



Statement of Mission, Values and Vision

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

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

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

Vision: A model institution.

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

The Division of Adult Higher Education Mission and Vision Statement

AHE Mission Statement: to deliver high quality undergraduate and graduate education responsive to diverse student populations

AHE Vision Statement: A future where Nationwide/Online/Evening campuses promote the reputation and status of Columbia College as a model institution by:

- Delivering the highest value in quality education
- Providing excellent and courteous student services
- Providing leadership and organizational structure to sustain each campus and the division into the future
- Maintaining the highest standards of integrity, civility, and respect
- Identifying and capitalizing on opportunities to expand program offerings in all venues
- Enhancing the learning and working environments through professional, attractive, and functional facilities
- Optimizing technology for learning and organizational management
- Expanding outreach to diverse external constituencies
- Providing professional development and training opportunities for staff and adjunct faculty
- Integrating adjunct with full-time faculty to promote professional development and departmental focus

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 classes at the main 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.

Columbia College EVENING CAMPUS Undergraduate Catalog 2014-2015 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. Publication Date: June 2014

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).

COLLEGE PROFILE

- Classification:** Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie foundation classification: master's Level College.
- Location:** Home campus in Columbia, Missouri (population 100,000 plus over 25,000 students at three separate colleges) on Interstate 70, halfway between St. Louis and Kansas City. Air service via major airline to Columbia Regional Airport. Nationwide campuses located throughout the United States and in Cuba: Alabama: Redstone Arsenal; California: Coast Guard Island, Lemoore, Los Alamitos, San Diego, San Luis Obispo; Cuba: Guantanamo Bay; Colorado: Denver; Florida: Jacksonville, Jacksonville Naval Air Station, Orlando, Patrick Air Force Base; Georgia: Fort Stewart, Hunter Army Air Field; Illinois: Crystal Lake, Elgin, Freeport, Lake County; Missouri: Fort Leonard Wood, Jefferson City, Kansas City, Lake Ozark, Moberly, Rolla, Springfield, St. Louis; New York: Fort Drum, Hancock Field; Oklahoma: Fort Sill; South Carolina: Fort Myles Charlestown; Texas: Fort Worth; Utah: Salt Lake City; Washington: Marysville, NS Everett/Whidbey Island.
- Degrees Conferred:** associate in arts, associate in General Studies, associate in Science, Bachelor of arts, Bachelor of General Studies, Bachelor of Science, Bachelor of fine arts, master of arts in military Studies, master of education, master of arts in teaching, master of Business Administration and master of Science in Criminal Justice.
- School Code/FICE #:** 002456
- Campus:** 26 buildings on a 33-acre campus four blocks from downtown Columbia, and also including a building in downtown.
- Library:** Print: Over 60,000 items including 200 periodicals and 1,800 audio visual items. Electronic: More than 80,000 ebooks, 6,500 streaming videos and 60 databases. Member of MOBIUS statewide consortium.
- Enrollment:** more than 1,000 full and part-time day students, representing 25 states and 27 foreign countries; more than 1,500 evening and graduate students and more than 17,000 Nationwide and Online students.
- Alumni:** more than 74,000 Columbia College alumnae and Columbia College alumni
- Athletics:** 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; and women's volleyball, basketball and softball) and a variety of intramural sports.
- Accreditation:** accredited by the higher Learning Commission and a member of the north Central association of Colleges and Schools. approved for teacher preparation by the Missouri State Department of elementary and Secondary education.

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

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

Principles of Excellence: Columbia College, to include all 35 campuses, intends to fully comply with Executive Order 13607 establishing "http://www.whitehouse.gov/the-press-office/2012/04/27/executive-order-establishing-principles-excellence-educational-institutions" Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and Other Family Members. We are dedicated to continuing our long-standing partnership with military and veteran communities.

Servicemembers Opportunity Colleges (SOC): Columbia College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at <http://www.soc.aascu.org/>.

Nationwide Campus Locations

ALABAMA

Redstone Arsenal

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CALIFORNIA

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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 (BRN). 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 (BUH). 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 (DOR). 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 Roman 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 (FED). 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.

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.

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 (STC). 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. 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 additional 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.

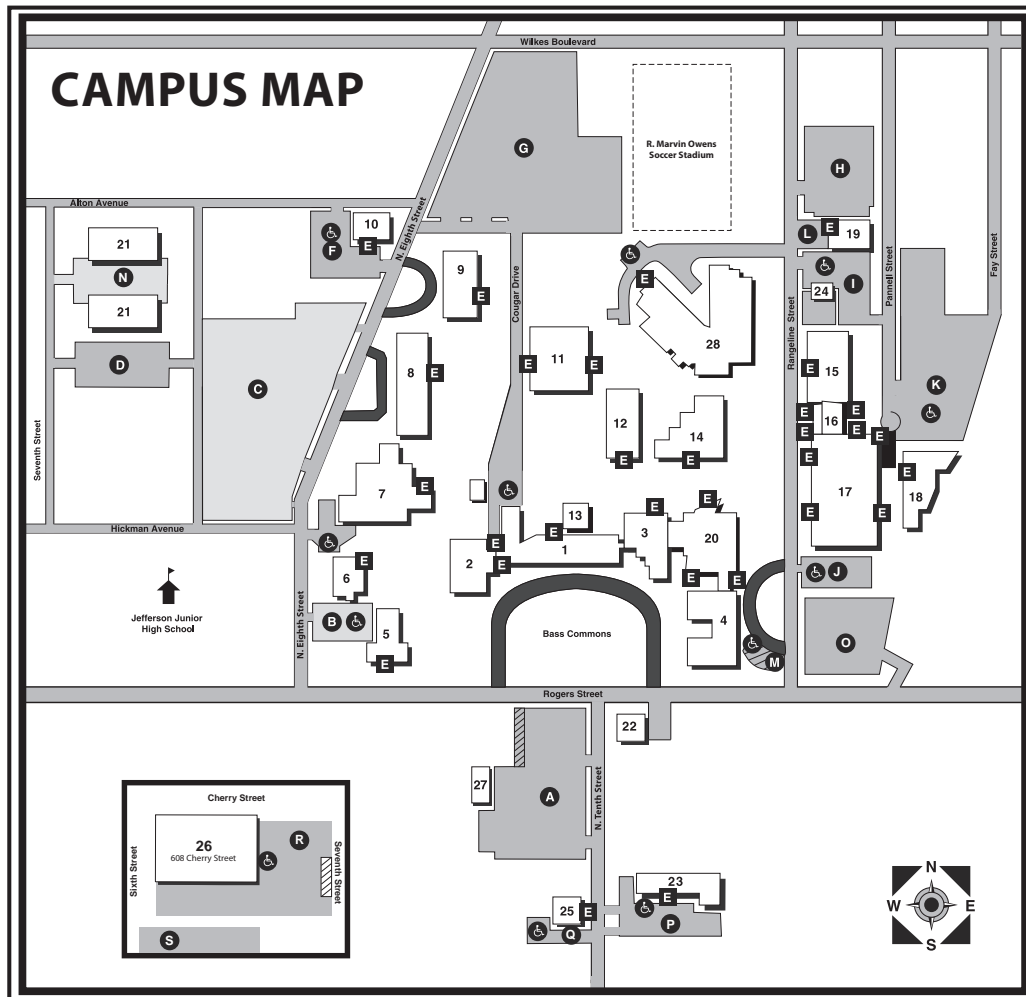
Southy Building. Built in 1986, this building houses athletic offices and the indoor fitness center. Named in recognition of a major gift from Virginia Southwell Singletary, class of 1939, a board of trustees member from 1968 until her death in 1989. The connector between Southy and Southwell is named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

