 498 Student Teaching for Paraprofessionals 12 hours**  
Paraprofessionals and other school employees who qualify can enroll in EDUC 498. These school employees fully assume the duties and responsibilities of public school teachers including planning, presentation, and evaluation of instruction and related responsibilities.



Grade of B or higher required for certification. \$40 lab fee. The application must be completed one term prior to beginning Student Teaching; Prerequisites: Senior standing, admission to the Teacher Certification Program; and completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). This is a 16-week course. Offered Fall and Spring.

## ENGLISH (ENGL)

### Humanities Department

#### **ESOL 100 Grammar Skills I 2 hours**

This course helps students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in longer and more varied discourse settings. Grade of C or higher required. Offered Fall and Spring.

#### **ESOL 101 Written Communication Skills I 5 hours**

This course helps students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Offered Fall and Spring.

#### **ESOL 102 Oral Communication Skills I 5 hours**

This course helps students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Offered Fall and Spring.

#### **ESOL 103 Grammar Skills II 2 hours**

This course continues to help students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in academic discourse settings. Grade of C or higher required. Prerequisite: Placement or successful completion of ESOL 100. Offered Fall and Spring.

#### **ESOL 104 Oral Communication Skills II 5 hours**

This course continues to help students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Prerequisite: Placement or successful completion of ESOL 102. Offered Fall and Spring.

#### **ESOL 105 Written Communication Skills II 5 hours**

This course continues to help students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Prerequisite: Placement or successful completion of ESOL 101. Offered Fall and Spring.

#### **ENGL 107 Developmental English Composition 3 hours**

Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher is required. Prerequisite: Placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 1 to 17 or whose SAT Verbal Score is from 200 to 420 shall be placed in ENGL 107. Offered Fall and Spring.

#### **ENGL 107N Developmental English Composition 3 hours**

Special class section for non-native speakers. Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or higher is required. Offered Fall.

#### **ENGL 111 English Composition I 3 hours**

Introduction to academic writing with emphasis on the process required for producing polished, argumentative analyses of texts. Grade of C or higher required. Prerequisite: Grade of C or higher in ENGL 107, or placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 18 to 29 or whose SAT Verbal Score is from 450 to 660 will be placed in ENGL 111. Offered Fall and Spring.

#### **ENGL 112 English Composition II 3 hours**

Continued practice of expository writing, applied primarily to textual analysis (fiction, drama, poetry), and culminating in a research paper. Students who do not earn a grade of C or higher must reenroll in ENGL 112 the succeeding term. Prerequisite: grade of C or higher in ENGL 111, or placement by ACT

English Score or by SAT Verbal Score: students whose ACT English Score is from 30 to 36 or whose SAT Verbal Score is from 670 to 800 will be placed in ENGL 112. **G.E.** Offered Fall and Spring.

**ENGL 123 Introduction to Mythology and Folklore 3 hours**

Study of mythologies of various cultures especially Greek and Roman, but including Norse, Indian, Japanese, Chinese, Native American, African and Polynesian. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

**ENGL 124 The Bible as Literature 3 hours**

A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. Cross-listed as RELI 124. Occasional offering.

**ENGL 132 Introduction to Shakespeare 3 hours**

Beginning study of Shakespeare as a playwright. Occasional offering.

**ENGL 190 The Short Story 3 hours**

Introduction to the study of fiction through the short story. Occasional offering.

**ENGL 204 Technical Writing 3 hours**

Study of grammar and practice in writing class reports. Prerequisite: ENGL 112 or sophomore standing. Offered even Spring.

**ENGL 207 Introduction to Creative Writing I - Multigenre 3 hours**

Writing of fiction, creative non-fiction and poetry, including class criticism of student and professional work. Prerequisite: ENGL 112. Offered Fall.

**ENGL 210 Introduction to Fiction 3 hours**

A comprehensive introduction, within the traditional canon, to the elements and major writers of fiction of varying lengths. Occasional offering. **G.E.**

**ENGL 211 Introduction to Poetry 3 hours**

A comprehensive introduction to the elements and major writers of poetry of varying lengths. Occasional offering. **G.E.**

**ENGL 212 Introduction to Drama 3 hours**

A comprehensive introduction to the elements and major writers of drama of varying lengths. Occasional offering. **G.E.**

**ENGL 231 English Literature I 3 hours**

Survey from Beowulf to late eighteenth-century British writers. Prerequisite: ENGL 112. Offered Fall. **G.E.**

**ENGL 232 English Literature II 3 hours**

Survey from Romantic period to present. Prerequisite: ENGL 112. Offered Spring. **G.E.**

**ENGL 233 Topics 1-3 hours**

**ENGL 241 American Literature I 3 hours**

Survey of major American writers from Colonial to Realist figures. Prerequisite: ENGL 112. Offered Fall. **G.E.**

**ENGL 242 American Literature II 3 hours**

Survey of major American writers from Realist to Contemporary figures. Prerequisite: ENGL 112. Offered Spring. **G.E.**

**ENGL 263 World Literature I 3 hours**

European (non-British) and Asian literature from origins to the fourteenth century. Prerequisite: ENGL 112. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

**ENGL 264 World Literature II 3 hours**

Significant European (non-British) and Asian literature from the fourteenth century to the present. Prerequisite: ENGL 112. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

**ENGL 280 Film and Literature 3 hours**

Critical viewing of international films and study of relationships between film and literature. Prerequisite: ENGL 112. Occasional offering.

**\*ENGL 304 Introduction to Screen Writing 3 hours**

This course is an introduction to the art and craft of screenwriting. Students learn basic principles of screenwriting, including how screenwriting differs from other writing styles. Students explore the screenplay style and format, character development and story arcs through a film treatment and short screenplay. Cross-listed as COMM 304. Prerequisites: ENGL 112 and either COMM 224 or ENGL 310. Occasional offering.

**ENGL 311 Descriptive Grammar of the English Language 3 hours**

Study of the grammar (sounds, structures, sentences and dialects) of American English. Prerequisites: ENGL 112, and a previous 200-level or higher English course. Offered odd Fall.

**ENGL 312 The History of the English Language 3 hours**

Study of the history and dialects of the English language. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered even Spring.

**ENGL 313 Intermediate Creative Writing I - Fiction 3 hours**

An intermediate workshop class in the writing of short fiction, including class criticism of student and professional work. Prerequisite: ENGL 207. Offered Fall 2012, Spring 2014, Fall 2015, Spring 2017.

**ENGL 314 Intermediate Creative Writing II - Non-Fiction 3 hours**

An intermediate workshop class in the writing of short creative non-fiction, including class criticism of student and professional work. Prerequisite: ENGL 207. Offered Spring 2013, Fall 2014, Spring 2016, Fall 2017.

**ENGL 315 Intermediate Creative Writing III - Poetry 3 hours**

An intermediate workshop class in the writing of poetry, including class criticism of student and professional work. Prerequisite: ENGL 207. Offered Fall 2013, Spring 2015, Fall 2016, Spring 2018.

**ENGL 323 The Hero in Mythology 3 hours**

Study of the hero in mythology from a cross cultural perspective. Emphasis lies on examining, defining, and discussing the hero from a cross cultural, mythological perspective and determining the hero's role in society today. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering.

**ENGL 331 Ethical Issues in Literature 3 hours**

Analysis and evaluation of ethical issues and concerns depicted in the literary works of major international authors. Prerequisites: ENGL 112, junior standing. Offered Spring.

**\*ENGL 350 Major Literary Figures 3 hours**

Study of the works of one-to-three major writers (e.g., Chaucer, Shakespeare, Mark Twain, Faulkner, Cervantes, or Melville and Whitman, Donne and Milton, Dante and Goethe, etc.). Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered even Spring.

**ENGL 351 Readings in Shakespeare 3 hours**

Study of William Shakespeare, emphasizing his background, his poetry, and his plays in all genres. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered odd Spring.

**\*ENGL 360 Readings in Fiction 3 hours**

Study of the genre, possibly from a special perspective or literary period (e.g., American novel and short story, contemporary novel, the comic novel and short

story). Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering.

**\*ENGL 361 Readings in Poetry 3 hours**

Intensive study of major literary development and achievement in the genre, possibly from a special perspective (e.g., American poetry, lyric poetry, epic poetry). Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering.

**\*ENGL 362 Readings in Drama 3 hours**

Study of the genre, possibly from a special perspective or literary period. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering.

**\*ENGL 370 Major Literary Periods 3 hours**

Study of the major literary works from a specific movement or definitive age (Medieval or Renaissance Literature, Modern Literature, the Age of Reason, The Romantic Age, Victorian Literature or Contemporary Literature). Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered Fall.

**ENGL 397 Science Fiction and Fantasy 3 hours**

Readings from a broad spectrum of science fiction and fantasy literature. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Occasional offering.

**ENGL 399 English Internship 1-3 hours**

Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for nonprofit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 English internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: At least one 200-level English course; junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

**ENGL 408 Advanced Creative Writing 3 hours**

An advanced workshop that focuses on developing and fine-tuning a student's portfolio of creative writing and allows a student to put together a substantial collection of work worthy for publication or admittance into an MFA program. Prerequisites: ENGL 313, ENGL 314, and ENGL 315. Offered Spring.

**ENGL 420 Advanced Editing and Revision 3 hours**

A pre-graduate-level course that addresses, through practice, the fundamentals of editing and making prose as clear and as well presented as possible. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered odd Spring.

**ENGL 431 Senior Seminar 3 hours**  
**Culminating course for graduation as an English major.** This course is designed similarly to a graduate-level seminar. The student is required to produce a portfolio and essay project arranged in conjunction with one or more of the English faculty. Prerequisites: 68 semester hours, C average in English courses. Offered Spring.

**ENGL 433 Topics 1-3 hours****ENGL 450 Minority and Ethnic Literature of the United States 3 hours**

Significant and representative works by minority and ethnic writers (Black, Hispanic, Native American, Asian-American, Jewish-American, etc.) of the United States. Prerequisites: ENGL 112 and a previous 200-level or higher English course. *Course meets Multicultural graduation requirement.* Occasional offering.

**ENGL 490 Literary and Critical Theory 3 hours**  
Introduction to methods and applications of literary and critical theories. Prerequisites: ENGL 112 and a previous 200-level or higher English course. Offered Fall.

**ENGL 499 Advanced English Internship 1-3 hours**

Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for nonprofit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 English internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum nine hours of English coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

**\*ENGL 310, 350, 360, 361, 362, and 370 may be taken more than once when the subject matter in the course varies.**

## ENGLISH AS A SECOND OR OTHER LANGUAGE (ESOL)

### Humanities Department

**ESOL 100 Grammar Skills I 2 hours**

This course helps students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in longer and more varied discourse settings. Grade of C or higher required. Offered Fall and Spring.

**ESOL 101 Written Communication Skills I 5 hours**

This course helps students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Offered Fall and Spring.

**ESOL 102 Oral Communication Skills I 5 hours**

This course helps students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Offered Fall and Spring.

**ESOL 103 Grammar Skills II 2 hours**

This course continues to help students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in academic discourse settings. Grade of C or higher required. Prerequisite: Placement or successful completion of ESOL 100. Offered Fall and Spring.

**ESOL 104 Oral Communication Skills II 5 hours**

This course continues to help students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Prerequisite:



Placement or successful completion of ESOL 102. Offered Fall and Spring.

**ESOL 105 Written Communication Skills II 5 hours**

This course continues to help students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Prerequisite: Placement or successful completion of ESOL 101. Offered Fall and Spring.

## ENVIRONMENTAL STUDIES (ENVS)

### Physical and Biological Sciences Department

**ENVS 115 Introduction to Environmental Science 3 hours**

Survey of environmental science, ecosystems and human impact. Cross-listed as BIOL 115. Offered Fall and Spring. *Course meets Multicultural graduation requirement. G.E.*

**ENVS 115L Introduction to Environmental Science Laboratory 2 hours**

Laboratory experiences to complement ENVS/BIOL 115. \$40 laboratory fee. Cross-listed as BIOL 115L. Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before ENVS 115L can be used as G.E. credit. Offered Fall and Spring. **G.E.**

**ENVS 220 Introduction to Atmospheric Sciences 3 hours**

An introduction to the study of weather and climate. Cross-listed as GEOG 220. Prerequisite: Sophomore standing. Offered odd Spring.

**ENVS 222 Conservation Biology 3 hours**

Conservation biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. Cross-listed as BIOL 222. Prerequisite: BIOL 112. Offered odd Fall.

**ENVS 223 Environmental Disasters 3 hours**

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/adjust-

ments. Cross-listed as GEOG 223. Prerequisite: GEOG 101. Occasional offering.

**ENVS 230 Environmental Toxicology and Chemistry 3 hours**

Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. Cross-listed as CHEM 230. Prerequisite: CHEM 112. Offered even Spring.

**ENVS 233 Topics 3 hours**

**ENVS 251 Resource Management 3 hours**

An introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Cross-listed as GEOG 251. Prerequisite: GEOG 101. *Course meets Multicultural graduation requirement.* Offered even Fall.

**ENVS 272 An Introduction to Environmental Literature 3 hours**

An introduction to contemporary writings about environmental issues. Exposure to aspects of environmental crisis and policy, to recent first-person nature writing and to novels that examine various ecological visions. Prerequisite: ENGL 112. Offered even Fall.

**ENVS 300 Evolution 3 hours**

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. Cross-listed as BIOL 300. Prerequisite: BIOL 112 and BIOL 342. Offered odd Fall.

**ENVS 310 Environmental and Resource Economics 3 hours**

Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ECON 310. Prerequisites: ECON 293 or ECON 294; ENVS/BIOL 115. Occasional offering.

**ENVS 312 Environmental Politics 3 hours**

Study of environmental issues and policies from both a national and global perspective. Cross-listed as POSC 312. Prerequisite: POSC 111. Occasional offering.

**ENVS 319 Soils 3 hours**

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, sys-

tem for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as BIOL 319. Prerequisites: BIOL 110 or BIOL/ENVS 115; CHEM 110. Offered odd Spring.

**ENVS 320 Ecology 3 hours**

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as BIOL 320. Prerequisites: BIOL 112; BIOL/ENVS 320L or concurrent enrollment; BIOL/ENVS 222 recommended. Offered even Spring.

**ENVS 320L Ecology Laboratory 2 hours**

Laboratory experiences to complement BIOL/ENVS 320. Cross-listed as BIOL 320L. \$40 lab fee. Prerequisite: BIOL 112L; BIOL/ENVS 320 or concurrent enrollment. Offered even Spring.

**ENVS 332 Environmental Ethics 3 hours**

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as PHIL 332. Offered even Spring.

**ENVS 333 Topics 1-3 hours**

**ENVS 352 American Environmental History 3 hours**

Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions, and technologies have reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as HIST 352. Prerequisite: Junior standing. Occasional offering.

**ENVS 372 Environmental Education 3 hours**

The study of current trends and methods of instruction in environmental education. Prior philosophy will be used to interpret current issues in environmental education. Cross-listed as EDUC 372. Prerequisite: EDUC 300. Occasional offering.

**ENVS 390 Environmental Studies Project 1 hour**

Final culminating project for the Environmental Science minor arranged in conjunction with one or more of the Environmental Studies faculty. This proj-

ect may take the form of library or lab research, a field experience or internship, or a creative project. The project should demonstrate a synthesis of ideas from the ENVS minor. The course must be completed with a grade of C or higher. Prerequisite: Completed at least 12 hours toward the Environmental Studies minor. Offered Fall and Spring.