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

Evening Classes

2014-2015 Academic Calendar

Early Fall Session (14/31) August 25 – October 18, 2014

Mon.	Jul. 07	Registration begins for returning seniors and new students
Wed.	Jul. 09	Registration begins for returning juniors
Thurs.	Jul. 10	Registration begins for returning sophomores
Fri.	Jul. 11	Registration begins for returning freshmen
Mon.	Jul. 14	Registration begins for Non-degree Seeking students
Sat.	Aug. 16	Orientation for new evening students
Mon.	Aug. 25	M/W Classes begin
Tues.	Aug. 26	T/Th Classes begin
Fri.	Aug. 29	Last day to add classes
Mon.	Sep. 01	Labor Day Holiday: no classes; offices and library closed (library closed Aug. 30 - Sep 1)
Tues.	Sep. 02	Last day to drop a course without academic record and financial liability
Fri.	Sep. 05	Make-up date for M/W classes
Fri.	Oct. 03	Last day to withdraw from classes with grade of W
Sat.	Oct. 18	Classes end
Wed.	Oct. 22	Grades entered by midnight

Late Fall Session (14/32) October 27 – December 20, 2014

Mon.	Sep. 29	Registration begins for returning seniors and new students
Wed.	Oct. 01	Registration begins for returning juniors
Thurs.	Oct. 02	Registration begins for returning sophomores
Fri.	Oct. 03	Registration begins for returning freshmen
Mon.	Oct. 06	Registration begins for Non-Degree Seeking students
Sat.	Oct. 18	Orientation for new students
Wed.	Oct. 22	Orientation for new students
Mon.	Oct. 27	M/W Classes begin
Tues.	Oct. 28	T/Th Classes begin
Fri.	Oct. 31	Last day to add classes
Mon.	Nov. 03	Last day to drop a course without academic record and financial liability
Tues.	Nov. 11	Veterans Day
Fri.	Nov. 21	Friday make-up for M/W classes
Mon.-Fri.	Nov. 24-28	Thanksgiving Break: day and graduate classes do not meet; evening classes meet Nov. 24-25; offices and library open Nov. 24-26, 8:00 a.m.-5:00 p.m., closed Nov. 27-29; library open Nov. 30, 2:00-10:00 p.m.
Mon.	Dec. 01	Classes resume
Fri.	Dec. 05	Last day to withdraw from classes with grade of W; Friday make-up for T/Th classes
Fri.	Dec. 05	Holiday Lighting Ceremony/Reception
Sat.	Dec. 20	Classes end
Sat.	Dec. 20	COMMENCEMENT DAY; Nurses' Pinning Ceremony, 2:00 p.m.
Wed.	Dec. 24	Grades entered by midnight
Wed.-Fri.	Dec. 24-26	Offices and library closed
Thurs.-Fri.	Jan. 01-02	Offices and library closed

Winter Session (14/33) January 12 – March 7, 2015

Mon.	Dec. 01	Registration begins for returning seniors and new students
Wed.	Dec. 03	Registration begins for returning juniors
Thurs.	Dec. 04	Registration begins for returning sophomores
Fri.	Dec. 05	Registration begins for returning freshmen
Mon.	Dec. 08	Registration begins for Non-Degree Seeking students
Sat.	Jan. 03	Orientation for new students
Thurs.	Jan. 08	Orientation for new students
Mon.	Jan. 12	M/W Classes begin
Tues.	Jan. 13	T/Th Classes begin
Fri.	Jan. 16	Last day to add in-seat classes
Mon.	Jan. 19	Martin Luther King, Jr. Birthday Observance: classes do not meet; offices and library closed
Tues.	Jan. 20	Last day to drop a course without academic record and financial liability
Fri.	Jan. 23	Make-up date for M/W classes
Fri.	Feb. 20	Last day to withdraw from classes with grade of W
Sat.	Mar. 07	Classes end
Wed.	Mar. 11	Grades entered by midnight

Spring Session (14/34) March 16 – May 9, 2015

Mon.	Feb. 16	Registration begins for returning seniors and new students
Wed.	Feb. 18	Registration begins for returning juniors
Thurs.	Feb. 19	Registration begins for returning sophomores
Fri.	Feb. 20	Registration begins for returning freshmen
Mon.	Feb. 23	Registration begins for Non-Degree Seeking students
Sat.	Mar. 07	Orientation for new students
Thurs.	Mar. 12	Orientation for new students
Mon.	Mar. 16	M/W Classes begin
Tues.	Mar. 17	T/Th Classes begin
Fri.	Mar. 20	Last day to add classes
Mon.	Mar. 23	Last day to drop a course without academic record and financial liability
Fri.	Apr. 10	Honors and Awards Convocation, 7:00 p.m.
Fri.	Apr. 24	Last day to withdraw from classes with grade of W
Sat.	May. 09	Classes End
Sat.	May. 09	Ivy Chain 9:30am; Nurses' Pinning Ceremony 2:00pm; COMMENCEMENTS 12:00pm and 3:30pm
Wed.	May. 13	Grades entered by midnight

Summer Session (14/35) June 1 - July 25, 2015

Mon.	Apr. 20	Registration begins for returning seniors and new students
Wed.	Apr. 22	Registration begins for returning juniors
Thurs.	Apr. 23	Registration begins for returning sophomores
Fri.	Apr. 24	Registration begins for returning freshmen
Mon.	Apr. 27	Registration begins for Non-Degree Seeking students
Thurs.	May. 21	Orientation for new students
Mon.	May. 25	Memorial Day Holiday: offices and library closed
Sat.	May. 30	Orientation for new students
Mon.	Jun. 01	M/W Classes begin
Tues.	Jun. 02	T/Th Classes begin
Mon., Jun. 01 - Fri., July 24		Library summer hours: Mon. - Thurs., 8 am - 10 p.m.; Fri., 8 am - 8 p.m.; Sat, 9 am - 5 p.m.; Sun, 2 p.m. - 10 p.m.
Fri.	Jun. 05	Last day to add classes
Mon.	Jun. 08	Last day to drop a course without academic record and financial liability
Fri.	July 03	Independence Day Holiday (no classes; offices and library closed)
Fri.	July 10	Last day to withdraw from classes with grade of W
Sat.	July 25	Classes end
Wed.	July 29	Grades entered by midnight

ACADEMIC AND ADMINISTRATIVE POLICIES

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

ADVISING

ACADEMIC ADVISING PHILOSOPHY

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

ACADEMIC ADVISOR

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

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

INTERNSHIPS

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

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

sor. This contract defines the nature and objectives of the learning experience and the responsibilities of each party involved. Specific requirements vary with the academic programs and agencies involved.

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

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

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

OVERLOAD POLICY

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

COURSE PREREQUISITES

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

course descriptions to determine if prerequisites exist and enroll in courses in the proper sequence.

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

ASSESSMENT

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

History Assessment Test

The History Assessment Test (HAT) is a departmentally produced program-level outcomes assessment instrument developed by the history faculty. The test is designed to assess mastery of concepts and principles in history, as well as knowledge expected of baccalaureate level history majors.

The HAT will be administered during the history degree capstone course, HIST 494, historical research and methods.

Major Field Test

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

The MFT will be administered during the capstone course.