**ENVS 395 Research Design in the Sciences 3 hours**

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as BIOL 395 and CHEM 395. Students majoring in biology, chemistry or environmental science must earn a grade of C or higher. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; BIOL/PSYC/SOCI 324. Offered Fall and Spring.

**ENVS 399 Science Internship 1-3 hours**

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Junior standing; minimum 2.5 cumulative GPA at time of registration for internship. Offered Fall and Spring.

**ENVS 433 Topics 3 hours**

**ENVS 490 Senior Seminar 1 hour**

A seminar courses required as a culminating experience prior to graduation for all seniors majoring in Biology and Environmental Science. Students complete and present a review of their major field and participate in career planning. Evaluation is S (satisfactory) or U (unsatisfactory), with a grade of S required. Cross-listed as BIOL 490. Prerequisites/Corequisites: Senior standing, ENGL 112, 45 semester hours in BIOL/ENVS. Offered Fall and Spring.

**ENVS 499 Advanced Science Internship 1-3 hours**

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing

faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum 15 hours of science coursework; senior standing; declared major in Biology, Chemistry or Environmental Science; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

## FINANCE (FINC)

### Business Administration Department

**FINC 295 Risk and Insurance 3 hours**  
Basic concepts and practices found in modern insurance and other methods of handling risk. Occasional offering.

**FINC 298 Personal Financial Planning 3 hours**  
Provides knowledge that helps non-business and business students effectively manage their personal financial affairs. Topics include personal financial statements, budgeting, tax planning, investing and savings, insurance, real estate and retirement planning. Offered Fall and Spring.

**FINC 350 Business Finance 3 hours**  
A study of the finance function in corporate decision-making. Topics include financial statement analysis, risk and return, valuation, cost of capital, working capital management, time value of money and capital budgeting. Prerequisites: ACCT 281; MATH 150 or MATH 170. Offered Fall and Spring.

**FINC 354 Investments 3 hours**  
An introductory investment course designed to teach students how to make personal investing decisions for their own investment portfolio with special consideration given to the management of employer-sponsored retirement plans. Prerequisite: ACCT 281. Offered Fall.

**FINC 395 Financial Markets and Institutions 3 hours**  
Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies and investment companies. Cross-listed as ECON 395. Prerequisites: ACCT 281, MATH 150 or MATH 170; ECON 293; ECON 294; FINC 350. Offered Fall.

**FINC 396 Corporate Finance 3 hours**  
Analysis of financial and accounting information and its impact on financial decision-making and profit planning. Topics include: financial planning and control tools, leverage and capital structure, investment banking, dividend policy, corporate restructuring, risk management and international financial management. Prerequisites: ACCT 281; MATH 150 or MATH 170; FINC 350. Offered Spring.

**FINC 397 Principles of Real Estate 3 hours**  
An introduction to the principles and practices of real estate. Topics include the real estate profession and industry, home ownership, real estate financing, real estate appraisal, real estate contracts and real estate investment as it relates to personal financial planning objectives. Offered Spring.

**FINC 410 Sports Finance 3 hours**  
An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision-making in sports management. Prerequisites: ECON 293, ECON, 294, FINC 350, MATH 170, MATH 250. Occasional offering.

**FINC 495 International Finance 3 hours**  
Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as ECON 495. Prerequisites: ECON 293, FINC 350. *Course meets Multicultural graduation requirement.* Occasional Offering.

**FINC 496 Financial Management 3 hours**  
Application of various financial management decision-making techniques as they apply to complex business problems. Prerequisite: FINC 396. Occasional offering.

**FINC 498 Comprehensive Financial Planning 3 hours**  
A study of the principles and practices of professional financial planning using an integrated planning model. Case studies allow students to simulate real-world experience by integrating tax, insurance, and investment planning strategies into comprehensive financial plans. This investments course provides a foundation in modern portfolio theory and portfolio management with special consideration given to retirement planning. Prerequisite: FINC 354. Offered Spring.

**FINC 499 Internship 3 hours**

Internships in the Business Administration department provide academic field experience by community theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing, cumulative GPA of 3.0 or higher, completed a minimum of 24 hours in core courses, completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

**GEOGRAPHY (GEOG)****Psychology and Sociology Department****GEOG 101 Introduction to Geography 3 hours**

Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. Cross-listed as ANTH 101. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

**GEOG 220 Introduction to Atmospheric Sciences 3 hours**

An introduction to the study of weather and climate. Cross-listed as ENV5 220. Prerequisite: Sophomore standing. Offered odd Spring.

**GEOG 223 Environmental Disasters 3 hours**

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/adjustments. Cross-listed as ENV5 223. Prerequisite: GEOG 101. Occasional offering.

**GEOG 233 Topics 1-3 hours****GEOG 251 Resource Management 3 hours**

Introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Cross-listed as ENV5 251. Prerequisite: GEOG 101. *Course meets Multicultural graduation requirement.* Offered even Fall.

**GEOG 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****GEOG 433 Topics****GEOLOGY (GEOL)****Physical and Biological Sciences Department****GEOL 110 Introduction to Physical Geology 3 hours**

An introduction to earth's materials, geophysical processes acting on them and the resulting landforms and landscapes. Offered even Fall. **G.E.**

**GEOL 110L Introduction to Physical Geology Laboratory 2 hours**

Laboratory experience to accompany GEOL 110. Prerequisite: GEOL 110 or concurrent enrollment. GEOL 110 must be completed before it can be used as G.E. credit. \$40 lab fee. Offered even Fall. **G.E.**

**HISTORY (HIST)****History and Political Science Department****HIST 101 Western Civilization I 3 hours**

European history from Greece to 1715. Offered Fall and Spring. **G.E.**

**HIST 102 Western Civilization II 3 hours**

European history since 1715. Offered Fall and Spring. **G.E.**

**HIST 111 World History to 1500 3 hours**

This course surveys the major developments that have shaped the human experience from the earliest civilization to 1500 CE. The course examines overall patterns of early global history, characteristics of the world's major pre-modern civilizations, and the relationships and exchanges among these societies. Major themes include humans and their environment, culture, politics and government, economics and social structures. Students also gain insight into the historical roots of many of the world's major cultural traditions. Offered Fall. *Course meets Multicultural graduation requirement.* **G.E.**

**HIST 112 World History Since 1500 3 hours**

This course surveys the major developments that have shaped the human experience since 1500 CE. The course examines overall patterns of global history, characteristics of the world's major modern civilizations, and the relationships and exchanges among these societies. Major themes include humans and their environment, culture, politics and government, economics, and social structures. Students also gain insight into the historical roots of many of the world's major cultural traditions. Offered



Spring. *Course meets Multicultural graduation requirement.* **G.E.**

**HIST 121 American History to 1877 3 hours**  
A survey of institutions, politics, culture, and society in America from colonization to reconstruction. Offered Fall. **G.E.**

**HIST 122 American History Since 1877 3 hours**  
A survey of institutions, politics, culture and society in America from reconstruction to the present. Offered Spring. **G.E.**

**HIST 233, 333, 433 Topics 3 hours**  
Selected courses approved by the History and Social Sciences Department for history credit.

**HIST 255, 256, 257, 355, 356, 357, 456, 457 Directed Study 1-3 hours**

**HIST 294 Introduction to the Historian's Craft 3 hours**

Designed for the history major or minor, but open to non-majors as well, this course provides hands-on exploration of history and gives students a broad foundation in learning how to think and work as historians. Topics include major trends in historical scholarship, the assessment of issues such as causes of events, the reliability of evidence, and different theoretical "schools" of history. As a central project, students craft a research proposal as a solid foundation for more advanced work in the history major/minor. Prerequisite: Six hours of history courses at the 100-level. Offered Fall.

**HIST 303 History and Philosophy of Modern Science 3 hours**

Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as PHIL 303. Prerequisite: HIST 102. Occasional offering.

**HIST 304 History of Latin America 3 hours**

Survey of the history of Latin America from the colonial period to the present. The study of the development of colonial structures, the impact of colonization on the native peoples, the struggle for independence, colonial legacies, economic dependency, and ethnic, gender, and class relations helps students to gain an understanding of the major themes in Latin American history. The class also considers the relationship between Latin American countries and the United States, as well as political and social movements throughout the region. The class considers examples from the histories of Argentina, Brazil, Chile, Colombia, Cuba, El Salvador, Guatemala, Honduras, Mexico,

Nicaragua, Panama, Peru, Uruguay, and Venezuela. Prerequisite: Junior standing. Occasional Offering. *Course meets Multicultural graduation requirement.*

**HIST 312 Twentieth Century American Diplomatic History 3 hours**

Diplomacy since 1890s and emergence of the nation as a world power. Prerequisite: HIST 122. Offered even Fall.

**HIST 314 Modern China 3 hours**

Chinese history since 1800. Prerequisite: Junior standing. Offered even Spring. *Course meets Multicultural graduation requirement.*

**HIST 316 Modern Japan 3 hours**

Japanese history since 1800. Prerequisite: Junior standing. Offered odd Spring. *Course meets Multicultural graduation requirement.*

**HIST 318 The U.S. and the Vietnam War 3 hours**

Analysis of American involvement in the Vietnam War from 1955 to 1975. The events of the armed conflict are placed in a multiplicity of contexts to reveal political, diplomatic, military, social and economic factors. This course considers the deployment of armed forces in addition to the impact of the peace movement. Significant attention is given to the challenges of the Cold War, the dynamics of popular culture, and the fall of South Vietnam. Prerequisite: HIST 122. Occasional Offering.

**HIST 319 History and Democracy in the Modern Middle East 3 hours**

As an introduction to the social, political, religious and intellectual history of the Middle East from the 1700s to the present day, this course pays particular attention to the following topics: the nature of the Middle Eastern social and political institutions; tensions between reform and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism; paths of modernization; the Arab-Israeli conflict; the historical context for the emergence of political Islam; and the Arab Spring of 2011. Cross-listed as ANTH 319. Prerequisite: HIST 102 or HIST 112. Occasional offering. *Course meets Multicultural graduation requirement.*

**HIST 321 History of the Modern U.S. 3 hours**

Analysis of the reformation of the United States during the era of Franklin D. Roosevelt. The course explores the story of how Americans endured the Great Depression and eventually prevailed in their struggle against totalitarianism. In particular, it highlights the anxieties of the new era, the stock market crash of 1928, the New Deal policies of FDR and the military

campaigns of World War II. Significant themes of gender, class, power and warfare are traced from the twilight of the roaring twenties to the dawn of the atomic age. Prerequisite: HIST 122. Offered odd Fall.

**HIST 322 Women and Gender in World History 3 hours**

This course examines the history of women around the globe from 1500 to the present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meanings of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout world history. Cross-listed as WMST 322. Prerequisite: Junior standing. Occasional offering.

**HIST 329 Warfare, Witches and the Outlines of Modern Life: Early Modern Europe, 1550-1700 3 hours**

Early modern Europe served as a kind of precedent for modern life, through developments such as the nation-state, free-trade economies, competitive empire-building, and science and industry. The course explores traditional topics such as the Reformation, the Thirty Years' War, absolutism and constitutionalism, and the Scientific Revolution, as well as more recent histories of women, popular culture, sexuality, peasant life, and magic. Prerequisite: HIST 101 or HIST 111. Offered even Fall.

**HIST 332 The European Renaissance 3 hours**

During the age of the Renaissance, scholars, artists, ecclesiastics, princes and courtiers consciously turned from medieval tradition and cultivated a renewal of classical Greek and Roman cultures. This course explores the cultural, intellectual, religious, political and economic lives of the men and women of Renaissance Europe from its inception in mid-fourteenth-century Italy to its culmination in Early-Modern Northern Europe. Prerequisite: HIST 101 or 111. Occasional offering.

**HIST 334 The European Enlightenment 3 hours**

This course traces the transformation of European culture and society between the last decades of the seventeenth century and the end of the eighteenth century. Texts include political and philosophical essays, theological works, and examples from the

"literary underground" of the eighteenth century. While drawing significantly on select major writers such as Voltaire, Diderot, Condorcet and the Scottish moralists, the course also examines figures who are sometimes overlooked in introductory surveys, such as Daniel Defoe, Richard Price and Mary Wollstonecraft. The overall goal of the course is to provide both an extended contact with the works of one particular historical period, and to survey the different ways in which historians have approached the period. Prerequisite: HIST 102 or 112. Occasional offering.

**HIST 335 Nineteenth Century Europe 3 hours**

This course focuses on the major transformations in European politics, economics, culture and society between the French Revolution and World War I. Topics include Napoleonic Europe, industrialization, the emergence of class as a concept for explaining fundamental social change, the revolutions of 1848, the unification of Germany and Italy, the expansion of European imperialism especially as seen in Africa, and the convergence of tensions which contributed to the outbreak of World War I. Prerequisite: HIST 102 or 112. Offered odd Fall.

**HIST 336 Twentieth Century Europe 3 hours**

Exploration of patterns of difference and commonality across the countries of Europe. From World War I through the Russian Revolution, the rise of fascism and totalitarianism and through the Cold War, an often ferocious ideological battle between liberal democracy, communism and fascism dominated European life. As the Cold War came to an end and the ideal of a united European community emerged, the relations between countries and peoples changed dramatically. Moreover, in almost all of these aspects of European relations, the workings of nationality, race, and ethnicity played important roles. In addition to confronting the profound ethical dilemmas which accompanied one of the darkest centuries of Europe's history, students complete this class with a factual and conceptual understanding of the dynamic political, economic, social and cultural factors which affected Europe between 1914 and the twenty-first century. Prerequisite: HIST 102 or 112. Offered even Spring.

**HIST 337 Fascism in Europe, 1900-1945 3 hours**

Explores how and why fascist groups achieved power in European states during the early 20th century. Topics include political mobilization, social engineering, resistance and collaboration, racism/anti-Semitism, and gender policies, foreign policy, imperial aims, and mass violence. The course concludes by exploring the legacies fascists left behind for

Europe and the world. Prerequisite: HIST 102 or HIST 112. Offered odd Spring.

**HIST 339 History of Modern Africa 3 hours**  
This course offers a history of Africa from the early nineteenth century to the present day. The course examines the European imperial scramble to colonize Africa during the later 1800s and early 1900s, the broader integration of African societies into the world economy during that process, the social, political and cultural impact of imperial policies, Western popular images of Africa in the colonial period, the nationalist struggles that resulted in the independent African states, and the achievements of -- and persistent problems faced by -- those post-colonial states. Cross-listed as ANTH 339. Prerequisite: HIST 102 or HIST 112. Occasional offering.

**HIST 340 Philosophy of Revolution 3 hours**  
Examination of the nature of revolution--intellectual, philosophical, economic and political. Cross-listed as PHIL 340. Occasional Offering.

**HIST 342 American Civil War 3 hours**  
Analysis of the American Civil War during the nineteenth century. The course assesses the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the politics of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces, and the plans for post-war reconstruction. Furthermore, significant themes of politics, gender, warfare and labor are considered. Prerequisite: HIST 121. Offered even Spring.

**HIST 348 World War II 3 hours**  
Analysis of the causes and consequences of the Second World War from a transnational perspective. This course examines the major events of the armed conflict from 1939 to 1945 while featuring the remembrances of combatants and non-combatants in Europe and Asia. The impact of "total war" on modernity is considered, as is the geopolitical realignment of the post-war world. Prerequisite: HIST 102 or HIST 112. Occasional offering.

**HIST 350 American Revolution 3 hours**  
Analysis of the American Revolution during the eighteenth century. The course considers the causes and the consequences of the colonial rebellion against the British Empire in North America. In particular, it focuses upon the cultural, economic, military, and constitutional issues shaping the struggle for independence. Significant attention is given to the clash of values, interest, arms and ambitions transforming the thirteen colonies into the United

States before 1787. Prerequisite: HIST 121. Offered even Spring.

**HIST 352 American Environmental History 3 hours**

Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions, and technologies have reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as ENVS 352. Prerequisite: Junior standing. Occasional offering.

**HIST 353 Missouri History 3 hours**

Survey of Missouri's development from colonization to the present. This course examines the contributions of Missouri and its citizens to the development of the U.S. In particular, it will highlight the state's diverse cultural heritage and distinctive political culture. Prerequisite: Junior standing. Occasional offering.

**HIST 358 The Making of Modern Britain 3 hours**

Exploration of the most important social, economic and political developments in Britain since the beginning of the eighteenth century covers topics including the rise of industrial society, Victorian ideas and attitudes, British feminism, the rise and fall of the British Empire, the emergence of the Labour Party and British socialism, the impact of the two world wars and postwar political and social changes. Certain themes are stressed, such as the relationship between elite and popular politics, the development of the state, changing configurations of empire, and transformations in social and gender relations. Prerequisite: HIST 102 or 112. Offered even Fall.

**HIST 359 Rise and Fall of the British Empire 3 hours**

This course traces the emergence of an England-centered empire, which from the 1600s to the near-present facilitated a vast and violent movement of goods, peoples, technologies, diseases, cultural artifacts, and cultural practices. Attention is paid to issues of negotiation, domination and resistance; the effects of gender across cultures; politicization, identity formation, and nationalism; the complications and

uses of race; and the empire's effects on Britain. Prerequisite: HIST 102 or 112. Occasional Offering.

**HIST 362 History of the American West 3 hours**  
Analysis of Western America from colonization to the present. The course traces the imperial, commercial, intellectual and social relationships constituting the trans-Mississippi region. In particular, it appraises the interactions of diverse populations in a frontier borderland over the course of several generations. Furthermore, significant attention is given to territorial acquisition, population mobility, economic development and popular culture. Prerequisite: Junior standing. Occasional offering.

**HIST 370 American Military History 3 hours**  
Analysis of the military history of the United States from the colonial period to the present. This course considers the role and use of armed forces in relation to the social, cultural, political, economic, and technological development of the United States. It not only addresses such themes as wartime strategy, operational tactics, and combat technology, but also the impact of warfare on society and on the remembrances of ordinary men and women in uniform. Significant attention is given to the evolution of civil-military relations, the advent of professionalism in the military, the non-military uses of the military, and the military's role as a tool for global power. Prerequisite: Junior standing. Offered odd Fall.

**HIST 371 History of American Business 3 hours**  
Analysis of American business from the colonial period to the present. The course traces the entrepreneurial adventures of small as well as large firms. It focuses upon economic trends that created a modern industrial order, wherein the corporation assumed a dominant position in the U.S. Significant attention is given to key leaders of the free enterprise system. Cross-listed as MGMT 371. Prerequisite: Junior standing. Occasional offering.

**HIST 372 American Indian History 3 hours**  
Analysis of American Indian history from prehistory to the present. The course considers the integrity and viability of indigenous societies in North America, the dynamic process of cultural persistence and change, and the clash of cultures that began with European conquest. In particular, it traces the formation and operation of U.S. government policy toward the "first peoples" over the course of several generations. Particular attention is given to the pre-contact traditions, survival strategies and tribal sovereignty exemplified by native communities in the U.S. Prerequisite: Junior standing. *Course meets*

*Multicultural graduation requirement.* Offered even Fall.

**HIST 373 Women and Gender in American History 3 hours**

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as WMST 373. Prerequisite: Junior standing. Offered odd Spring.

**HIST 374 African American History 3 hours**

This course explores the major themes in African American history, from its roots in fifteenth-century West Africa to contemporary U.S. society. Course materials cover the major political, economic, social and cultural factors that have shaped the African and African American experience in the United States. Prerequisite: Junior standing. Offered odd Fall.

**HIST 381 History of Christianity: The Early Church 3 hours**

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, Gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. Cross-listed as RELI 381. Prerequisite: HIST 101. Occasional offering.

**HIST 382 Christianity in the Modern World 3 hours**

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as RELI 382. Prerequisite: HIST 102. Occasional offering.

**HIST 391 Imperial Russia 3 hours**

Russian history from the founding of Kiev to the



death of Alexander I, with emphasis on the Princes of Kiev, the Mongols, Russian Orthodoxy, Time of Troubles, the Romanovs, Catherine the Great, Peter the Great, Napoleon and the beginning of the revolutionary tradition. Prerequisite: Junior standing. Occasional offering. *Course meets Multicultural graduation requirement.*

**HIST 392 History of Russia 1825 to Present 3 hours**

Major historical developments from the death of Alexander I through the coming of Marxism, the Revolution of 1917, Stalin, the Great Patriotic War, the Cold War, to the Commonwealth of Independent States. Prerequisite Junior standing. Occasional offering.

**HIST 399 History Internship 1-12 hours**

Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 history internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Three hours of history credit; junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

**HIST 433 Topics 1-3 hours**

**HIST 494 Historical Research and Methods 3 hours**

**The culminating seminar for graduation as a History major.** Historical Research and Methods is a seminar dedicated to the research and writing of a senior thesis. All participants are expected to apply the techniques of scholarship as generally accepted by the historical profession. The seminar is the culminating experience for graduation as a history major. Completion with grade of "C" or higher is required. Prerequisites: HIST 121; HIST 122; HIST 101 or HIST 111; HIST 102 or HIST 112; HIST 294 and nine hours of HIST electives at the 300 or 400 level. Offered Spring.

**HIST 499 Advanced History Internship 1-3 hours**

Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 history internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites:

Minimum nine hours of history coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

## HONORS (HNRS)

**HNRS 310 Honors Service 1 hour**

All students participating in the Honors Program must complete this course prior to graduation. Students must design a community service activity, choose a professor to direct that activity, and perform the project. Requires 45 hours of service activity. Prerequisite: Eligibility for Honors Program. Offered Fall and Spring.

**HNRS 340 Schiffman Ethics in Society Lecture 3 hours**

Each year a renowned scholar or public figure is invited to the main campus to speak on the role of ethics in society. This course is a careful review of the writings by this year's speaker as well as an investigation of the literature surrounding the topic of the guest's presentation. May be repeated. Prerequisite: Eligibility for Honors Program. Offered Spring.

**HNRS 350 Topics 3 hours**

An investigation of some great idea or ideas in the liberal arts and sciences, a focus on an epoch or trend in cultural history, an in-depth study of an alternative culture or a myopic biography. Examples: Beauty, Chaos Theory, Evolution & Fundamentalism, The Civil Rights Movement, What Are Numbers?, theories of humor, redefining photographic truth, etc. May be repeated. Prerequisite: Eligibility for Honors Program. Offered Fall.

**HNRS 484 Honors 3 hours**

Open to students who have been accepted as candidates for degrees with Distinction and who are registering for their final semester of coursework. Prerequisite: Admittance to the Honors Program required. Offered Fall and Spring.

## HUMAN SERVICES (HUMS)

### Criminal Justice Administration and Human Services Department

**HUMS 105 Introduction to Human Services 3 hours**

Introduction to the profession, practice and career options of human services. Offered Fall and Spring.

**HUMS 250 Working with Individuals 3 hours**  
Theories and methods for working with individuals. Offered Fall and Spring.

**HUMS 300 Exploring Research 3 hours**  
Finding, understanding, critical analysis and communication of empirically based research for practice application. Prerequisite: MATH 150 or MATH 170. Offered Spring.

**HUMS 310 Military Case Work 3 hours**  
Examination of the unique challenges and opportunities facing veterans, active duty military and their families. Topics include programs and services specific to these populations. Prerequisite: Sophomore standing. Offered odd Fall.

**HUMS 325 Case Management 3 hours**  
Introduction to case management theory, models of case management and skills necessary to function effectively as case managers. Content includes the use and case management implications of psychotropic medications. Students develop abilities to serve special populations in a case management role. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite). Offered Fall.

**HUMS 335 Working with Groups 3 hours**  
Theoretical foundations, knowledge, values and skills of human service practice as they apply to working with groups. Prerequisite: HUMS 105 or PSYC 101. Offered Fall.

**HUMS 340 Working with Families 3 hours**  
Examination of family function and assessment using the major models, theories and perspectives of family and family therapy. Students learn how to apply those theories and perspectives to assess families in conjunction with other assessment tools such as eco-maps and genograms. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite). Offered Spring.

**HUMS 345 Working with Communities 3 hours and Organizations**  
The values, knowledge and skills of human service practice in the context of communities and organizations. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite). Offered Spring.

**HUMS 350 Social Gerontology 3 hours**  
Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigates the research on death and dying and the

role of the elderly in our society. Additionally, generates an understanding of the theoretical perspectives on aging. Cross-listed as SOCI 350. Prerequisite: Junior standing. Offered even Fall.

**HUMS 365 American Social Policy 3 hours**  
Nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social policy issues including family policy, health care policy, drug policy, tax policy and other topical issues. Cross-listed as SOCI 365. Prerequisite: Junior standing. Offered Spring.

**HUMS 375 Disabilities 3 hours**  
Examination of issues faced by persons with disabilities and the social injustice which they have historically experienced. Different theories or approaches used to understand the situation of persons with disabilities are examined. Particular issues and areas of need experienced by individuals having different types of disabilities (mobility, sensory, cognitive, etc.) are explored. It considers the consequences and dynamics of systemic barriers that threaten to compromise or exclude the participation of persons with disabilities in social, economic, and political processes. Various perspectives on equality are explored from the point of view of their impact on this vulnerable population. Prerequisite: Sophomore standing. Offered Spring.

**HUMS 380 Substance Abuse 3 hours**  
Examination of substance use and abuse and the progressive nature of addiction. Factors leading to regular and problematic use are explored. An overview of the pharmacological effects of drugs within major drug categories, theories of addiction, intervention, treatment methods and prevention are examined. Prerequisite: Sophomore standing. Offered Fall.

**HUMS 385 Mental Health 3 hours**  
This course provides a look at mental health problems from the practice arena. Students learn theories of mental health, psychotropic medications and the role of case manager with persons who have mental illness. Prerequisite: PSYC 101. Offered Fall.

**HUMS 390 Child Welfare 3 hours**  
This course begins with an historical overview of child welfare services in American society, establishes a framework for both policy and practice, and examines current trends in the field of child welfare. Special emphasis is placed on evaluating the needs of high risk populations of children/youth and families. Prerequisite: Sophomore standing. Offered Spring.

**HUMS 495 Senior Seminar** **3 hours**  
**Required as a culminating experience prior to graduation.** Capstone course integrating prior learning while exploring current research, contemporary issues and practice theories in human services. Grade of C or higher is required. Writing intensive. Emphasis is on creating expertise within an area of interest pertinent to the career and academic goals of the student. Prerequisites: Human Services major, senior standing, and all core requirements completed (or currently enrolled). Offered Fall and Spring.

**HUMS 499 Internship** **3-6 hours**  
 Students complete 135 hours of supervised field experience for 3 hours of credit (270 hours for 6 hours of credit), targeted to behaviorally implementing the objectives of the Human Services program in a human service agency. Permission must be obtained one semester prior to the internship. Prerequisites: Senior standing, HUMS 495 as a prerequisite or corequisite, all core HUMS requirements. Evaluation: Satisfactory/Unsatisfactory. Offered Fall and Spring.

## INTRODUCTION TO COLUMBIA COLLEGE (INCC)

### Freshman Experience

**INCC 111 Introduction to Columbia College** **1 hour**

Introduction to Columbia College and to the values of learning. The sixteen-week seminar provides students an opportunity to explore the goals of an ethics-based liberal arts education and to identify their role in the academic, cultural, and social community of Columbia College. The general education curriculum, degree requirements, college catalog, advising process, and student handbook are introduced. Additionally, students become familiar with the wide variety of resources available to help them meet their collegiate goals. **All freshmen are strongly encouraged to enroll in this seminar during their first semester.** Offered Fall and Spring.

## JAPANESE (JAPA)

### Humanities Department

**JAPA 101 Beginning Japanese I** **2 hours**  
 Introduction to basic words, phrases, and sentences useful for travelers. Occasional offering. *Course meets three hours of Foreign Language graduation requirement.*

**JAPA 102 Beginning Japanese II** **2 hours**  
 Continuation of JAPA 101. Occasional offering. *Course meets three hours of Foreign Language graduation requirement.*

## JOURNALISM (JOUR)

### Humanities Department

**JOUR 101, 201, 301, 401**

**Newspaper Production** **3 hours**  
 News writing, design layout, copy editing, and photography. The College newspaper, The Columbian, is produced by students in journalism courses. Occasional offering.

**JOUR 102, 202, 302, 402** **3 hours**

**Newspaper Production**  
 News writing, design layout, copy editing, and photography. The College newspaper is produced by students in journalism courses. Occasional offering.

## LEADERSHIP (LEAD)

### History and Political Science Department

**LEAD 200 Introduction to Leadership Concepts** **3 hours**

An examination of the theory, evolution, practice and dynamics for leadership in contemporary society. Offered Spring (starting Spring 2014).

**LEAD 499 Applied Leadership Internship** **3 hours**

Students complete 45 hours of experiential work for each credit hour. Students work in conjunction with a faculty sponsor on approved learning goals. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students completing any major may earn credit from an approved internship that involves applied leadership. In addition, earned credit from ELI, Mock Trial, Model UN, or appropriate MSCJ, ASCJ, and NSCJ experiences is acceptable. Prerequisites: Senior standing, minimum 3.0 GPA in major core classes at time of registration for internship. Internship must be in same department as student's major. Offered Fall and Spring.

## MANAGEMENT (MGMT)

### Business Administration Department

*\*Denotes a course that may carry any business administration code.*

**MGMT 150 Introduction to Business 3 hours**  
Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized. Offered Fall and Spring.

**MGMT 200 Calculus for Business and Finance 3 hours**

Introduction to analytic geometry, limits, derivatives, definite integrals and their applications. Cross-listed as MATH 200. Prerequisite: Grade of C or higher in MATH 150 or MATH 180; or a score of 23 or higher on math portion of the ACT or 540 or higher on the math portion of the SAT. Occasional offering.

**(\*) 233 Topics 1-3 hours**  
Specialized inquiry into topics not covered in the curriculum.

**MGMT 254 Business Communication 3 hours**  
Development of written, oral and interpersonal skills for effective communication in the business world. Emphasis on clear, effective business correspondence, improved interpersonal skills and public speaking. Students learn appropriate real-world skills and strategies to increase their abilities to use this knowledge. Prerequisite: ENGL 112. Offered Fall and Spring.

**MGMT 265 Business Law I 3 hours**  
Fundamental principles of law relating to business activity and court systems. Extensive use of cases. Prerequisite: Sophomore standing. Offered Fall and Spring.

**MGMT 311 Public Administration and Policy 3 hours**  
Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. Cross-listed as PADM/POSC 311. Prerequisite: POSC 111. Offered odd Fall.

**MGMT 330 Principles of Management 3 hours**  
Survey of principles of management. Familiarity with the history and evolution of the field and with modern principles and their application. Prerequisites: MGMT 150, junior standing. Offered Fall and Spring.

**MGMT 338 International Business 3 hours**  
Exploration of the challenges involved in multinational and international business. Prerequisites: Junior standing, MGMT 330. *Course meets Multicultural graduation requirement.* Offered Fall and Spring.