MAPP Test (The Measure of Academic Proficiency and Progress)

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

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

ATTENDANCE AND LACK-OF-EFFORT POLICIES

Students are expected to attend all classes and laboratory periods for which they are enrolled. The

instructor defines conditions under which an absence is deemed acceptable. 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. An instructor may drop such a student from the course; any drop initiated during the semester or session by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record as grades F or W at the discretion of the instructor. Columbia College reserves the right to drop or withdraw students from courses due to lack of attendance. This information may be reported to various government agencies.

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

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

CATALOG CHANGES AND TIME LIMIT FOR COMPLETING DEGREE

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

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

An official drop or withdrawal takes place only when a student officially requests a drop or withdrawal through appropriate channels as listed below. Students may drop and withdraw via CougarTrack. A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to withdraw from class does not constitute official drop or withdrawal. Withdrawals become effective the date the campus receives the form.

ADDING A COURSE

Evening students may add an in-seat course until 5:00 p.m. on the **fifth** class day of the session

(Saturdays not included). Online courses may only be added through Wednesday of the first week of the session. Forms are available in the registration and Financial Services office. The forms must be returned to the registration and Financial Services office before the end of the add period for the courses. At that time, courses are added to the students' schedules if space is available in the class.

DROPPING A COURSE

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

STUDENT CONDUCT POLICIES AND PROCEDURES

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

- The right to inspect and review their education record within 45 days of the day the College receives a request for access.** Students should submit to the registrar or Executive Vice President and Dean for Academic Affairs written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.
- The right to request the amendment of that part of a student's education record that the student believes is inaccurate or misleading.** The student should write to the Registrar, clearly identifying the part of the record he/she wants changed and specifying why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 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:**
 - To school officials with legitimate educational interest (as defined by institution 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 intended 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 educational 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 educational 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 workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student record 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, e-mail address, dates of attendance, enrollment status, class, previous institutions attended, major field of study, awards, honors (including dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), pictures, and date and place of

birth. "Directory Information" is released at the discretion of the institution. However, students who do not wish any or all of this information to be released may prevent such release by completing and signing a *Request to Prevent Disclosure of Directory Information* available in the registration and financial Services office. Also available in the Student Records Office or on the website are forms a student may complete granting access of non-directory information (such as student's account or grades) to parents or other individuals. **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 CONDUCT CODE

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. Directors for the Nationwide, Evening, and Online campuses will be responsible for disposition of less serious conduct-related offenses. For more serious offenses, disposition will be handled by the Division of Student affairs.
- **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.

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

1. Treat all members of the College community with courtesy, respect and dignity.
2. Comply with directions of College officials acting in the performance of their duties.
3. Treat the campus itself, including buildings, grounds and furnishings, with respect.
4. Respect the rights and property of other members of the College community.
5. Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
6. Accept responsibility for and the consequences of their actions and shall encourage responsible conduct in others.
7. Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
8. Abide by all published policies including but not limited to those that appear in the Columbia College Catalog 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 including self, or that intentionally or recklessly causes reasonable apprehension of such harm.

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

Student Rights and Responsibilities

1. Students have the right to access accurate and clearly stated information relating to acceptable academic standing, graduation requirements and individual course requirements.
2. In all academic evaluations, students have the right to fair and impartial treatment.
3. The college will not interfere with students' rights to join associations which promote their common interests. However, student organizations which are officially recognized by the college are subject to the policies and regulations established by the college.
4. Students have the right to freely discuss, speak, write and exchange ideas and opinions on any subject in accordance with the guarantees and restrictions of federal and state constitutions.
5. Student groups on campus have the right to freely select guest speakers or performers. There are no restrictions on the point of view expressed by speakers other than those imposed by national or state law. The invitation to appear on campus does not imply approval or sponsorship by the college or the group which offers the invitation of the speaker's expressed views.
6. Students and/or recognized student groups have the right to use the facilities of the college as long as established rules and procedures are followed.
7. Students are free to engage in peaceful and orderly protest demonstrations and picketing as long as they do not disrupt the functions of the college or violate the rights of others.
8. Students have the right to appeal a grade or a disciplinary action by following the procedures established for each.

9. Students have the right to discuss problems and concerns with appropriate college officials, free from duress or fear of retribution.
10. Students are responsible for all information contained in the Columbia College catalog and other relevant publications of the college.
11. Students are responsible for initiating action when necessary to secure their rights.
12. Students are responsible for their actions. While students have the right to select from alternatives, they must also recognize the responsibility that freedom implies and accept the consequences that result from their selections.
13. Students are responsible for checking their Columbia College assigned Cougarmail e-mail account often. All official electronic communications from Columbia College to students will be managed using their Cougarmail e-mail account. Students are responsible for all information received through this account from the college.

Academic Conduct

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

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

Plagiarism

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) are violating the intellectual

property rights of the original author. These violations are taken seriously in higher education and could result in a failing grade on the assignment, a grade of F for the course or dismissal from the college. If a student is unclear what constitutes plagiarism they should begin by asking their instructor for clarification. Additionally, the internet has extensive tools a student can use to help them avoid plagiarism. The easiest source is to access Google.com and search for the word "plagiarism." Many helpful sources will be provided. For proper citation of the original authors, students should reference the appropriate publication manual for their degree program or course (APA, MLA, etc.) The instructor will be able to supply this information or you may access the website at www.ccis.edu for writing guidelines.

Academic Misconduct 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 assistant Dean for adult higher education will be notified in writing of the incident. Upon resolution, the office of Student Affairs will be informed of the incident and 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 assistant Dean for adult Higher Education will be notified in writing of the incident. The Office of Student Affairs will be informed of the incident and outcome.
2. A student wishing to challenge or appeal the accusation of academic misconduct should seek the counsel of the Campus Director. The assistant Dean for adult higher education must be notified of the results of this informal disposition.
3. If either the student or the faculty member is not satisfied with the informal disposition, he/she

may provide a written request for an appeal. The individual must file an appeal request form with the Campus Director within three (3) business days after the informal disposition meeting. The written request will be forwarded to the Assistant Dean for adult higher education.

4. The assistant Dean for adult higher education will review the appeal request and attempt to resolve the situation.
5. If the situation is unable to be resolved, and it is shown that 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 hearing board. Decisions regarding case jurisdiction ultimately rest with the Dean for Academic Affairs and the Dean for Student affairs.

Levels of Academic Misconduct Violations and Recommended Sanctions

Any violation of academic integrity at Columbia College is a serious offense.

For each level of violation a corresponding set of sanctions is recommended. The recommended sanctions at each level are not binding but are intended as general guides for the academic community. Culpability, mitigating and aggravating circumstances and past behavior may be assessed and sanctions imposed differentially. Examples are cited below for each level of violation. These examples are meant to be suggestions and should not be considered all inclusive.

First Level (First level violations occur because of inexperience or lack of knowledge of academic integrity. Usually there is an absence of dishonesty or intent.)

examples include:

- Working with another student on a minor exercise or homework assignment when such collaboration is prohibited.
- Failure to footnote or give proper citation in a limited section of an assignment.

Possible Sanctions include:

- Instructor notice of academic misconduct

(and corresponding academic action which is outlined in course syllabus and/or catalog)

- Disciplinary warning or probation
- Required tutorials or meetings to clarify understanding of academic integrity.

Second Level

examples include:

- Repeat first level violation.
- Quoting directly or paraphrasing to a moderate extent without acknowledging the source.
- Copying work or facilitating copying on an exam.
- Using prohibited materials during an exam.
- Exchanging information during an exam
- Submitting the same work or portions thereof to satisfy requirements of more than one course without permission from the instructor to whom work is submitted for the second or subsequent time.
- Failure to acknowledge assistance from others.
- Presenting the work of another as one's own.
- Plagiarizing major portions of a written assignment.

Possible sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog.)
- Disciplinary probation or suspension
- Required tutorials or meetings to clarify understanding of academic integrity

Third Level

examples include:

- Repeat first or second level violation.
- Acquiring or distributing copies of an exam or assignment from an unauthorized source.
- Submitting purchased materials such as a term paper.
- Fabricating sources or data.
- Sharing of passwords and other security measures that compromise the integrity of one's work.
- Intentionally ignoring the instructions of instructors and/ or proctors.
- Committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity.
- Committing a violation of academic integrity that breaks the law or resembles criminal activity such as forging a grade, letter or official document; stealing an exam or class materials; buying a stolen exam or class materials; falsifying a transcript or official document; or altering a

- college record or official document.
- Having a substitute take an exam or complete an assignment or taking an exam or doing an assignment for someone else.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Knowingly violating canons of the ethical code of the profession for which a student is preparing.

Possible sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog)
- Disciplinary suspension or dismissal
- Required tutorials or meetings to clarify understanding of academic integrity

Mitigating/Aggravating Circumstances for Academic Misconduct

The following factors could mitigate or aggravate a situation and may be considered at the point that a sanction is decided upon:

1. extent of misconduct. misconduct that extends across multiple classes and involves multiple assignments or the entire assignment is generally more serious.
2. Intent of misconduct. misconduct may occur if a student violates the expectations of academic integrity through: negligence, knowledge, recklessness and willfulness.
3. Importance of the assignment. Other things being equal, misconduct on final examinations, term papers, and the like merit higher penalties than the same misconduct on lesser assignments. Similarly, misconduct in a capstone or similar course is particularly serious.
4. Student's class standing. Inexperience or unfamiliarity with the rules of integrity is not ordinarily available as a mitigating factor for students after the freshman year. The gravity of the offense increases as the student rises in class standing.
5. Integrity of the student's response. Students who fully and promptly admit misconduct may receive consideration not available to students whose denial of responsibility is contradicted by the findings.
6. Prior offenses. Repeat offenses are especially serious.

If the situation is unable to be resolved and it is shown that there are proper grounds for appeal and if the evidence submitted warrants reconsid-

eration 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. The assistant Dean for adult higher education will review the appeal request and attempt to resolve the situation.

It is important to note 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 hearing board. Decisions regarding case jurisdiction ultimately rest with the Dean for Academic Affairs and the Dean of Student Affairs.

Class Conduct

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

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

Personal Conduct

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

Nondiscrimination and Harassment Policy

Columbia College is committed to maintaining an educational and work environment that is free from discrimination and harassment in order to ensure the well-being of all members of our community, including students, faculty, staff and visitors. Discrimination and harassment, either intentional or

unintentional, have no place in the learning and working environment. Columbia College does not authorize and will not tolerate any form of discrimination or harassment based on race, religion, gender, color, nationality, ethnicity, age, disability, sexual orientation, marital status, parental status, veteran status or any status protected by law.

This policy complies with the requirements of federal and State civil rights acts including titles VI and VII of the Civil Rights Act, title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1988, state code as well as applicable case law. For detailed information please refer to the college website:

<http://web.ccis.edu/Offices/HumanResources/TitleIX.aspx>

Class and Personal Conduct Disciplinary Procedures:

Generally, allegations regarding a student's personal conduct will be adjudicated through processes governed by the Student Affairs department.

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, or another appropriate college official determines there was a violation, college disciplinary action will ensue. If a student fails to respond to the conduct officer's request within the timeline provided then the case will be heard without the benefit of the student's 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 or another appropriate college official. 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 (Student Affairs) 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 form 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 hearing board will be empaneled to adjudicate the matter. Decisions made by the Campus Hearing Board are final.

DISCIPLINARY SANCTIONS

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 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 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 college policies while on disciplinary probation will likely appear before a conduct officer and/or 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 assistant Dean for Student Affairs for directions regarding his/her possible re-enrollment.

Interim Suspension

The Dean for Student Affairs or designee may suspend a student for an interim period pending the outcome of disciplinary proceedings. An interim suspension will become immediately effective without prior notice whenever there is evidence that the continued presence of the student on the college campus poses a substantial threat to him or herself or to others or to 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 on the college campus poses a substantial threat to him or herself or to others or to the stability and continuance of normal college functions.

An interim suspension period can last, but does not have to, up to final adjudication of the matter through the normal college disciplinary procedures.

Disciplinary Dismissal

A disciplinary dismissal results in the permanent separation of a student from the college. Dismissal applies to all programs. After a three-year separation, a student may request in writing that the Assistant Dean for Student Affairs review the dismissal and consider allowing the student to apply for admission. The student's written request must include the following: how the student has used his/her time of separation from the college; what the student has learned; and how the student's return will be different. Decisions are made on a case-by-case basis. Some violations of the college's Student Conduct Code are so serious that students will never be permitted to return. The Dean's decision will be provided in writing to the student. A student returning from a disciplinary dismissal is placed on disciplinary probation for one year. Other conditions may also be included.

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 review boards are maintained by academic affairs and for case-related review boards 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.

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.

COLUMBIA COLLEGE ETHICS CODE FOR COMPUTER USERS

Computer facilities operated by Columbia College are available for the use of students, faculty and staff. Students, faculty and staff are encouraged to use these facilities for research and instruction. In order to make it possible for everyone to have access to computing resources on campus, it is necessary to establish fair-use guidelines. Use of Columbia College computer facilities is a privilege and all users are expected to adhere to the following ethical guidelines when using Columbia College computing resources.

General Principles

1. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment,

right to privacy, and right to determine the form, manner and terms of publication and distribution.

2. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of author integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against members of the academic community.¹

¹ *Columbia College endorses this statement and intellectual rights developed by EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education.*

Ethical and Responsible Use of Computers

1. The College provides computing equipment and facilities to students, staff and faculty for purposes of work (business), instruction and research. It is a violation of College policy to use College computers for commercial purposes.
 2. When working in College computing labs users will be aware of and follow rules posted for fair use.
 3. Use of College computing resources for academic objectives takes precedence over use of those facilities for personal reasons.
 4. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research, as well as enabling employees to work more efficiently and productively. Computer users must not use electronic communications systems of any kind to send material that is obscene, illegal, discriminatory, or intended to defame or harass others, or to interfere with their work on the computer.
 5. Students, faculty and staff who use the computers have the right to security of their computer programs and data. Computer users must not access files or information that belong to other users or to the operating system, without permission. Employees, students and anyone associated with Columbia College should note that electronic communication (media) and services provided by Columbia College are the property of same and their purpose is to facilitate business, teaching and research.
 6. United States copyright and patent laws protect the interests of authors, inventors and software developers and their products.
- Software license agreements serve to increase compliance with copyright and patent laws and to help insure publishers, authors and developers of a return on their investments. It is against federal law and College policy to violate the copyrights or patents of computer software. It is against College policy and may be a violation of state or federal law to violate software license agreements. Students, faculty or staff may not use programs obtained from commercial sources or other computer installations unless written authority has been obtained or the programs are within the public domain.
7. Security systems exist to ensure that only authorized users have access to computer resources. All passwords are confidential and should not be given out for others to use. The College prohibits the use of another person's password or identity to access confidential information and files. Computer users must not attempt to modify system facilities or attempt to crash the system, nor should they attempt to subvert the restrictions associated with their computer accounts, the networks of which the College is a member, or microcomputer software protections.
 8. Abusers of computing privileges will be subject to disciplinary action. Violators will be subject to Columbia College's disciplinary procedures as detailed in the catalog, up to and including termination or expulsion. The computer systems administrator reserves the right to examine user computer files and messages to resolve complaints and/or grievances to ensure reliable system operation.
 9. Abuse of the networks, or of computers at other campuses connected to the networks, or of personnel who assist in the labs, will be treated as abuse of computing privileges at Columbia College.
 10. Computer users shall cooperate in any investigation of violation of responsible use.
 11. Damage to or destruction of any Columbia College computer or computer equipment will subject the offender to disciplinary action up to and including termination or expulsion and financial repayment to the College.