**MGMT 339 Cross-Cultural Management 3 hours**  
Emphasis on interpersonal skills needed to manage across national borders and show how cultural factors influence behavior in the workplace and the negotiation process. Prerequisite: MGMT 330.

*Course meets Multicultural graduation requirement.*  
Offered Fall and Spring.

**MGMT 340 Introduction to Healthcare Management 3 hours**

Overview of the basic structures and operations of the U.S. healthcare system. Prerequisite: MGMT 330. Offered Fall (Starting Fall 2014).

**MGMT 341 Small Business Management 3 hours**  
The elements to establish and operate a small business are examined in light of internal and external environmental requirements. Prerequisite: MGMT 330. Offered Fall.

**MGMT 353 Legal and Ethical Aspects of Healthcare 3 hours**

An overview of key laws and ethical issues that affect the deliver of health care. Prerequisites: MGMT 265, MGMT 368. Offered Fall 2013 then Spring (starting Spring 2015).

**MGMT 360 Organizational Theory 3 hours**  
Examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. Prerequisite: MGMT 330. Occasional offering.

**MGMT 361 Human Resource Management 3 hours**  
Design, implementation, and administration of human resource management programs. Practices used in developing effective professional habits useful in dealing with executive responsibilities are also examined. Prerequisite: MGMT 330. Offered Spring.

**MGMT 362 Organizational Behavior 3 hours**  
Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. Prerequisite: MGMT 330 or PSYC 101. Offered Fall and Spring.

**MGMT 363 Productions and Operations Management 3 hours**  
Emphasis on techniques and skill for manufacturing. Prerequisite: MGMT 330. Occasional offering.

**MGMT 364 Workforce Planning and Development 3 hours**

This course explores how organizations plan for changes in their workforce, create recruitment strategies and develop selection systems to identify the best talent for their businesses. Topics include measurement of staffing effectiveness, job/competency analysis, testing strategies, and interviewing methods. Prerequisite: MGMT 361. Available via AHE Programs only.



**MGMT 365 Compensation and Benefit Systems 3 hours**

The focus of this course is "Total Compensation." Direct and Indirect compensation systems are evaluated to determine how organizations design the appropriate systems for their businesses. Topics include base pay systems, individual and group bonuses, executive compensation, issues with providing health care, long-term investment options, pension systems and government mandated benefits. Prerequisite: MGMT 361. Available via AHE Programs only.

**MGMT 367 Business Law II 3 hours**

Continuation of Business Law I. Prerequisite: MGMT 265. Occasional offering.

**MGMT 368 Business Ethics 3 hours**

Analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General Education Ethics requirement for Business Administration and Computer Information Systems majors. Prerequisite: MGMT 330. Offered Fall and Spring.

**MGMT 371 History of American Business 3 hours**

Analysis of American business from the colonial period to the present. The course traces the entrepreneurial adventures of small as well as large firms. It focuses upon economic trends that created a modern industrial order, wherein the corporation assumed a dominant position in the U.S. Significant attention is given to key leaders of the free enterprise system. Cross-listed as HIST 371. Prerequisite: Junior standing. Occasional offering.

**MGMT 372 Crisis Management 3 hours**

This course introduces students to the fundamental principles of effectively preventing and responding to crises in organizations. Students focus on the skills required for effective crisis management and to the processes engaged in crisis intervention. Crisis at both the individual and systems level are examined. Students learn protocols for conducting crisis audits and assessments and methods for action planning and implementation and post-crisis evaluation. Prerequisite: MGMT 330. Offered Fall.

**MGMT 375 Labor Relations 3 hours**

Study of management approaches to collective labor agreements. Extensive study of negotiation, grievances and agreement administration. Prerequisite: MGMT 361. Occasional offering.

**MGMT 393 Business Information Systems 3 hours**

Emphasis on management and technical concepts

fundamental to business applications and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. Prerequisites: ACCT 281, CISS 170, MGMT 330 (may be taken concurrently), and junior standing. Offered Fall and Spring.

**MGMT 422 Small Business Development 3 hours**

Continuation of MGMT 341, focusing on the operation and development of an established business concern. Prerequisite: MGMT 341. Offered Spring.

**MGMT 430 Management Science 3 hours**

Management Science is a discipline that integrates mathematical modeling and quantitative analysis into the managerial decision-making process. A variety of models and approaches are introduced including: linear programming and optimization models (e.g., maximize profit or minimize cost problems, resource-allocation problems), network and transportation models (e.g., shortest route problems, critical path problems), forecasting models, PERT/CPM models, (e.g., a model to determine the optimal schedule for a project), simulation models and the use of Crystal Ball, and simple/multiple regression models. Students learn to model problems mathematically and to use spreadsheet packages to solve management science problems. The goal of the course is to provide students with a background in mathematical modeling to augment their problem-solving skills. Prerequisites: MATH 150 or MATH 170; MATH 250. Offered Fall and Spring.

**(\* 433 Topics 1-3 hours**

Special inquiry into topics not covered in the curriculum.

**MGMT 461 Human Resource Development 3 hours**

Study of Human Resource Development in three key areas of employee and organizational development: training and development, change management and performance management. This course explores the methods of identifying training needs, designing and implementing successful training programs and evaluating organizational training systems. Also, this course covers the process of planning and implementing interventions to create interpersonal, group, inter-group or organization-wide change. Individual employee, functional and organizational performance systems are addressed. Prerequisite: MGMT 361. Available via AHE Programs only.

**MGMT 479 Strategic Management 3 hours**

**Culminating experience capstone course for majors in business administration.** Requires

case/report writing and the ability to integrate material from previous courses to analyze and resolve complex business strategic planning problems. Completion with a grade of C or higher required. Prerequisites: Senior status, completion of a minimum 33 hours of core requirements and at least six hours of upper-level courses within the identified major. Offered Fall and Spring.

**MGMT 499 Internship 1-3 hours**

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing, cumulative GPA of 3.0 or higher, completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

## MARKETING (MKTG)

### Business Administration Department

**MKTG 310 Principles of Marketing 3 hours**

Survey of principles for choosing target markets, assessing their needs, developing products and services and delivering them at a value to the customer and a profit to the company. Prerequisite: Junior standing. Offered Fall and Spring.

**MKTG 327 Retail Management and Strategies 3 hours**

Development of policies, methods, and managerial strategies to accommodate the rapidly changing retail environment. Prerequisites: MGMT 150, junior standing. Offered even Fall.

**MKTG 331 Consumer Behavior 3 hours**

Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement and control marketing activities. Prerequisite: MKTG 310. Offered Fall.

**MKTG 332 Public Relations 3 hours**

Policies, strategies and procedures available to an enterprise in establishing and controlling its communications with its many publics. Prerequisites: MGMT

254 or ENGL 204, and MKTG 310. Offered Fall.

**MKTG 335 Advertising and Sales Promotion 3 hours**

Study of marketing activities that stimulate consumer purchasing and dealer effectiveness. Emphasis on elements and process of developing effective advertising programs using integrated marketing communications. Prerequisite: MKTG 310. Offered Spring.

**MKTG 352 Personal Selling and Sales Management 3 hours**

Emphasis on techniques and skills of personal selling. Sales presentations required. Prerequisite: MKTG 310. Offered odd Spring.

**MKTG 354 Public Relations Writing 3 hours**

The primary goal of the course is to help students develop the professional writing skills expected of beginning public relations practitioners, emphasizing the different approaches required for particular audiences and media. The course covers all forms of writing for public relations, including press releases, public service announcements, magazine queries, securing television and radio interviews, coverage memos, media alerts, features, trade press releases, newsletters, backgrounders, and public relations presentations. Prerequisite: MGMT 254. Offered Spring (starting Spring 2014)

**MKTG 360 E-Marketing 3 hours**

This course explores how the Internet can be used effectively to enhance the marketing activities of corporate enterprises, non-profits and government agencies. Prerequisites: CISS 170 and MKTG 310. Offered even Spring.

**MKTG 370 Social Media 3 hours**

The course researches, discusses, explores, and demonstrates the ability to use emerging social media and marketing technologies for marketing and public relations uses within a for-profit or not-for-profit firm. Scholarly research writings from marketing and PR professionals are reviewed and discussed. Students apply the online marketing and PR concepts in real time social media and marketing usage. Topics covered may include: blogs, Twitter, Facebook, wikis, podcasts, social bookmarking, RSS feeds, viral video, and other emerging web technologies. Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, imple-

ment, and control marketing activities. Prerequisite: MKTG 310. First offering Spring 2014, then every Spring.

**MKTG 399 Internship 1-3 hours**

**MKTG 410 Global Marketing 3 hours**  
Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. Prerequisite: MKTG 310. Offered Spring. *Course meets Multicultural graduation requirements.*

**MKTG 441 Marketing Research 3 hours**  
A managerial approach to this highly technical and quantitative field. Prerequisites: MKTG 310, MATH 250. Offered Spring.

**MKTG 460 Public Relations Campaigns 3 hours**  
This is the capstone course for the Public Relations (PR) major. Students synthesize all that has been learned in prior marketing and public relations courses to develop a PR campaign for an actual client. This course is designed to help develop and refine critical thinking on the part of the student in selecting, creating and applying tools, techniques and principles of public relations to a variety of managerial cases and problem situations. Use of real-life case studies, tracking of current public relations issues, and creation of a full-scale public relations plan for an actual "client" are planned. This course is for those students close to graduation, who have mastered most or all of the skills courses and are ready to apply themselves to a genuine public relations problem. Prerequisite: MKTG 332. Offered Fall (starting Fall 2014).

**MKTG 478 Marketing Management 3 hours**  
Examination of the role of the marketing manager in analyzing, planning, implementing and controlling the marketing programs of an enterprise. Case work is used. Prerequisite: MKTG 310. Offered Spring.

**MKTG 480 Sports and Event Marketing 3 hours**  
Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. Prerequisite: MKTG 310. Offered Fall.

**MKTG 499 Internship 1-3 hours**  
Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting.

Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing, cumulative GPA of 3.0 or higher, completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

## MATHEMATICS (MATH)

### Computer and Mathematical Sciences Department

**MATH 102 Mathematics for the Elementary School Teacher 3 hours**

This course is designed to help preservice elementary school teachers develop a conceptual framework for mathematics, especially for those aspects normally experienced in elementary school. Through their work in the course the students study the main themes of mathematics throughout the curriculum, considering both mathematical and pedagogical content issues in teaching mathematics. Topics include sets, logic, informal geometry, numeration systems, properties of real numbers and an introduction to probability and statistics. Prerequisite: Grade of C or higher in MATH 104 or a score of 19 or above on the math portion of the ACT or 460 or above SAT score, or a passing score on the Columbia College math placement exam. Offered Spring.

**MATH 104 Beginning Algebra 3 hours**

Introduction to the fundamental concepts of algebra. Review of fractions, decimals, and signed numbers. Methods for solving linear equations, linear inequalities, and systems of linear equations. Thorough treatment of graphing lines and linear equalities in the plane. Introduction to rules of exponents. Real-world applications are integrated throughout the course. Students must repeat the course if a grade of U, F, or D grade is awarded. Offered Fall and Spring.

**MATH 106 Intermediate Algebra 3 hours**

Second course in a three-course sequence in algebra. Review of graphing lines. An introduction to solving systems of linear equations, exponents, polynomial expressions, square roots, zeros of polynomials, quadratic equations, and graphs of parabolas. Students must repeat the course if a U, F or D grade is awarded. Prerequisite: A passing score on the

Columbia College math placement exam or MATH 104 with a grade of C or higher or a score of 19 or higher on the math portion of the ACT or 460 or above SAT score. Offered Fall and Spring.

**MATH 150 College Algebra 3 hours**

Fundamental algebraic concepts are examined in the context of real world applications. Linear, quadratic, polynomial, exponential, and logarithmic functions are explored with emphasis on their numerical, graphical, and algebraic properties. Prerequisite: Grade of C or higher in MATH 106 or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 500 or above SAT score, or a passing score on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

**MATH 155 Algebraic Reasoning for Elementary and Middle School Teachers 3 hours**

This course introduces some basic concepts of number theory and modern algebra that underlie elementary and middle school arithmetic and algebra, with a focus on collaborative learning and technology. Prerequisites: MATH 102 and MATH 150 (or higher). Offered odd Fall.

**MATH 165 Geometric Reasoning for Elementary and Middle School Teachers 3 hours**

This course introduces some basic concepts of geometric and measurement that underlie these concepts in elementary and middle school grades, with a focus on collaborative learning and technology. Prerequisites: MATH 102 and MATH 150 (or higher). Offered even Fall.

**MATH 170 Finite Mathematics 3 hours**

This course presents a variety of applications of algebra to real-world problems and includes an introduction to set theory, probability and statistics. Topics include linear functions, systems of linear equations and inequalities, matrices, linear programming, basic counting and probability, and the mathematics of finance. Prerequisite: Grade of C or higher in MATH 104, or a score of 19 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 460 or above SAT score, or a passing grade on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

**MATH 180 Precalculus 3 hours**

Precalculus is a preparatory course for calculus and covers the following topics: algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions; trigonometric equations and trigonometric

identities. Prerequisite: Grade of B or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher SAT score or a passing score on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

**MATH 200 Calculus for Business and Finance 3 hours**

Introduction to analytic geometry; limits, derivatives, definite integrals and their applications. Cross-listed as MGMT 200. Prerequisite: Grade of C or higher in MATH 150 or MATH 180; or a score of 23 or higher on math portion of the ACT or 540 or above SAT score. Occasional offering.

**MATH 201 Calculus and Analytic Geometry I 5 hours**

The first part of the three-part calculus series. Topics include: review of algebra and trigonometry; functions and limits; derivatives and their applications; the integrals and their applications. Prerequisite: Grade of C or higher in MATH 180 or a score of 26 or higher on the math portion of the ACT or 590 or above SAT score or passing grade on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

**MATH 222 Calculus and Analytic Geometry II 5 hours**

The second part of the three-part calculus series. Transcendental functions, techniques of integration, improper integrals, infinite series and power series, parametrized curves and polar coordinates. Prerequisite: MATH 201 with grade of C or higher. Offered Fall and Spring.

**MATH 225 Discrete Mathematics I 3 hours**

This course provides a foundation in formal mathematics and theorem-proving. Topics include functions, relations, sets, simple proof techniques, Boolean Algebra, propositional logic, elementary number theory, the fundamentals of counting, recursion, and an introduction to languages (finite state machines). Prerequisite: Grade of C or higher in MATH 201. Offered Fall and Spring.

**MATH 233 Topics 1-3 hours**

**MATH 250 Statistics I 3 hours**

Introduction to descriptive and inferential statistics. Topics include collection of data, numerical and graphical descriptive methods, linear correlation and regression, probability concepts and distributions, confidence intervals and hypothesis testing for means and proportions. Prerequisite: MATH 150 or MATH 170 or MATH 180 or MATH 201. Offered Fall and Spring. **G.E.**



**MATH 251 Statistics II 3 hours**

This course is a continuation of Statistics I. Topics include hypothesis testing, regression, correlation, statistical decision theory, analysis of variance and nonparametric methods. Prerequisite: MATH 250. Occasional offering.

**MATH 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****MATH 300 Multivariate Calculus 3 hours**

Two and three dimensional vectors, partial derivatives, multiple integrals, line and surface integrals. Prerequisite: MATH 222 or MATH 235. Offered even Fall.