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Administrative Policies and Procedures

Examples

The following are examples of ethical or responsible use of computers:

- Using electronic mail to correspond with colleagues at other colleges or universities.
- Sharing diskettes of files of programs or data

with team members working together on a research project.

- Copying software placed in public domain.
- Using computing equipment for grant supported research with approval from the Vice President for Adult Higher Education.
- Reporting nonfunctional computing equipment to lab assistants or technical services repair staff, or residential Life staff for residence hall equipment. The following are examples of unethical or irresponsible uses of computing resources:
 - Using computer facilities for work done on behalf of a commercial firm.
 - Sending or showing electronic files, such as mail messages or images, containing material offensive to others who may see the file.
 - Copying a file from another computer user's account or floppy disk without permission.
 - Copying copyrighted computer software for use on another computer.
 - Unplugging or reconfiguring computer equipment to make it unusable or difficult to use.
 - Installing software on College computers without permission of supervisor.
 - Downloading materials from the Internet or World Wide Web and submitting them for credit as one's own work.
 - Downloading or displaying obscene images or messages.

STUDENT EMAIL POLICY

(Use of Email for Official Correspondence with Students)

1. College use of email is a mechanism for official communication within Columbia College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended to meet only the academic and administrative needs of the campus community.
2. Assignment of student email official college email accounts are available for all enrolled students. The addresses are all of the form [name]@cougars.ccis.edu. These accounts must be activated before the College can correspond with its students using the official email system. Official email addresses will be maintained in the Datatel Student Information System and will be considered directory information unless students request otherwise.
3. Redirecting of email If students wish to have email redirected from their official@cougars.ccis.edu address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communications sent to his or her @cougars.ccis.edu account.
4. Expectations about student use of email Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable reasons for missing official College communications via email.
5. Authentication for confidential information It is a violation of Columbia College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student, or to use the College email to violate the Student Code of Conduct.
6. Privacy Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.
7. Educational uses of email Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @cougars.ccis.edu accounts are being accessed and faculty can use email for classes accordingly.
8. e-mail account activation When students receive an email account they will sign an acceptance form which will include the College's Code of Conduct. Returning students will not have to reactivate their account as long as they have not missed three consecutive terms. Upon graduation, a student may elect to have his/her email account moved to the alumni email account, or deactivated.
9. Deactivation of account Non-attendance for three consecutive terms will constitute rea-

son for revoking the account and the deletion of data pertaining to it. Hardship cases will be handled by the Division of adult higher education on a case-by-case basis.

RESIDENCY REQUIREMENTS

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

f or associate in arts, associate in General Studies and associate in Science degrees, at least 15 hours of coursework must be completed with Columbia College. f or the baccalaureate degree, at least 30 semester hours of coursework must be completed with the college.

GRADING SYSTEM

academic progress is reported at the session's end.

GRADES AND NOTATIONS

- a excellent
- B Superior
- C Satisfactory
- D Inferior
- f f ailing
- 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 eSo L 101, 102, 103, 104, 105, and en GL 107.
- W Withdraw
- We excused from the course for extraordinary circumstances.*
- Y audit: Completed course. no official credit recorded on transcript.

*Extraordinary Circumstances

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

AUDIT

Students may audit a regularly scheduled class

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

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

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

AVERAGE (GPA)

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

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

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

Step 2: Total Quality Points for each course ÷ Credit Hours Attempted = GPA

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

Course	Credit hours	Grade	Quality Points
english Composition.	3	3(B)	9
Principles of Biology.	3	4(A)	12
Biology Laboratory	2	2(C)	4
.....	8	25

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

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

The cumulative GPA is determined by dividing

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

CHANGES OF GRADE

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

GRADE APPEAL

A student may appeal any grade given, if it is believed to be in error or in conflict with Columbia College policy and procedures. Initially, the Campus Director will try to resolve a grade appeal at the campus in accordance with local policies. If the issue cannot be resolved at the campus the appeal will be transmitted through the Director to the assistant Dean for adult higher education.

The student must state all reasons why the grade awarded is believed to be in error and request a desired remedy to correct the situation. The adjunct faculty member who awarded the grade in question is given the opportunity to comment on all student allegations before the appeal is forwarded to main-campus authority. A grade appeal must be received for review by the Vice President for Adult Higher Education prior to the end of 60 days from the date the grade was awarded.

CLASSIFICATION

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

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

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

DIRECTED STUDY

Directed study is available within most academic disciplines. Its purpose is to allow students to under-

take additional, in-depth study of a topic that transcends the existing coursework described in the academic catalog. Directed study is not available for audit (see Audit above).

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

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

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

INCOMPLETE COURSEWORK

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

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

When incomplete work in a course is completed, the instructor is responsible for reporting the letter grade that replaces the I on the student's permanent record.

PASS/FAIL

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

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

REPEATING A COURSE

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

Withdrawal From a Course

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

If, because of extraordinary circumstances as defined in the catalog, a student wishes to withdraw then a grade of WE (Withdraw Excused) may be requested. A request for a grade of WE must be accompanied by a letter from the student explaining the circumstances. In addition, substantiating documentation must be provided. A grade of WE may be requested any time during a term. It is not automatic and is subject to review and approval. all classes

currently enrolled in must be included in the We request.

Discontinuing class attendance does not constitute withdrawal from a course; students who do not complete the withdrawal process as outlined above may receive a grade of F.

CANDIDACY FOR DEGREE

Declaration of candidacy for degree must occur no later than one session prior to the last session of enrollment for degree completion. Candidacy forms are to be filed via CougarTrack. The graduation processing fee will be charged to the student's account.

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

Guidelines for July Graduates to Participate in the May Commencement Ceremony

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

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

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

PROBATION, SUSPENSION, DISMISSAL, AND READMISSION

PROBATION

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

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

"Completed credit hours" refers to semester hours earned by a student for all courses for which

letter grades (A, B, C, D, F, S, or U) have been received. Semester hours transferred from other colleges count as completed semester hours for determining GPA requirements; but, since no letter grades are recorded for transfer credits, such credits are not computed in the numerical GPA.

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

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

SUSPENSION

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

DISMISSAL

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

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

Please see Readmission section for details on the readmission process.

READMISSION

Students must write a letter of appeal to the Vice President for Adult Higher Education and apply to the admissions office for readmission to the College after a suspension or dismissal period is completed. The Admissions Review Committee reviews student

records, makes recommendations regarding eligibility to return, and establishes conditions of return. Readmission to the College is not automatic and does not establish student eligibility for financial aid.

NON-DEGREE SEEKING STUDENTS

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

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

APPEALS, POLICIES AND PROCEDURES

In the event a student believes application of a particular Columbia College rule, policy or procedure is manifestly unfair, discriminatory or wrong, that student may petition the Campus Director to grant appropriate relief. The student must prepare a written statement setting forth all facts and circumstances surrounding the complaint and state the corrective action desired. The Campus Director will investigate the matter and attempt to resolve the problem at the campus.

In the event the problem cannot be resolved at the campus, the Director will transmit the student's complaint and relevant support materials, with appropriate comment, to the assistant Dean for adult Higher Education, who will investigate the matter and take such action as may be deemed appropriate and necessary. If requested relief lies outside the Dean's jurisdiction, the matter will be referred to the appropriate college authority for resolution.

GRIEVANCES

Students have the right to freedom from unlawful discrimination on the basis of race, color, religion, sex, disability, sexual orientation or national origin. It is the intent of the college to create an environment in which students can grow and develop as free from problems as possible. However, it is recognized that legitimate concerns, complaints and/or grievances may occur. Title IX of the educational amendments of 1972, portions of the Rehabilitation Act of 1973 and various sections of the Civil Rights Act specifically prohibit discrimination. Students who feel they have a legitimate complaint or grievance are encouraged to voice their concerns and seek remediation.

The following options are available:

- a. Students should, when appropriate, discuss their concerns with the person involved and

- seek appropriate means of solution.
- b. Students may, if a policy rather than a person is involved, or if the person involved is unresponsive to the complaint, present the problem to the supervisor of the area - e.g., department head or director of campus safety.
 - c. Students may file a written complaint with the Campus Director, who will forward it to the assistant Dean for adult higher education. It is then the responsibility of these officials to investigate the issues raised in the written complaint and take appropriate action based on their findings. Students will be provided written notice of the disposition of the complaint.
 - d. Students with disabilities have the right to address access and accommodation complaints through a formal appeals procedure. Disabilities grievance forms are available from the campus.

ALCOHOL AND OTHER DRUGS

Columbia College recognizes the negative health effects associated with the use, possession and distribution of controlled and/ or illicit substances, and their detrimental impact on the quality of the educational environment.

Columbia College prohibits the manufacture, possession, use, distribution and sale of alcohol and controlled or illicit substances by Columbia College students, regardless of age, and employees on College owned property and at College sponsored or supervised events or activities.

- Public intoxication on campus property is expressly prohibited. Those conditions considered to indicate intoxication include but are not limited to affected manner or disposition, speech, muscular movements, general appearance or behavior as apparent to the observer.
- Containers that contain alcohol as well as empty alcohol containers are prohibited on campus. Possession of empty alcohol containers will be regarded as a violation of this policy.
- Campus displays or advertisements that support or promote alcohol or drug use, possession, manufacture or distribution are prohibited.
- Behavior resulting from intoxication or the illegal use of controlled or illicit drugs will incur disciplinary action.
- Possession of drug paraphernalia and misuse of prescription drugs will be regarded as violations of the drug policy.
- Alcohol and other drugs possessed or con-

sumed in violation of this policy are subject to confiscation.

It is the responsibility of students, faculty and staff to know and uphold the Columbia College alcohol & other Drug policy. In accordance, students and employees must be held accountable for their personal behavior. excessive use, manufacture, possession or distribution of alcohol and/or controlled or illicit substances and the associated behavioral problems will be the basis for disciplinary action. Representatives of the College will cooperate with outside authorities in their efforts to enforce existing laws regarding illegal drugs and alcohol.

Standards of Conduct, Drug/Alcohol Use and Possession

Violations of Columbia College rules and regulations pertaining to alcohol and other drugs can result in disciplinary action up to and including dismissal for students and termination for employees. additionally, in conjunction with or in lieu of the imposition of any disciplinary sanctions, students and employees may also be referred to appropriate local, state or federal law enforcement agencies for arrest and prosecution and/or required to complete an appropriate treatment or rehabilitation program.

In accordance with the mandates of the Drug Free Workplace Act of 1988, and as a condition of employment at Columbia College, all employees (including student employees) must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. employees undergoing treatment for alcohol or drug abuse must meet all standards of conduct and job performance.

Legal Sanctions

any Columbia College student or employee found possessing, manufacturing or distributing controlled or illicit substances or unlawfully possessing or attempting to possess alcohol or driving a motor vehicle while under the influence is violating local, state and federal laws. A student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance (generally meaning illegal drugs, but not including alcohol or tobacco).

Medical Amnesty

Medical amnesty encourages students to seek medical attention for themselves or a fellow student suffering from an alcohol or other drug overdose or medical emergency. This policy encourages students to call for medical assistance by removing the threat of campus judicial repercussions. However, the student in need will still participate in mandated substance abuse education and treatment Services. The health protection strategies will not shield students

from disciplinary action when other rules or codes of conduct have been violated. Students will still be subject to legal consequences for violating other college codes of conduct and state/federal laws.

Health Risks

Alcohol and other drugs are associated with many health risks. The use and abuse of alcohol and other drugs may have negative effects on one's school or work performance and personal relationships. Some common health risks are addiction; damage to liver, heart and to a developing fetus; accidents as a result of impaired judgment; and unwanted sexual activity resulting in sexual assault or sexually transmitted disease.

Contact the Campus Director, or the college counselor, (800) 231-2391, extension 7423, for answers to questions and help regarding drug and alcohol abuse problems.

CRIMINAL CONVICTIONS & CRIMINAL BACKGROUND CHECKS

Columbia College reserves the right to ask a student to provide written permission for Columbia College to pursue a formal criminal background check using an outside vendor if Columbia College has reasonable suspicion based on information provided by the student or others or due to behavioral issues. Additionally, students who find themselves on trial pending convictions after the initial admissions review process are required to report all charges and/or convictions within ten days to the Campus Director, who will coordinate with the Assistant Dean for adult higher education.

TRANSCRIPTS AND STUDENT RECORDS

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

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

Columbia College transcripts of permanent student records are confidential and cannot be released to anyone, except Columbia College instructors and officials, without the written permission from the student. Columbia College accepts transcript requests via mail, fax or in person. All requests must include the signature of the student whose record is being released. Requests will not be accepted via e-mail even if an electronic signature is included. Payments may be made by cash, check, money order or credit card. The Transcript fee is \$10.00 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. If payment is to be made via credit card, the card number, expiration date and a daytime phone number by which the student may be contacted must be included. A student's current account balance must be clear prior to the release of the transcript.

VETERANS GUIDELINES

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

ADMISSION POLICIES

EVENING STUDENTS (Adult Higher Education)

Columbia College enrolls students who have both the desire and ability to succeed in a rigorous teaching and learning environment. The College invites applications from students who have demonstrated that they are likely to complete the College's broad-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 considered for admission based on his/her qualification as a whole. Admission is generally granted to high school applicants with no previous college credit (excluding high school dual enrollment) who follow a college preparatory curriculum and have a 2.5 cumulative high school GPA average 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. Applicants who graduated from high school more than two years ago may not be required to submit ACT or SAT scores for admission consideration.

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

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 their 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.

The Admissions Review Committee reserves the right to review any application for admission. Any application not meeting minimum admissions require-

ments will be reviewed by the Admissions Review Committee. The Committee will determine admission eligibility.

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 with a one-time non-refundable \$35 fee.
2. Request official high school transcripts be sent directly to the office of the registrar, or submit official GeD or hiSet scores.
3. Request an official transcript be sent directly to the office of the registrar from each college or university from which credit (including dual credit) was earned. If semester hours earned total fewer than 24, request official high school transcript be sent directly to the admissions office, or submit GeD or hiSet scores.
4. Submit either ACT and/or SAT scores.
5. Provide a copy of a resident alien card, if a permanent resident but not a U.S. citizen.

HOME-SCHOOLED STUDENTS

Complete steps 1, 3, 4, and 5 (if applicable) and submit a record of high school-level coursework or a GeD or hiSet score.