**MATH 303 Linear Algebra 3 hours**

Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry and other selected topics. Prerequisite: Grade of C or higher in MATH 201. Offered odd Fall.

**MATH 304 Introduction to Abstract Algebra 3 hours**

Introduction to algebraic systems, their motivation, definitions and basic properties. Primary emphasis is on group theory (permutation and cyclic groups, subgroups, homomorphism, quotient groups) and is followed by a brief survey of rings, integral domains and fields. Prerequisites: Grade of C or higher in both MATH 222 and MATH 225. Offered even Spring.

**MATH 305 Number Theory 3 hours**

The goal of this course is to provide a modern treatment of number theory. The student learns more about integers and their properties, important number-theoretical ideas and their applications. The course emphasizes reading and writing proofs. Prerequisites: Grade of C or higher in both MATH 222 and MATH 225. Offered odd Spring.

**MATH 325 Discrete Mathematics II 3 hours**

This course continues the discussion begun in Discrete Mathematics I (MATH 225) and serves to develop students' understanding of the discrete mathematical concepts that underlie computer science. Topics in this second course include recurrence relations, graphs, paths and circuits, trees and optimization and matching theory. Prerequisite: Grade of C or higher in MATH 225. Offered Fall.

**MATH 330 History of Mathematics 3 hours**

The goals of this course are to develop knowledge of the contributions made by mathematicians and

the influence these contributions have made to the development of human thought and culture over time. The course provides a chronological tracing of mathematics from the ancient Chinese into modern times, with an emphasis on problems and the individuals who formulated and solved them. Prerequisite: Grade of C or higher in MATH 222. Offered odd Fall. *Course meets Multicultural graduation requirement.*

**MATH 331 Foundations of Geometry 3 hours**

This course provides students with the opportunity to broaden and deepen their understanding of Euclidean Geometry usually encountered in a high school geometry course. The course extends the geometric experience to non-Euclidean topics and serves to unify the study of geometry as the result of a system of axioms. Prerequisite: Grade of C or higher in MATH 222. Offered even Spring.

**MATH 338 Mathematical Statistics and Probability 3 hours**

A calculus-based introduction to statistical methods starting with basic probability, distribution theory, confidence intervals, hypothesis tests and sampling. Prerequisite: MATH 222 or MATH 235. Offered odd Spring.

**MATH 340 Introduction to Probability Theory 3 hours**

Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. Prerequisite: Grade of C or higher in MATH 222. Occasional offering.

**MATH 362 Introduction to Automata Theory, Languages and Computation 3 hours**

The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Cross-listed as CISS 362. Prerequisites: MATH 225 and CISS 240. Offered even Fall.

**MATH 370 Differential Equations 3 hours**

Ordinary differential equations and systems with application to the sciences and engineering. Prerequisite: Grade of C or higher in MATH 222 or MATH 235. Offered odd Spring.

**MATH 371 Introduction to Complex Variables 3 hours**

Introduction to the basic tools of the theory of complex variables, such as complex differentiation and the

Cauchy-Riemann equations, analytic functions, complex series, complex contour integration, residues, poles and conformal mapping. Prerequisite: Grade of C or higher in MATH 222. Offered even Spring.

**MATH 380 Advanced Calculus I 3 hours**  
Rigorous development of some central ideas in analysis including limits, continuity and differentiability. Prerequisite: Grade of C or higher in MATH 222 or MATH 235. Offered odd Fall.

**MATH 381 Advanced Calculus II 3 hours**  
A second course in mathematical analysis on the real line. Topics include: the Riemann integral, infinite series, and sequences and series of functions. Prerequisite: MATH 380. Offered even Spring.

**MATH 390 Introduction to Topology 3 hours**  
Introduction to the topological concepts that underlie analysis. Included are metric spaces, topological spaces, separation, compactness, convergence, completeness and connectedness. Prerequisite: Grade of C or higher in MATH 222. MATH 380 recommended. Offered even Fall.

**MATH 433 Topics 1-3 hours**

**MATH 451 Introduction to Cryptography 3 hours and Computer Security**  
An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Cross-listed as CISS 451. Prerequisites: MATH 225; CISS 245 or CISS 243. Offered odd Spring.

**MATH 493 Senior Seminar in Mathematics for Teachers 3 hours**  
**A seminar course required as a culminating experience for mathematics majors who are seeking certification to teach at the elementary, middle or secondary levels.** Students analyze problems from elementary, middle and high school mathematics from an advanced perspective and explicitly make connections between the concepts taught in elementary, middle and secondary and their more abstract analogues encountered in undergraduate mathematical courses. A grade of C or higher is required. Prerequisites: Senior standing, admission to the Teacher Certification Program, EDUC 358 or EDUC 359 or EDUC 360. Offered Fall and Spring.

**MATH 494 Senior Seminar in Mathematics 3 hours**  
**A seminar course required as a culminating experi-**

**ence for mathematics majors.** Students prepare and present a portfolio following departmental guidelines to document achievement of the learning goals for the mathematics major. Additionally, students present a lecture on a topic not covered in core courses in consultation with the instructor and take the Major Field Test for Mathematics. Grade of C or higher required. Prerequisite: Senior standing. Offered Fall and Spring.

## MILITARY SCIENCE (MSCI)

**Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used by the university.**

**MSCI 1100 Foundations of Officership 1 hour**  
Introduces students to issues and competencies that are central to a commissioned officer's responsibilities. Establish framework for understanding officership, leadership, and Army values followed and "life skills" such as physical fitness and time management. Offered Fall.

**MSCI 1110 Introductory Military Science Laboratory I 1 hour**  
Field application of skills taught in MSCI 1100 to include leadership, land navigation, tactical skills and basic soldier skills. Offered Fall.

**MSCI 1120 Basic Leadership 1 hour**  
Establishes foundation of basic leadership fundamentals such as problem solving, communication, briefings and effective writing, goal setting, techniques for improving listening and speaking skills and an introduction to counseling. Offered Spring.

**MSCI 1130 Introductory Military Science Laboratory II 1 hour**  
Field application of skills taught in MSCI 1120 to include leadership, land navigation, tactical skills and basic soldier skills. Offered Spring.

**MSCI 2160 Topics in Military Science 1-2 hours**  
Organized study of selected military science topics. Subjects and credit vary semester to semester. Repeatable once with departmental consent. Prerequisites: departmental consent.

**MSCI 2200 Individual Leadership Studies 2 hours**  
Study of military leadership, practical application of critical reasoning and individual judgement with emphasis on developing leaders. Application of physical fitness plan, land navigation and confidence skills. Introduction to military orders. Written and oral presentations required. Offered Fall.

**MSCI 2210 Intermediate Military Science Laboratory I 1 hour**

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as squad-level offensive and defensive operations. First aid topics and drill and ceremony are also taught. Offered Fall.

**MSCI 2220 Leadership and Teamwork 2 hours**

Introduction to values and ethics with emphasis on developing leaders. Students learn officer duties including counseling and mentoring techniques. Practical application of confidence skills and marksmanship. Further study of military orders. Written and oral presentations required. Offered Spring.

**MSCI 2230 Intermediate Military Science Laboratory II 1 hour**

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as platoon level offensive and defensive operations. First aid topics and drill and ceremony are also taught. Offered Spring.

**MSCI 3160 Death by a Thousand Cuts: Counterinsurgency/Insurgency The American Experience 3 hours**

This course explores the problem of insurgency and counterinsurgency in terms of what we can learn from these conflicts. It examines counterinsurgency theory and practice, the Philippine Insurrection, Banana Wars, Vietnam War, Afghanistan and Iraq. Offered Fall.

**MSCI 3161 The American Experience in Vietnam 3 hours**

This course was developed to provide students the opportunity to examine the American experience in the Vietnam War, to search for meanings in this experience, and to arrive at their own conclusions concerning the impact of the war upon the nation. Moreover, it challenges the students to think critically about war and the use of military power to settle differences between nations. Offered Fall.

**MSCI 3162 Counterinsurgency in Asia 3 hours**

This course explores the problem of insurgency and counterinsurgency in Asia in terms of what we can learn from these conflicts. The course examines the insurgency in the Philippine Insurrection 1899-1902, the Vietnam War, the Soviet-Afghan War, in Thailand, Sri Lanka and Malayan Emergency. Offered Fall.

**MSCI 3163 U.S. Military History in the Western Tradition 3 hours**

Analysis of United States Military history from the Colonial period to the present, (1609-2012). A comprehensive look into the evolution of warfare in America, military traditions and heritage, and technology. This course analyzes the following: American Revolution, War of 1812, Mexican American War, Civil War, Indian Wars, Spanish American War, World War I, Inter War Period, World War II, Korean War, Vietnam War, Gulf War, Afghanistan and Iraq. Offered Spring.

**MSCI 3230 Leadership and Problem Solving 3 hours**

Students conduct self-assessment of leadership style, develop personal fitness regimen, and learn to plan and conduct individual/ small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities. Offered Fall.

**MSCI 3240 Leadership and Ethics 3 hours**

Examines the role communications, values and ethics play in effective leadership. Topics include ethical decision-making, considerations of others, spirituality in the military, and survey Army leadership doctrine. Emphasis on improving oral and written communication ability. Offered Spring.

**MSCI 3250 Leadership and Management 3 hours**

Develops student proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective staff collaboration, and developmental counseling techniques. Offered Fall.

**MSCI 3260 Officership 3 hours**

Study includes case study analysis of military law and practical exercises on establishing an ethical command climate, service as an officer; capstone exercise. Leadership lab: Students must complete a semester-long Senior Leadership Project that requires them to plan, organize, collaborate, analyze, and demonstrate their leadership skills. Prerequisite: MSCI 3250. Offered Spring.

**MSCI 3270 Advanced Transition to Lieutenant I 3 hours**

Independent research, analysis and monthly discussion on related military topics. Personal, academic and professional goals and objectives,

development and maintenance of an officer evaluation report support form. Prerequisites: MSC1 2200, MSC1 3230. Offered Fall.

**MSCI 3280 Advanced Transition to Lieutenant II 3 hours**

Independent research, analysis and monthly discussion on related military topics. Personal, academic and professional goals and objectives, development and maintenance of an officer evaluation report support form. Prerequisites: MSC1 1100, MSC1 2200, MSC1 3230, MSC1 3250 or department head permission. Offered Spring.

## MUSIC (MUSI)

### Humanities Department

**MUSI 102 Music Fundamentals 3 hours**

An introduction to the elements of music, including study of the musical staff, key signatures, scales, time signatures, notation, meter and rhythm, major and minor chords, song writing techniques, application of music theory at the keyboard, and rhythmic, melodic and harmonic ear training. Prerequisite: Ability to read music. Offered even Spring.

**MUSI 122 Music Appreciation 3 hours**

A musical appreciation course focusing on European and American works since 1500. Offered Fall and Spring. **G.E.**

**MUSI 160, 360 Jane Froman Singers 3 hours**

Select group requiring travel and performance; by audition. Offered Fall and Spring.

**MUSI 233 Topics 1-3 hours**

**MUSI 322 Masterpieces of Music 3 hours**

In-depth study of the lives and musical styles of great composers. No knowledge of music is required and students are not expected to perform in front of the class. Offered Fall.

**MUSI 323 Music of the United States 3 hours**

Overview of the various types of music that have evolved through folk, popular, and classical traditions in America from the Pilgrims to the present. Offered odd Spring.

**MUSI 433 Topics 1-3 hours**

### Applied Music

Instrumental study must be taken in sequence with the same instrument.

**MUSI 171, 172, 273, 274 Piano 1 hour**

**MUSI 181, 182, 283, 284 Voice 1 hour**

**MUSI 183 Broadway Music Voice Class 1 hour**

Class instruction in voice using appropriate music from the American Broadway Musical Theater repertoire. Prerequisite: Ability to match pitch. Occasional offering.

**MUSI 255, 256, 257, 355, 356, 357, 455, 1-3 hours 456, 457 Directed Study**

## NAVAL SCIENCE (NSCI)

Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used by the University.

**NSCI 1100 Introduction to Naval Science 2 hours**

Introduction to Midshipmen to the organization of the Naval Service, the varied career opportunities available, the long held customs and traditions of the service, and the duties of a Junior Officer.

**NSCI 1200 Seapower and Maritime Affairs 3 hours**

Seminars examine the application of sea-power as an instrument of foreign policy by the major nations of the world. Emphasis placed on role of the Navy.

**NSCI 2110 Naval Ships Systems I 3 hours**

Ship construction, stability and damage control, basic thermodynamics, the steam cycle and engineering plant, including introduction to gas turbine, diesel and nuclear powered systems.

**NSCI 2130 Evolution of Warfare 3 hours**

Evolution of strategy, tactics, weapons and leadership through the Vietnam period. Development of military policy, the impact of warfare on the political, social and economic structure of nations.

**NSCI 2210 Naval Ships Systems II 3 hours**

Naval weapons systems, their employment and control, including the basic fire control problem, with emphasis on new systems.

**NSCI 3120 Marine Navigation 3 hours**

Theoretical and practical application of the principles of marine navigation. Includes fundamentals of dead reckoning, piloting, tides and current, celestial navigation and electronic navigation.

**NSCI 3130 Amphibious Warfare 3 hours**

History and development of amphibious warfare, principles of amphibious warfare techniques; their application in selected examples from modern.



**NSCI 3140 Leadership and Management 3 hours**

This course provides a basic understanding of the interrelationship between authority, responsibility and accountability within a task oriented organization. Students learn to apply leadership and management skills to prioritize competing demands and to attain mission objectives. Students learn the importance of planning and follow-up. They develop a basic understanding of communication and counseling as it pertains to personnel management. Students gain basic understanding of effective leadership traits and how they should be applied to ensure accomplishment of a unit's objectives. Prerequisites: NSCI 3220 or 3130; sophomore standing. Graded on A/F basis only.

**NSCI 3220 Naval Operations 3 hours**

Principles and concepts of naval operations; rules of the road, command and control in naval operations, communications, antisubmarine warfare, international maritime law, and practical solution of relative motion problems. Prerequisite: NSCI 3120.

**NSCI 4940 Leadership and Ethics 2 hours**

Capstone course of the NROTC academic syllabus. It is designed to provide all midshipmen with the ethical foundation and basic leadership tools needed to be effective junior officers. Prerequisite: junior standing in NROTC.

**NURSING (NURS)****Nursing Department****NURS 209 Introduction to Nursing 6 hours**

This introductory course to nursing is designed to expose the student to the health care environment and to develop basic care skills. This course is required for those students applying to the nursing program. Important concepts and essential basic skills in clinical patient care for the beginning nursing student are discussed and practiced. Other topics include study skills, test-taking strategies, information technology, medical terminology, math assessment and communication skills. \$50 lab fee. Students with nursing experience may be able to receive Credit for Prior Learning through a test out process. A \$50 testing fee will be charged. Prerequisites: BIOL 110; BIOL 110L; CHEM 109 or CHEM 110 and CHEM 112 with a grade of C or higher. Offered Fall (1st 8 weeks), Spring (1st 8 weeks) and Summer.

**NURS 210 Fundamentals of Nursing 6 hours**

This course is designed to introduce students to the fundamental concepts of nursing across the lifespan and the role of the registered nurse. The nursing process is utilized to identify and provide the building

blocks of nursing care in a variety of healthcare settings. Emphasis is placed on developing skills needed to assess, implement and monitor selected nursing interventions and technologies. Concepts presented include beginning professionalism, therapeutic communication, documentation, life-span considerations, basic introduction to skills for supporting patient care, physical assessment, infection control, patient education, safety and nursing interventions. These concepts are presented and practiced in the skills lab and in the clinical area. \$100 lab fee. Prerequisites: Admission to the nursing program; NURS 209 if applicable. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Offered Fall (2nd 8 weeks) and Spring (2nd 8 weeks).