TRANSFER STUDENTS

To apply for admission to Columbia College as a transfer student, applicants must:

1. Submit the Columbia College undergraduate application for admission with a one-time non-refundable \$35 application fee.
2. Request an official transcript from each college or university attended, including dual credit, be sent directly to the Office of the Registrar. 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 or hiSet scores be sent directly to the office of the registrar.
4. Provide a copy of the resident alien card, if a permanent resident but not a U.S. citizen.

Transfer students who do not present a minimum cumulative 2.0 grade point average for previous college coursework may be considered for admission through the Admissions Review Committee process.

Students who are on suspension from another institution are recommended to wait one semester before applying for admission to Columbia College. Students on suspension may be considered for admission only through the review process.

TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

applicants must inform the College of all institutions of higher learning attended whether or not academic credit was earned at these institutions. falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

an official transcript and official English language translation 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 s/he understands that s/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 transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process. applicants may also submit a letter of appeal if a previous institution attended is not currently nor has

ever been accredited by one of the accrediting bodies recognized by Columbia College. Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

NON-DEGREE SEEKING STATUS

The Non-Degree Seeking status is designed for students who do not seek an academic degree at Columbia College. enrollment as a non-Degree Seeking student neither guarantees automatic admission to degree seeking status nor does it necessarily impact an admission decision. Non-Degree Seeking students who do not enroll for five consecutive sessions must reapply for admission.

Students must be in good academic standing with Columbia College. Non-degree seeking students will follow the same procedures, deadlines, and criteria as students seeking degrees.

Non-Degree Seeking students are not eligible for financial aid. Students enrolling at Columbia College under this status may be considered for degree-seeking status in a subsequent term by completing the regular application process.

Students who wish to apply for Non-Degree Seeking status must complete the Non-Degree Seeking application for admission and submit it with the \$35 one-time, non-refundable application fee.

Non-Degree Seeking international students must show proof of English proficiency: minimum TOEFL score of 500 paper-based, 173 computer-based, 61 internet-based; an APIEL score of 3 or higher; completion of an advanced proficiency level in an accredited English as a Second (ESL) program; completion of a course equivalent to English Composition I with a grade of C or higher. additionally, international students must submit a copy of a valid passport, visa, I-94 departure record and most recent I-20, if currently enrolled at another institution.

Enrollment for Non-Degree Seeking students is on a space available basis only. Course selections may be limited. evening Campus students under this status are not required to meet with an advisor. Non-Degree Seeking students must provide proof that course prerequisites have been met.

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 official and must be submitted directly to the office of the registrar. For additional information about the transfer of alternative credit, contact the office of the registrar.

READMISSION

Students who wish to return to Columbia College after they have stopped enrollment for five consecutive sessions must apply for readmission through the admissions office. Official transcripts from each college attended since leaving Columbia College will be required for readmission consideration. (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 wish to 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 two sessions.

To apply for admission after suspension, students must:

1. Complete the undergraduate application for admission.
2. Write a letter to the assistant Dean for adult higher education requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed with the Registration and financial Services office.
4. Request official transcripts be sent directly to the office of the registrar from each college attended since leaving Columbia College.

READMISSION AFTER DISMISSAL

Students may apply for readmission to Columbia College following a dismissal of three years.

To apply for admission after dismissal, students must:

1. Complete the undergraduate application for admission.
2. Write a letter to the assistant Dean for adult higher education requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed with the Student financial Services office.
4. Request official transcripts be sent directly to the evaluations office from each college attended

since leaving Columbia College. Students who have been permanently dismissed from Columbia College are not eligible for readmission.

CHANGING CAMPUS LOCATION (CAMPUS TRANSFERS)

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 requirements 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.

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.

HIGH SCHOOL DUAL ENROLLMENT

High school juniors and seniors have the opportunity to take college courses for credit while completing high school.

Students in high school who wish to earn credit at Columbia College must:

1. Submit the undergraduate application for admission with a one-time, non-refundable \$35 fee.
2. Request an official high school transcript and a Ct or Sat score be sent directly to the admissions office.

3. Present a 2.0 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.

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. In addition to the materials outlined above, Admissions Review Committee applicants are encouraged to do the following:

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 Evening Campus may apply through the Nationwide or Online Campus programs.

ADMISSIONS DEADLINE

It is recommended that all new students (freshmen, transfers, readmits, international) complete the application process no later than two weeks prior to the first day of classes for the term for which they seek admission. Students who miss this recommended deadline may be required to apply as Non-Degree Seeking status or postpone enrollment until a later term.

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 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 warranted degree course, and no application fee is required. CCAa Lifelong Learning applicants must also submit a Columbia College financial assistance application to registration and financial Services.

ADULT HIGHER EDUCATION

The moderately selective requirements for admission to the Day and evening programs on the main campus are not applicable to the Columbia College nationwide campuses. Students seeking to enroll through the adult higher education Division should apply for admission at the respective location.

ONLINE CAMPUS

The moderately selective requirements for admission to the Day and evening programs on the main campus are not applicable to the Columbia College Online Campus. Students seeking to enroll through the Online Campus should apply for admission via the College website at www.ccis.edu/apply.

STUDENT AUTHENTICATION

Students are required to authenticate prior to registering for their first course, receiving financial aid or having transfer credit evaluated. 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 campus are required to authenticate their identity using a service provided by ProctorU which has been established for online students, or others as designated by the college, to be able to authenticate their identity online. A student will need to have access to webcam, their student ID number and have their government issued photo ID available at the time of authentication.

FEES

EVENING CAMPUS

Basic fees for 2014-2015 are explained below. Fees are reviewed on an annual basis and are subject to change without notice.

TUITION AND FEES

Tuition (per semester hour).....	\$ 225
Tuition, Nursing Courses Only (per sem. hour)...	\$ 350
Tuition, Online Campus (per sem. hour).....	\$ 260
application fee.....	\$ 35
Audit Fee (per semester hour).....	\$ 90
Graduation fee.....	\$ 75
Lab Fee (see course descriptions).	\$ 40
Parking Fee (yearly).....	\$ 40
Returned Check Fee.....	\$ 25
Testing Fee/Standardized Tests (CLEP, ACT)..	\$ 20
transcript.....	\$ 10

All fees are subject to change without notice.

LABORATORY FEES

Certain courses require prepayment of a laboratory fee. Every effort is made to keep these costs as low as possible. However, due to the nature of the laboratory requirements, costs will vary by location. Before a student enrolls in a class requiring laboratory work, the student should check with the campus Director about laboratory fees.

Computer Information Systems (CISS) courses will normally require use of a computer. Students should check with the Director of the campus to determine what laboratory fee, if any, must be paid upon enrollment in a CISS course.

POLICIES ON PAYMENTS, CREDITS AND REFUNDS

When a student is accepted for admission, the student, parents, or guardians accept Columbia College's payment conditions. If any part or all of a financial aid package is reduced or eliminated, the balance created by the change is payable immediately. Degrees, transcripts, and letters of honorable separation are withheld from students who have not settled their financial obligations to the College, including, if applicable, all collection fees, attorney fees, and court costs.

No student may complete registration for any subsequent session if an unpaid balance remains on account.

all students are responsible for notifying the Student Records and Transcripts Office when a change of address has occurred.

a student account that remains unpaid at the end of the term may be submitted to an outside agency or attorney for collection assistance. the standard collection charge can exceed 50% of the original amount owed. This charge will be added to the principal balance of the student's account to cover collection agency and/or attorney fees.