**NURS 211 Mental Health Nursing 3 hours**

This course is designed provide the foundation for entry level competence in mental health nursing across the lifespan. Interpersonal, behavioral, psychosocial and communication concepts provide the basis for effective and therapeutic mental health nursing. Critical thinking skills and evidence based practice concepts are applied and analyzed. Emphasis is placed on selected pathophysiology and related care using the nursing process. Therapeutic communication skills within the nurse-patient-family relationship are highlighted in the care of patients with psychosocial, substance dependence and other mental health deviations. Other topics integrated throughout the course are legal-ethical issues, patient education, pharmacological and sociocultural principles. Alternative therapies and treatments are investigated and discussed, as well as the roles and responsibilities of the professional nurse, including collaboration with other disciplines and organizations as resources and support mechanisms. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210. Corequisite: NURS 212. Offered Spring (1st 8 weeks) and Summer.

**NURS 212 Pharmacology for Nursing 3 hours**

This course is designed to provide the nursing student with a sound basis for the clinical application of pharmacology. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics and pharmacokinetics, with patient-related variables affecting pharmacotherapy are presented. Emphasis is placed on learning drug classification by categories affecting vari-

ous body systems and disease states. Legal aspects of drug administration, including nursing safeguards, are included. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210. Corequisite: NURS 211. Offered Spring (1st 8 weeks) and Summer.

### **NURS 213 Foundations of Professional Nursing 6 hours**

This course is designed to provide the foundation for the role of the registered professional nurse. Nursing as a profession, nursing standards and legal-ethical issues in nursing are explored. Communication principles, nutrition and patient teaching continue to be discussed. Principles of medication administration, math as applied to medication administration, intravenous therapy and physical assessment skills are covered. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing situations. General principles of caring for patients across the lifespan with common medical surgical health deviations are the clinical focus. Accompanying skills lab and clinical experiences are designed to increase the knowledge, judgement, skills level and professional behaviors in the nursing student. \$75 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212. Offered Fall (1st 8 weeks) and Spring (2nd 8 weeks).

### **NURS 214 Medical Surgical Nursing I 6 hours**

This course is designed to integrate knowledge and skills from previous nursing courses to develop a progressing knowledge base in medical surgical nursing across the lifespan. Fluid and electrolytes and acid/base concepts are introduced. Common medical surgical health deviations are reviewed with an emphasis on pathophysiology, health promotion and nursing interventions. Principles of communication, patient teaching, pharmacology, nutrition, and culture/ethnic/socially diverse concepts are integrated with these topics to develop critical thinking skills in patient care. Introduction to leadership and management theories are presented. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-

classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213. Offered Fall (2nd 8 weeks) and Summer.

### **NURS 215 Medical Surgical Nursing II 6 hours**

This course is designed to introduce students to specialty areas and technology associated with care of critically ill medical surgical patients. Emphasis is placed on developing skills needed to plan, manage and provide patient care to critically ill patients using the nursing process. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Communication, legal-ethical concepts, patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213, NURS 214. Offered Fall (1st 8 weeks) and Spring (1st 8 weeks).

### **NURS 216 Women's and Infant's Health 6 hours**

This course is designed to provide the foundation for entry-level competence in women's and infant's health. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Emphasis is placed on developing nursing care for a woman with an uncomplicated or complicated pregnancy, the normal and high risk infant and women's reproductive and post-reproductive health and health deviations. Various developmental theories are presented to assist the student in analyzing growth and development from birth through middle age adults. Communication, legal-ethical concepts, patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213, NURS 214, NURS 215. Offered Fall (2nd 8 weeks) and Spring (2nd 8 weeks).

**PHILOSOPHY (PHIL)****Humanities Department****PHIL 201 Introduction to Western Philosophy 3 hours**

Exploration of problems and methods of philosophical inquiry including such topics as belief systems, values and meaning; theories of nature, God and humankind; the nature of knowledge and its acquisition. Offered Fall and Spring. **G.E.**

**PHIL 202 Introduction to Eastern Philosophies and Religions 3 hours**

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed as RELI 202. Offered Fall and Spring. *Course meets Multicultural graduation requirement.* **G.E.**

**PHIL 210 Logic and Critical Thinking 3 hours**

Overview of the principles and methods of critical thinking, inductive reasoning and deductive logic. Emphasis on the formulation and evaluation of ordinary language arguments. Offered Fall and Spring. **G.E.**

**PHIL 233 Topics 1-3 hours****PHIL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****PHIL 303 History and Philosophy of Modern Science 3 hours**

Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as HIST 303. Prerequisite: HIST 102. Occasional offering.

**PHIL 310 Symbolic Logic 3 hours**

Study of the principles and methods of formal symbolic logic. Emphases on derivations for sentence and predicate logic. Occasional offering.

**PHIL 321 Ancient Philosophy 3 hours**

Intensive study of treatises by major philosophers in the ancient world. Offered odd Fall.

**PHIL 322 Modern Philosophy 3 hours**

Intensive study of treatises by major philosophers. Offered even Fall.

**PHIL 330 Ethics 3 hours**

Examination of various moral philosophers' attempts to prescribe ethical norms applicable to all mankind. Prerequisite: Junior standing. Offered Fall and Spring.

**PHIL 332 Environmental Ethics 3 hours**

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as ENVS 332. Offered Fall.

**PHIL 340 Philosophy of Revolution 3 hours**

Examination of the nature of revolution – intellectual, philosophical, economic and political. Cross-listed as HIST 340. Occasional offering.

**PHIL 350 Philosophy of Religion 3 hours**

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. Cross-listed as RELI 350. Prerequisite: PHIL 201 or RELI 101. Occasional offering.

**PHIL 358 Existentialism 3 hours**

An investigation of the philosophy of existentialism through works of philosophy and fiction. The class will consider the different views of the self in existentialist thought, the relationship of the self to the world and to others, and the nature of human freedom and responsibility. Prerequisite: Junior standing. Occasional offering.

**PHIL 390 The Buddha and Buddhism 3 hours**

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahayana, the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed as RELI 390. Prerequisite: Junior standing. Offered even Fall.

**PHIL 401 Significant Philosophers 3 hours**

Careful study of one significant philosopher who has had a major impact on the history of philosophy. Students concentrate on understanding the philosopher as well as placing him or her in an historical context. Emphasis is on systematic thinkers. May be repeated with instructor's permission. Prerequisite: PHIL 321 or PHIL 322. Occasional offering.

**PHIL 402 Classical Political Philosophy 3 hours**

Study of major writers in political philosophy from Plato to Machiavelli. Cross-listed as POSC 402. Prerequisite: Junior standing. Offered even Fall.

**PHIL 403 Modern Political Philosophy 3 hours**

Study of major writers in political philosophy from Hobbes to the present. Cross-listed as POSC 403. Prerequisite: Junior standing. Offered odd Spring.

**PHIL 430 Philosophy of Law 3 hours**

Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence,

i.e., what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as POSC 430. Prerequisite: Junior standing. Occasional offering.

**PHIL 460 Biomedical Ethics 3 hours**  
Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. Prerequisite: Junior standing. Offered Spring.

**PHIL 490 Thematic Seminar in Philosophy 3 hours**  
**Culminating course for Philosophy majors.** Each seminar is based upon a specific philosophical issue which is studied in depth. Students write and present a research paper. A grade of C or higher is required. Prerequisite: Junior standing. Offered Spring.

## PHYSICAL EDUCATION (PHED)

### Education Department

**PHED 100 Integrative Fitness I .5 hour**  
1st 8 weeks class. This course utilizes the NIA Technique, a mind-body approach to whole body aerobic fitness. The NIA Technique, Neuromuscular Integrative Action, is a movement form that combines Eastern and Western concepts and theories blending tai-chi, tae-kwon-do, Aikido, Jazz, Duncan Dance, modern dance, Yoga, Feldenkrais and Alexander Technique. Occasional offering.

**PHED 101 Integrative Fitness II .5 hour**  
2nd 8 weeks class. This course utilizes the NIA Technique, a mind-body approach to whole body aerobic fitness. The NIA Technique, Neuromuscular Integrative Action, is a movement form that combines Eastern and Western concepts and theories blending tai-chi, tae-kwon-do, Aikido, Jazz, Duncan Dance, modern dance, Yoga, Feldenkrais and Alexander Technique. Occasional offering.

**PHED 103 Varsity Volleyball 1 hour**

**PHED 104 Varsity Basketball 1 hour**

**PHED 106 Varsity Softball 1 hour**

**PHED 107 Varsity Soccer 1 hour**

**Note:** PHED 103, 104, 105, 106, and 107 require participation and completion of all requirements for varsity sports as determined by the Athletic Department.

**PHED 108 Beginning Weight Training .5 hour and Conditioning I**  
1st eight weeks. An activity class designed to improve total fitness through weight training and

aerobic activity. Offered Fall and Spring.

**PHED 109 Beginning Weight Training .5 hour and Conditioning II**

2nd eight weeks. An activity class designed to improve total fitness through weight training and aerobic activity. Offered Fall and Spring.

**PHED 110 Yoga .5 hour**  
An activity class designed to teach the basics of yoga practice to develop lifelong strength and flexibility. Occasional offering.

**PHED 111 Beginning Tennis .5 hour**  
An activity class designed for the individual who wants to learn a lifetime activity. Offered Fall and Spring.

**PHED 112 Indoor Racquet Sports .5 hour**  
A lifetime activity class (Badminton).

**PHED 113 Recreational Volleyball .5 hour**  
An activity class designed to teach the basics of recreational volleyball.

**PHED 114 Advanced Lifesaving .5 hour**  
A Red Cross certified course for people interested in lifeguarding. Occasional offering.

**PHED 115 Outdoor Recreation .5 hour**  
An activity class focusing on outdoor lifetime activities. Offered Fall and Spring.

**PHED 116 Cardio-Respiratory Fitness I .5 hour**  
An activity class designed to introduce and improve the cardio-respiratory fitness and understanding of the student. Offered Fall and Spring (first eight weeks).

**PHED 117 Cardio-Respiratory Fitness II .5 hour**  
An activity class designed to introduce and improve the cardio-respiratory fitness and understanding of the student. Offered Fall and Spring (second eight weeks).

**PHED 118 Varsity Golf 1 hour**

**PHED 119 Varsity Cross-Country 1 hour**

**PHED 120 Advanced Strength and Conditioning 2 hours**

Provides students the advanced knowledge of the concepts, application, techniques and program design of strength and conditioning. Offered Fall.

**PHED 130 Personal Training and Sports Nutrition 2 hours**



Provides students with the basic knowledge of the nutrition needs for all levels of athletes. Offered Spring.

**PHED 140 First Aid and CardioPulmonary Resuscitation (CPR) 2 hours**

American Red Cross certification: basic first aid and Cardio-Pulmonary Resuscitation (CPR) procedures. Offered Fall.

**PHED 150 Basic Care and Prevention of Athletic Injuries 2 hours**

Introduction to fundamentals of care and prevention of athletic injuries and athletic training. Offered Fall.

**PHED 350 Advanced Care, Prevention, and Rehabilitation of Athletic Injuries and Illnesses 3 hours**

In-depth study of athletic-training techniques and rehabilitation of injuries and illnesses. Prerequisite: PHED 150. Offered Spring.

## PHYSICS (PHYS)

### Physical and Biological Sciences Department

**PHYS 108 Physical Science Survey 3 hours**

Examination of the physical world and its underlying scientific principles. Cross-listed as CHEM 108. Prerequisite: MATH 106 or higher. Offered Fall. **G.E.**

**PHYS 108L Physical Science Survey Laboratory 2 hours**

Laboratory experience to complement PHYS 108. Cross-listed as CHEM 108L. Prerequisite: PHYS 108 or concurrent enrollment. PHYS 108 must be completed before PHYS 108L can be used for **G.E.** credit. Offered odd Fall. **G.E.**

**PHYS 111 College Physics I 3 hours**

First of a two-part algebra-based college physics sequence. Topics include: linear, circular and rotational motion; statics, elasticity, vibrations, waves and sound. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: MATH 150 or MATH 170 or MATH 180. Offered Fall. **G.E.**

**PHYS 111L Physics I Laboratory 2 hours**

Laboratory experiences to complement PHYS 111. \$40 lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisites: MATH 150 or MATH 170 or MATH 180; PHYS 111 (may be taken concurrently). Offered Fall. **G.E.** when taken with PHYS 111.

**PHYS 112 College Physics II 3 hours**

Second of a two-part algebra-based college physics sequence. Topics include: fluids, electricity, thermodynamics, magnetism, optics, modern physics and astrophysics (optional). Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111. Offered Spring.

**PHYS 112L Physics II Laboratory 2 hours**

Laboratory experiences to complement PHYS 112. \$40 lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111. Offered Spring.

**PHYS 211 Calculus-Based Physics I 5 hours**

First part of a two-part calculus-based college physics sequence. The course covers the following major areas of physics: linear, circular and rotational motion; statics; elasticity; vibrations; waves and sound. \$40 lab fee. Prerequisite: MATH 201. Offered odd Fall.

**PHYS 212 Calculus-Based Physics II 5 hours**

This is the second of a two-part calculus-based college physics sequence. The course covers the following: electricity, magnetism, optics, modern physics and astrophysics (optional). This course includes laboratory experiences based on the above topics. \$40 lab fee. Prerequisite: PHYS 211. Offered even Spring.

**PHYS 233 Topics 1-3 hours**

**PHYS 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**PHYS 401 Introduction to Physical Chemistry/Chemical Physics 3 hours**

Introduction to physical principles underlying chemical science. Topics include: thermodynamics, chemical kinetics and quantum mechanics. Cross-listed as CHEM 401. Prerequisites: CHEM 112, MATH 201, PHYS 111 or 211, PHYS 112 or PHYS 212 (may be taken as a corequisite). Offered Spring.

**PHYS 433 Topics 1-3 hours**

## POLITICAL SCIENCE (POSC)

### History and Political Science Department

**POSC 111 American National Government 3 hours**

Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and the economic system. Offered Fall and Spring. **G.E.**

**POSC 215 State and Local Government 3 hours**  
To survey American governments on the sub-nation-

al level to increase awareness of the impact those governments have over citizens' lives. Offered odd Spring.

**POSC 233, 333, 433 Topics 1-3 hours**

**POSC 233 Topics: Mock Trial 1 hour**  
Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as CJAD 233. Prerequisite: Must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.** Offered Fall and Spring.

**POSC 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**

**POSC 280 American Political and Social Thought 3 hours**

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as AMST 280. Prerequisite: ENGL 112. Offered odd Fall.

**POSC 292 International Relations 3 hours**

Theory and practice of how nations relate to each other. Offered odd Spring. G.E. *Course meets Multicultural graduation requirement.*

**POSC 311 Public Administration and Policy 3 hours**

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. Cross-listed as MGMT/PADM 311. Prerequisite: POSC 111. Offered odd Fall.

**POSC 312 Environmental Politics 3 hours**

Study of environmental issues and policies from both a national and global perspective. Cross-listed as ENV 312. Prerequisite: POSC 111. Occasional offering.

**POSC 315 American Public Policy 3 hours**

The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models of decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy and more. Cross-listed as PADM 315. Prerequisites: ENGL 112, POSC 111. Offered even Spring.

**POSC 317 Politics of Russia and Eurasia 3 hours**  
Study of the government and politics of Russia and

other countries of the former Soviet Union. The course will examine the historical legacy of communism and analyze the process of political and economic transition since the collapse of the Soviet Union. *Course meets Multicultural graduation requirement.* Occasional offering.

**POSC 321 Politics of Developing Nations 3 hours**

Analysis of the governmental structures and roles played by developing nations in contemporary world affairs. *Course meets Multicultural graduation requirement.* Offered odd Fall.

**POSC 326 International Law and Organizations 3 hours**

Study of the evolution of international law and organizations and their role in global politics in areas such as human rights, environmental protection, collective security and global trade. Prerequisite: POSC 292. Offered odd Spring.

**POSC 330 Media and Politics 3 hours**

Examination of the impact of the media on political discourse and public opinion in America, as well as examine the ways in which the media is shaped and affected by political forces. Prerequisite: POSC 111. Occasional offering.

**POSC 331 European Politics 3 hours**

Analysis of the government and politics of the major European powers, including Britain, France and Germany, as well as the European Union. *Course meets Multicultural graduation requirement.* Offered even Spring.

**POSC 332 The American Presidency 3 hours**

Presidential powers and their use and impact on American political life. Prerequisite: POSC 111. Offered even Spring.

**POSC 333 Topics: Model United Nations 2 hours**

Available to Members of the Columbia College United Nations team. Requires participation beginning in the fall when the team begins preparing for the spring Model United Nations simulation. Course may be repeated two times.

**POSC 340 Judicial Process 3 hours**

Study of the state and federal court systems and the impact which those systems have on American politics and society. Prerequisite: POSC 111. Offered Spring.

**POSC 350 Legislative Process 3 hours**

Study of Congress, its structure, procedures, role, and impact in American government. Prerequisite:

POSC 111. Offered even Fall.

**POSC 353 Asian Politics 3 hours**  
Analysis of the government and politics of selected Asian countries and their economic and social systems. *Course meets Multicultural graduation requirement.* Offered even Fall.

**POSC 360 U.S. Foreign Policy 3 hours**  
Examination of the historical context of U.S. foreign policy, the institutions and processes of foreign policy-making and contemporary foreign policy issues and challenges. Prerequisite: POSC 292. Offered even Spring.

**POSC 361 American Political Parties 3 hours**  
Practical and theoretical study of the American party system. Prerequisite: POSC 111 or HIST 121 and HIST 122. Offered even Fall.

**POSC 370 Dynamics of Terrorism 3 hours**  
This course surveys contemporary terrorism, especially international terrorism. The course examines controversies in defining terrorism; explores the historical roots of terrorism; examines terrorist motivations, organization and strategies; and explores ways in which countries can respond to the threat of terrorism. Cross-listed as CJAD 370. Offered odd Fall.

**POSC 395 Political Science and Public Administration Research Methods 3 hours**  
An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. Cross-listed as PADM 395. Prerequisite: Three previous courses in political science or public administration. Offered even Fall.

**POSC 399 Political Science Internship 1-3 hours**  
Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state, or local government. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 political science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: POSC 111; junior standing; minimum of 2.5 cumulative GPA at time of registration for internship. Offered Fall and Spring.

**POSC 402 Classical Political Philosophy 3 hours**

Study of major writers in political philosophy from Plato to Machiavelli. Cross-listed as PHIL 402. Prerequisite: Junior standing. Offered even Fall.

**POSC 403 Modern Political Philosophy 3 hours**  
Study of major writers in political philosophy from Hobbes to the present. Cross-listed as PHIL 403. Prerequisite: Junior standing. Offered odd Spring.

**POSC 430 Philosophy of Law 3 hours**  
Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e. what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as PHIL 430. Prerequisite: Junior standing. Occasional offering.

**POSC 440 Constitutional Law 3 hours**  
Study of the Constitution's evolution through Supreme Court decisions. Prerequisite: POSC 111. Offered odd Fall.

**POSC 495 Independent Study in Political Science and Public Administration 3 hours**  
**Culminating experience for graduation with a B.A. in Political Science and a B.A. or B.S. in Public Administration.** Requires original research project and final paper. Grade of C or higher required. Prerequisite: POSC/PADM 395. Offered Spring.

**POSC 499 Advanced Political Science Internship 1-12 hours**  
Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state or local government. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 political science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum nine hours of political science coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration of internship. Offered Fall and Spring.

## PSYCHOLOGY (PSYC)

### Psychology and Sociology Department

**PSYC 101 General Psychology 3 hours**  
Introduction to the field of psychology and the major

sub-areas including the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. **Students majoring in Psychology must earn a grade of C or higher.** Offered Fall and Spring. **G.E.**

**PSYC 230 Educational Psychology 3 hours**  
The study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. Cross-listed as EDUC 230. Prerequisite: PSYC 101. Offered even Spring.

**PSYC 233 Topics 1-3 hours**

**PSYC 240 Experimental Psychology 3 hours**  
Provides students with hands-on research experience and knowledge of experimental procedures through participation in representative experiments. Prerequisite: PSYC 101. Offered odd Fall.

**PSYC 260 Introduction to Applied Psychology 3 hours**

An introduction to Applied Psychology, including uses of psychology in personal adjustment across the lifespan, in education, interpersonal relationships, marriage, family and parenting, work, physical and psychological health, and in identifying and treating psychopathology. A service learning component may be used as a means of providing students with practical experience with applied psychology. Students are exposed to major theoretical perspectives in applied psychology and methods and findings based in scientific psychology. Offered odd Spring.

**PSYC 270 Psychology of Emotion 3 hours**  
Study of major theories of emotion and their emergence from cognitive, behavioral, physiological, social and evolutionary perspectives in psychological research. Study of current research of fundamental and social emotions, development of emotion, effects of emotion on cognition, neurophysiology of emotion. Prerequisite: PSYC 101 or PSYC 260. Offered even Fall.

**PSYC 304 Personality Theory 3 hours**  
Examination of the major personality theories, including those proposed by Freud and his followers, learning theorists, trait theorists, social-learning theorists and humanists. Current research into personality, using modern methods, also reviewed. \$20 lab fee (Day Program only). Prerequisites: 6 hrs. of PSYC courses and junior standing. Offered odd Fall.

**PSYC 309 Animal Behavior 3 hours**

Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. Cross-listed as BIOL 309. Prerequisite: Six hours of PSYC coursework or six hours of BIOL coursework. Offered odd Fall.

**PSYC 320 Psychological Testing and Measurement 3 hours**

Study of informal and standardized test development, administration and evaluation including the history of testing, concepts of reliability, validity, utility and psychometrics of intelligence, personality, clinical, counseling, neuropsychological assessment and career testing using the normative and criterion-referenced approaches. Prerequisites: BIOL/PSYC/SOCI 324 and nine hours of PSYC coursework. Offered odd Spring.

**PSYC 324 Statistics for the Behavioral and Natural Sciences 3 hours**

The study of parametric and nonparametric statistics commonly used in the behavioral and natural sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Cross-listed as BIOL/SOCI 324. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Prerequisite: Grade of C or higher in MATH 150 or higher-level math course. Offered Fall and Spring.

**PSYC 325 Quantitative Research Methods 3 hours**

Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation, and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric statistics. Cross listed as SOCI 325. Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324; junior standing. Offered Fall and Spring.

**PSYC 327 Qualitative Research Methods 3 hours**

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. Cross-listed as ANTH/SOCI 327. Prerequisite: Junior standing. Offered Spring.

**PSYC 330 Lifespan Developmental Psychology 3 hours**

The study of physiological, environmental, and interactive variables influencing human develop-



ment from conception to death. Prerequisite: PSYC 101. Offered Fall.

**PSYC 336 Industrial/Organizational Psychology 3 hours**

Examination of humans and work. Investigates both theoretical models and application of principles in relation to personnel, psychology, organizational psychology, and the work environment. Prerequisite: PSYC 101. Offered even Fall.

**PSYC 360 Social Psychology 3 hours**

Theories, methods and research on the nature and causes of individual behavior in social situations. Cross-listed as SOCI 360. Prerequisite: Six hours of PSYC and/or SOCI courses. Offered Spring.

**PSYC 371 Neuroscience 3 hours**

Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as BIOL 371. Prerequisites: Six hours of PSYC courses or six hours of BIOL courses. Offered even Spring.

**PSYC 372 Sensation and Perception 3 hours**

Introduction to the study of human senses and higher order perceptual processes. Cross-listed as BIOL 372. Prerequisites: Six hours of BIOL or six hours of PSYC courses, and junior standing. Offered odd Spring.

**PSYC 381 History and Systems of Psychology 3 hours**

Overview of historical antecedents and major theoretical and historical systems within psychology. **Students majoring in Psychology must earn a grade of C or higher.** Prerequisites: PSYC 101 and sophomore standing. Offered Fall and Spring.

**PSYC 385 Human Sexuality 3 hours**

Exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Note: Human sexual behavior is openly discussed in this course and is illustrated in the textbooks. Cross-listed as SOCI 385. Prerequisite: PSYC 101 or SOCI 111. Offered Fall.

**PSYC 391 Child Psychology 3 hours**

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as EDUC 391. Prerequisite: PSYC 101. Offered Fall.

**PSYC 392 Adolescent Psychology 3 hours**

The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as EDUC 392. Prerequisite: PSYC 101. Offered Spring.

**PSYC 395 Adult Psychology 3 hours**

Physiological, behavioral and cognitive changes that occur in adulthood and old age, discussed from a psychological/developmental perspective. Prerequisite: PSYC 101. Occasional offering.

**PSYC 399 Psychology Internship 1-3 hours**

An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one semester prior to enrollment. Maximum of three hours of PSYC 399 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for each semester hour. Course is graded S (satisfactory) or U (unsatisfactory). Prerequisites: PSYC 101; 3.0 cumulative GPA. Corequisite: Junior standing. Offered Fall and Spring.

**PSYC 410 Learning Theories 3 hours**

In-depth study of major theories of learning, including classical, operant, social, experiential and constructivist theories and their relationship to applied and theoretical psychology. Prerequisites: Six hours of PSYC coursework and junior standing. Offered even Fall.

**PSYC 420 Cognitive Psychology 3 hours**

A study of human mental processes. The course covers concepts such as neurocognition, pattern recognition and attention, the function (and malfunction) of memory in its various forms, language, decision making, and problem solving. Prerequisites: Junior standing and six hours of PSYC courses. Offered odd Fall.

**PSYC 430 Ethics for Behavioral and Social Sciences 3 hours**

Explores philosophies of ethics as they apply to the development and use of professional codes used by behavioral science researchers and practitioners. Prerequisites: PHIL 330 and six hours of Psychology courses. Offered even Spring.

**PSYC 433 Topics 1-3 hours**

**PSYC 450 Abnormal Psychology 3 hours**

Major categories of behavior disorders are considered in terms of theory, etiology, symptoms and

treatment. Fundamental questions related to diagnosis, definitions of disorders and reaction of society are discussed. Prerequisites: Six hours of psychology courses; junior standing. Offered Fall.

**PSYC 455, 456, 457 Directed Study 3 hours**

**PSYC 460 Introduction to Clinical and Counseling Psychology 3 hours**

Contemporary theory and practices in clinical and counseling psychology. Psychotherapy interventions are studied from the psychoanalytic, cognitive, family, behavioral and existential perspectives. Research, legal and ethical issues are examined as they relate to the counselor as a person and as a professional. Prerequisites: Six hours of psychology courses and junior standing. Offered odd Spring.

**PSYC 472 Psychopharmacology 3 hours**

Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as BIOL 472. Prerequisites: Junior standing; six hours of PSYC or BIOL coursework. Offered even Fall.

**PSYC 480 Group Process 3 hours**

Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal and ethical issues associated with para-professional and professional practice. Prerequisites: PSYC 101 and PSYC 460. Offered even Spring.

**PSYC 495 Integrative Psychology 3 hours Required as a culminating experience prior to graduation.**

Capstone course integrating prior learning, exploring current research and contemporary issues in psychology. Writing intensive. Students enrolled in this senior seminar are required to take the Major Field Test for Psychology. Grade of C or higher is required for this course and all prerequisite courses. Prerequisites: Senior standing, Psychology major; PSYC 101, PSYC/BIOI/SOCI 324, PSYC/SOCI 325, PSYC 381 and any additional 18 hours of Psychology courses. Offered Spring.

**PSYC 499 Advanced Psychology Internship 1-3 hours**

An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at

least one semester prior to enrollment. Maximum of three hours of PSYC 499 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for each semester hour. Course is graded S (satisfactory) or U (unsatisfactory). Prerequisites: Nine hours of PSYC coursework; 3.0 GPA in PSYC courses; cumulative 3.0 GPA. Corequisite: Senior standing. Offered Fall and Spring.

## **PUBLIC ADMINISTRATION (PADM) History and Political Science Department**

**PADM 311 Public Administration and Policy 3 hours**

Examination of the growth, structure, role, methods, and policy of the national bureaucracy and its role in American Government and society. Cross-listed as MGMT/POSC 311. Prerequisite: POSC 111. Offered odd Fall.

**PADM 315 American Public Policy 3 hours**

The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models for decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy, and more. Cross-listed as POSC 315. Prerequisites: ENGL 112, POSC 111. Offered even Spring.

**PADM 320 Non-Profit Organization and Management 3 hours**

Managers in the non-profit sector face unique challenges. This course exposes students to essential skills facing managers in the non-profit sector such as grant writing, fundraising, managing technology, managing finances, working with private boards, public advocacy, and more. Prerequisite/Corequisite: PADM/POSC/MGMT 311. Offered even Spring.

**PADM 325 Public Financial Resources Management 3 hours**

Exposes students to the budgetary process for public-sector managers with a focus on political and legal constraints on these budgets, cash and risk management, budgetary forecasting, and more. Prerequisite/Corequisite: PADM/MGMT/POSC 311. Offered even Fall.

**PADM 330 Public Human Resources Administration 3 hours**

Course focuses on human resources management in

the public sector and addresses issues such as the recruitment, selection, and evaluation of employees as well as topics such as collective bargaining, employee discrimination, employee development, and more. Prerequisite/Corequisite: PADM/MGMT/POSC 311. Offered even Fall.

**PADM 335 Methods of Public Decision Making 3 hours**

How theoretical, philosophical, scientific, political, and social factors influence decision making in the public sector and methods used by public sector managers to make those decisions. Prerequisite/Corequisite: PADM/MGMT/POSC 311. Offered even Spring.

**PADM 340 Values and Ethics in Public Administration 3 hours**

Course covers issues related to the ethical practices of public administrators including the proper role of unelected bureaucrats in government and how they relate to citizens. Students are exposed to philosophical arguments related to ethical behavior. Course does not satisfy the general education ethics requirement. Prerequisite/Corequisite: PADM/MGMT/POSC 311. Offered odd Fall.

**PADM 395 Political Science and Public Administration Research Methods 3 hours**

An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. Cross-listed as POSC 395. Prerequisite: Three previous courses in political science or public administration. Offered even Fall.

**PADM 399 Public Administration Internship 3-6 hours**

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office responsible for administering public policy on the national, state, or local level or in the office of a non-profit organization. Students pursuing the Bachelor of Arts in Public Administration must enroll for three semester hours and students pursuing the Bachelor of Science must enroll in six hours. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Prerequisites: POSC 111; MGMT/PADM/POSC 311; junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

**PADM 495 Independent Study in Political Science and Public Administration 3 hours**

Culminating experience for graduation with a B.A. in Political Science and B.A. or B.S. in Public Administration. Requires original research project and final paper. Grade of C or higher required. Cross-listed as POSC 495. Prerequisite: PADM/POSC 390.

## RELIGIOUS STUDIES (RELI)

### Humanities Department

**RELI 101 Religion and Human Experience 3 hours**

Provides an objective setting to encourage students to examine religion and various religious traditions in the world, with opportunities to understand religion in the context of their own experiences. *Course meets Multicultural graduation requirement.* Offered Fall and Spring. **G.E.**

**RELI 124 The Bible as Literature 3 hours**

A literary and historical approach to major biblical selections and their influence on western literature, culture and philosophy. Cross-listed as ENGL 124. Occasional offering.

**RELI 201 Religious Classic Texts 3 hours**

Introduction to the classic primary sources of world religions. From ancient Mesopotamia to modern classics of religious experience, the student reads, analyzes and compares the written accounts of human contemplation of the divine across time and culture. *Course meets Multicultural graduation requirement.* Occasional Offering.

**RELI 202 Introduction to Eastern Philosophies and Religions 3 hours**

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed as PHIL 202. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

**RELI 350 The Philosophy of Religion 3 hours**

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. Cross-listed as PHIL 350. Prerequisite: PHIL 201 or RELI 101. Occasional offering.

**RELI 381 History of Christianity: The Early Church 3 hours**

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theol-

ogy within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. Cross-listed as HIST 381. Prerequisite: HIST 101. Occasional offering.

**RELI 382 Christianity in the Modern World 3 hours**

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as HIST 382. Prerequisite: HIST 102. Occasional offering.

**RELI 390 The Buddha and Buddhism 3 hours**

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahayana – the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed as PHIL 390. Prerequisite: Junior standing. Offered even Fall.

**RELI 400 Religion and Science 3 hours**

A study of the contemporary encounter of science and religion in the light of their historical background, aims, methods, points of conflict and possible dialogue. Subjects include: logos and mythos, the case of Galileo, Newton, Darwinism, Einstein's religion, creation and Big Bang, Creationism and Design, Anthropic Principle, contingency and necessity, God, secular humanism. Prerequisite: Junior standing. Offered odd Spring.

## **SOCIOLOGY (SOCI)**

### **Psychology and Sociology Department**

**SOCI 111 General Sociology 3 hours**

Introductory study of small and large scale human social interaction and social organizations. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

**SOCI 112 General Anthropology 3 hours**

Introduction to the study of human physical and cultural evolution. Cross-listed as ANTH 112. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

**SOCI 210 The Sociology of Gender 3 hours**

Critical examination of gender as a social construct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education, politics. Cross-listed as WMST 210. Offered Spring. **G.E.**

**SOCI 214 Family 3 hours**

Survey of structures, functions, processes, alternative life styles and problems in the contemporary family. Offered odd Fall.

**SOCI 216 American Social Problems 3 hours**

Nature and impact of contemporary social problems. Offered even Spring.

**SOCI 218 Social Deviance 3 hours**

Nature, theories and models of deviant behavior. Categories and causes of deviance including violence, sexual deviance, mental illness, substance abuse, street crime and white collar crime. Societal responses to deviance. The uses of stigma to label deviants. Offered Spring.

**SOCI 230 The Sociology of Sport 3 hours**

Survey of social theories and projected role of the patterns of sports and heroism in society. Offered odd Fall.

**SOCI 270 Minority Cultures and Relations 3 hours**

Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. Cross-listed as ANTH 270. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

**SOCI 310 Women and Society 3 hours**

Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as WMST 310. Offered Fall.

**SOCI 312 Organizations and Institutions 3 hours**

Patterns of social organization in modern societies; organizational structures and processes; interrelation of social institutions; problems of an organizational society and its consequences for individual life experiences. Prerequisite: Junior standing. Occasional offering.

**SOCI 321 Criminology 3 hours**

Theories concerning the nature, cause, control, treatment, and prevention of crime. Topics include current trends in U.S. crime rates; media coverage of crimes; patterns of victimization; characteristics of property crimes, violent crimes, corporate crimes, political crimes



and victimless crimes. Critical examination of current law enforcement and correctional policies and practices is included. Prerequisite: Junior standing. Offered Fall.

**SOCI 324 Statistics for the Behavioral and Natural Sciences 3 hours**

The study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included is analyses of relationship and variance, as well as effect sizes associated with each. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Cross-listed as BIOL/PSYC 324. Prerequisite: Grade of C or higher in MATH 150 or higher-level math course.. Offered Fall and Spring.

**SOCI 325 Quantitative Research Methods 3 hours**

The study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric statistics. Cross-listed as PSYC 325. Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324; junior standing. Offered Fall and Spring.

**SOCI 327 Qualitative Research Methods 3 hours**

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. Cross-listed as ANTH/PSYC 327. Prerequisite: Junior standing. Offered Spring.

**SOCI 331 Juvenile Delinquency 3 hours**

Nature and extent, competing models and theories, prevention, control, treatment and research in juvenile delinquency. Prerequisite: Junior standing. Offered Spring.

**SOCI 333, 433 Topics 1-3 hours**

**SOCI 336 Global Perspectives on Women and Development 3 hours**

Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-

Western societies, including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as ANTH/WMST 336. Prerequisite: Junior standing. Offered odd Fall. *Course meets Multicultural graduation requirement.*

**SOCI 341 Sociology and Anthropology of Religion 3 hours**

Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians, and ethnic minorities. Cross-listed as ANTH 341. Offered odd Fall. *Course meets Multicultural graduation requirement.*

**SOCI 350 Social Gerontology 3 hours**

Social, psychological, and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigate the research on death and dying and the role of the elderly in our society. Additionally, generate an understanding of the theoretical perspectives on aging. Cross-listed as HUMS 350. Prerequisite: Junior standing. Offered even Fall.

**SOCI 355, 356, 357, 455, 456, 457 1-3 hours**  
**Directed Study**

**SOCI 360 Social Psychology 3 hours**

Theories, methods, and research on the nature and causes of individual behavior in social situations. Cross-listed as PSYC 360. Prerequisite: Six hours of PSYC and/or SOCI courses. Offered Spring.

**SOCI 365 American Social Policy 3 hours**

Nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social welfare policy issues including family policy, healthcare policy, drug policy, tax policy and other topical issues. Cross-listed as HUMS 365. Prerequisite: Junior standing. Offered Spring.

**SOCI 375 Social Movements 3 hours**

Examination of social movements, from what condi-

tions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of the twentieth century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. Cross-listed as AMST 375. Prerequisite: Junior standing. Offered odd Spring.

**SOCI 380 Sociology of Culture and Mass Media 3 hours**

Sociological theories of mass media, social impacts of mass media and popular culture on collective consciousness; structure versus agency; new media; the internet. Prerequisite: Junior standing. Offered Fall.

**SOCI 385 Human Sexuality 3 hours**

Exploration of sexuality from biological, psychological and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Note: Human sexual behavior is openly discussed in this course and is illustrated in the textbooks. Cross-listed as PSYC 385. Prerequisite: PSYC 101 or SOCI 111. Offered Fall.

**SOCI 401 The American Community 3 hours**

Theories of community change in nature, history, structure and function of American communities. Current trends and issues facing U.S. communities. Impact of demographic changes on communities. Roles of corporations, governments, voluntary organizations and individuals in shaping communities. Intentional communities, cyber communities. Prerequisite: Junior standing. Occasional offering.

**SOCI 412 Slavery and Human Trafficking: Past and Present 3 hours**

This course explores how slavery and the traffic of human beings have been justified, organized, and practiced in different cultures and at different times. Focusing on three particular world regions (Africa, Asia and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political and social forces that shape human exploitation cross-culturally. Cross-listed as ANTH 412. Prerequisite: Junior standing. Offered Spring.

**SOCI 421 Class, Status, and Power 3 hours**

Societal stratification systems and social inequalities, including the arenas of inequality, primarily class, race/ethnicity, gender, and sexuality, as well as the role of

power in constructing and maintaining such inequality; at the creation of wealth and poverty, both in the United States and globally, consequences of racial and gender inequality, and the stratification system surrounding sexualities. Prerequisite: Junior standing. Offered Fall.

**SOCI 460 Classical Social Theory 3 hours**

History and origins of major schools of thought in sociology from the Enlightenment through World War II. Emphasis on the underlying principles and major works of Comte, Marx, Spencer, Weber, Durkheim, Simmel, Mannheim, DuBois, Mead, Veblen, Lukacs, Adorno, Horkheimer, Parsons. Prerequisite: Junior standing. Offered odd Fall.

**SOCI 470 Contemporary Social Theory 3 hours**

Survey of contemporary social theory, beginning in post-World War II era through the current era of post-structuralism, feminist sociology, critical race theory and queer theory. Includes the study of C. Wright Mills, Jurgen Habermas, Pierre Bourdieu, Immanuel Wallerstein, Anthony Giddens, Michel Foucault, Theda Skocpol, Dorothy Smith, Adrienne Rich and Patricia Hill Collins. Prerequisite: Junior standing. Offered even Spring.

**SOCI 485 Feminist Theory and Methodology 3 hours**

This course analyzes the intellectual debate feminism has inspired in academia. Analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, research reflexivity, and questions of objectivity and subjectivity are among the topics covered. Cross-listed as WMST 485. Offered odd Spring.

**SOCI 495 Integrative Seminar 3 hours**

**Culminating experience for the major.** A capstone course to apply prior learning to probing major areas of research in sociology. Prerequisites: Senior standing, Sociology Major, SOCI 111, 324, and 325. Offered Fall and Spring.

**SOCI 499 Internship 1-3 hours**

Involves the application of the student's sociological knowledge and skills in an actual work environment under supervision. Sociology instructor's and field supervisor's permission must be obtained one semester prior to internship. Prerequisites: Sociology major, senior standing, 3.0 or higher GPA in Sociology courses. Offered Fall and Spring.

**SPANISH (SPAN)****Humanities Department**

**SPAN 101 Elementary Spanish I 3 hours**  
Fundamentals of Spanish pronunciation, the building of basic vocabulary and patterns, oral work, studies in structure, and reading selections. Not open to native speakers or students who have had three or more years of high school Spanish. Offered Fall. *Course meets three hours of Foreign Language graduation requirement.*

**SPAN 102 Elementary Spanish II 3 hours**  
A continuation of Spanish I, with increased attention to grammar and writing. Not open to native speakers or students who have had four years of high school Spanish. Prerequisite: SPAN 101 with a grade of C or higher or two years of high school Spanish with grades of C or higher. Offered Spring. *Course meets three hours of Foreign Language graduation requirement.*

**SPAN 103 Elementary Spanish III 3 hours**  
The development of the ability to use the language by oral-aural drills and readings, and beginning emphasis on writing compositions. Native speakers enrolling in Spanish courses begin with SPAN 103. Prerequisite: SPAN 102 with a grade of C or higher. Offered Fall.

**SPAN 104 Elementary Spanish IV 3 hours**  
Continued development of the ability to use the language at the intermediate level, with more advanced grammar, and readings with a focus on a continued emphasis on writing in Spanish. Prerequisite: SPAN 103 with a grade of C or higher. Offered odd Spring.

**SPAN 110 Spanish for Medical Personnel 3 hours**  
Introduction to Spanish grammar with emphasis on basic communication; vocabulary for hospital use; knowledge of cultural characteristics of Spanish-speaking groups within the U.S. Occasional offering.

**SPAN 111 Spanish for Law Enforcement Personnel 3 hours**  
Introduction to Spanish grammar for basic communication; emphasis on law enforcement terminology, legal instructions. Introduction to cultural characteristics and heritage of Spanish-speaking groups within the U.S. Occasional offering.

**SPAN 112 Spanish for Social-Service Workers 3 hours**  
Introduction to Spanish grammar with emphasis on basic communication; vocabulary emphasizes

social problems, government aid to the disadvantaged, medical health, diet and problems of consumers. Occasional aid to the disadvantaged, medical health, diet and problems of consumers. Occasional offering.

**SPAN 203 Spanish Conversation I 3 hours**  
Conversational Spanish using cultural-based materials and readings emphasizing the four skills: speaking, listening, reading, and writing, as well as a review of elementary and intermediate Spanish-level grammatical points. Prerequisite: SPAN 104 with a grade of C or higher. Occasional offering.

**SPAN 204 Spanish Composition/Conversation and Culture 3 hours**  
Oral and written composition; review of more difficult grammatical constructions and idioms. Oral practice in everyday Spanish, discussion, idiomatic usage, listening, comprehension, speaking, as well as the introduction of elementary-level Spanish-American and Peninsular literature. Prerequisite: SPAN 104 with a grade of C or higher. Occasional offering.

**SPAN 233 Topics 1-3 hours**

**SPAN 255, 256, 355, 356, 455, 456 Directed Study 1-3 hours**  
Individual students meet with the instructor to carry out a prearranged program of specialized study.

**SPAN 305 Advanced Spanish Conversation and Composition 3 hours**

Intensive study of comprehension, pronunciation, and grammar, with brief written compositions and oral dialogues. Prerequisite: SPAN 102. Occasional offering.

**SPAN 306 Commercial Spanish 3 hours**  
Composition of Spanish business correspondence; translating technical writing and commercial documents; documentary credits; international business transactions. Prerequisite: SPAN 305. Occasional offering.

**SPAN 433 Topics 1-3 hours**

**SPAN 499 Internship 1-12 hours**  
Qualified students have the opportunity to work during the summer months in an international trade setting. Occasional offering.

## STUDY ABROAD

**COLL 177 Study Tour Experiences 1 hour**  
Short term study abroad experience. Occasional offering.

**\_\_ 277 / 377 / 477 1-3 hours**  
Short term study abroad experiences. Subject matter will vary within the department's field of study. Course may be repeated. Prerequisite: Determined by instructor. Occasional offering.

## TUTORING

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**225 Tutoring .5-3 hours**  
Students tutor in specific subject areas. A student earns one elective semester hour for 45 clock hours of tutoring time. The student arranges a tutoring schedule with the supervisor and enrolls in this course after completing the required hours for credit. Prerequisite: to be determined by the faculty or staff supervisor of each student enrolling for discipline-specific tutoring.

## WOMEN'S STUDIES (WMST)

### Psychology and Sociology Department

**WMST 210 The Sociology of Gender 3 hours**  
Critical examination of gender as a social construct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education, politics. Cross-listed as SOCI 210. Offered Spring. **G.E.**

**WMST 310 Women and Society 3 hours**  
Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as SOCI 310. Offered even Fall.

**WMST 322 Women and Gender in World History 3 hours**  
This course examines the history of women around the globe from 1500 to present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meaning of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical cir-

cumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout world history. Cross-listed as HIST 322. Prerequisite: Junior standing. Occasional offering.

**WMST 336 Global Perspectives on Women and Development 3 hours**

Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as ANTH/SOCI 336. Prerequisite: Junior standing. Offered odd Fall. *Course meets Multicultural graduation requirement.*

**WMST 343 Gender Communication 3 hours**  
Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as COMM 343. Prerequisite: Sophomore standing. Offered even Spring.

**WMST 373 Women and Gender in American History 3 hours**

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as HIST 373. Offered odd Spring.

**WMST 485 Feminist Theory and Methodology 3 hours**

This course analyzes the intellectual debate



feminism has inspired in academia. Analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, research reflexivity, and questions of objectivity and subjectivity are among the topics covered. Cross-listed as SOCI 485. Prerequisite: Junior standing. Offered odd Fall.

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BSBA, M.A., University of Missouri-Columbia

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B.S., University of Missouri-Columbia

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