PAYMENT

Upon registration, all students are required to pay the entire balance of their accounts (after financial aid awards are considered) by either full payment or through the deferred payment plan.

timely payment of all tuition and fees is required to continue your attendance at the College. If unforeseen circumstances occur that preclude you from paying in a timely fashion, please contact the registration and financial Services office to see if an alternative payment agreement can be arranged.

DEFERRED PAYMENT PLAN

If a student needs to pay educational expenses in installments, a deferred payment plan may be arranged. the procedure for the deferred payment plan is the following: the balance owed to the College, less certain awarded financial aid, is divided into two equal installments. The first payment is due when the student registers. The second payment is due on or before the final class meeting as stated in the academic calendar or before registering for a subsequent session.

At the end of each eight week session, a 1% monthly finance charge may be assessed against the outstanding balance of the student's account.

Students receiving financial aid are required to sign a deferred payment contract during the time of the pending loan.

Civilian Tuition Assistance (CTA): Two payment options are available for students who receive employer tuition assistance. Students should check with their employers to determine which plan is appropriate for them.

1. Direct Billing: Students may register for classes and have tuition charges billed directly to their employer if a letter from the employer authorizing such an arrangement is on file in the Student accounts office.
2. reimbursement: Students are required to follow the College's regular payment procedures and then receive reimbursement from their employer according to their employer's guidelines.

Military Tuition Assistance (MTA): Students are required to present an approved mt a form at the time of registration. Students are personally responsible for any tuition not paid by mt a and are required to follow regular payment procedures for this portion of fees.

V.A. Vocational Rehabilitation: Students receiving these benefits must provide an authorization form at the time of registration and are required to pay only those amounts not covered by their plan.

V.A. Miscellaneous Benefits (G.I. Bill, etc.): Students are required to follow standard payment policies and then receive reimbursement from their plan.

DROPPING A CLASS

Financial liability is assessed at the completion of the drop period for each session (see Changes in Registration). If students drop a class prior to the end of the drop period, they do not incur financial or academic liability. If students withdraw from a class after the drop period, they are financially liable for the full amount of tuition. No reduction of charges is made for laboratory/course fees, etc.

WITHDRAWAL FROM COLLEGE

Students who receive any form of federal Title IV assistance, and who withdraw, may be required by federal regulations to return some or all of the federal aid received. This includes the federal Pell and SEOG grants and the Federal Perkins, Stafford and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

Students receiving financial assistance should be aware that their financial aid package could be affected, should the student elect to drop an individual course. For additional information, please refer to the financial aid portion of the catalog.

Columbia College recognizes that individuals serving in both National Guard and Reserve units may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some or all of the federal financial assistance received for that term. The College follows the federal guidelines concerning return of Title IV funds, and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.

FINANCIAL AID AND SCHOLARSHIPS

FEDERAL AND STATE FINANCIAL AID AND SCHOLARSHIPS

Columbia College's financial aid program exists to make education affordable for all students who qualify. The College believes that if students desire to attend college they should not be prevented from doing so simply because they lack sufficient funds. Financial aid is not intended to cover all student expenses. While the primary financial responsibility for education rests with the students and their families, Columbia College is committed to helping students bridge the gap between the cost of a college education and what the student can afford to pay.

Financial aid is monetary assistance to help the student meet the expenses of attending college. aid may be in the form of grants, student employment, loans, scholarships, types of outside assistance, or a combination thereof.

APPLYING FOR FEDERAL AND STATE FINANCIAL AID

To apply for federal and/or state financial assistance at Columbia College:

1. Complete an application for admission and submit the required one time non-refundable application fee to the admissions office.
2. Complete the free application for federal Student Aid (FAFSA), and indicate the Columbia College school code, **002456**. Completing the FAFSA electronically is recommended. Students may apply electronically by accessing the FAFSA through Columbia College's Financial Aid website, www.ccis.edu/financialaid, or the Department of Education's website, www.fafsa.gov. Paper FAFSA applications may be obtained through the federal Student Aid Information Center at 1-800-4-FED-AID. The FAFSA must be completed for each academic year.
 - a. the priority deadline for all financial aid is march 1 of the year the student plans to attend college (i.e. March 1, 2015 for 2015-2016 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, 2015 for 2015-2016 academic year.)
3. The Financial Aid Office corresponds with applicants primarily via e-mail 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 e-mail address assigned to each student by Columbia College.

4. Students who are interested in applying for additional assistance through the Direct loan programs should complete:
 - a. Entrance Counseling (first time Columbia College borrower only)
 - b. Direct Loan Master Promissory Note (first time Columbia College borrower only)
 - c. Submission of eAward letter (See Notification of Financial Aid Status and Awards)

Students may access these forms under the financial Aid section through CougarTrack.

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 Direct PLUS loan programs should complete
 - a. Direct loan data sheet
 - b. Direct Loan Master Promissory Note (first time Columbia College borrower only)

Parents may access these forms at www.ccis.edu/offices/financialaid/parentforms.aspx.

Students must reapply each year for federal and state grants loans, and student employment.

ELIGIBILITY FOR FEDERAL AND STATE FINANCIAL AID

To receive aid from the federal student aid programs, a student must meet certain criteria:

1. U.S. citizen or eligible non-citizen status.
2. Pursuing a degree and enrolling in coursework required for the degree. Non-degree seeking students are not eligible for financial aid.
3. Making Financial Aid satisfactory academic progress. (see financial aid standards of academic progress).
4. Other eligibility factors that are identified based on individual student circumstances as determined by the results of the free application for federal Student Aid (FAFSA).
 - The Financial Aid Office communicates what necessary documentation is needed to resolve the eligibility issues. This communication will be sent via Cougarmail.
 - Examples of eligibility issues include verification, selective service, citizenship, etc.
5. New students who do not have a high school diploma, or an equivalent such as a GeD or hiSet, 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 six hours or more per session. Enrollment is determined after the add/drop period. Federal regulation allows for financial aid to pay for one retake of any previously passed course.

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 progress is measured in terms of qualitative, quantitative, and maximum time standards. All prior coursework at Columbia College 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 cumulative grade point average. The minimum cumulative grade point average for financial aid recipients is the same as the academic standard for Columbia College:

Completed Hours	Minimum Cumulative Grade Point Average
0-30.9	1.75
31-45.9	1.90
46 or more	2.00
Graduate Program	3.00

QUANTITATIVE MEASURE

The quantity of a student's progress is measured by the 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 (withdrawal), or WE (excused withdrawal) for a course in a semester or session will have those courses included in the cumulative attempted hours (for definition of grades please see academic policies, regulations, and procedures). All courses are included in the Pace of 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 GPA 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, all 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.

Audit and Pass/Fail courses do not count toward the Pace of Completion Rate.

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 credits will count toward the Pace of Completion. Transfer credit does not count in the calculation of GPA. Transfer credit will 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. All attempted withdrawn, and/or transferred credits count toward this maximum time limit, regardless of changes in program or receipt of a degree. For example, a student pursuing a bachelor's degree requiring 120 credit hours may attempt up to 180 hours before financial aid eligibility is suspended (120 x 150% = 180).

FINANCIAL AID SUSPENSION

Failure to meet 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 will be placed on financial aid suspension.

If placed on financial aid Suspension, notification is 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 e-mail 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 Pace of completion rate at the required standard. It is the student's responsibility to notify the Financial Aid 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 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 procedure:

- Submit a completed Appeal Packet online at <http://www.ccis.edu/offices/financialaid/appeal.asp>. (see Financial Aid Appeal Form).
- The completed appeal form is reviewed.
- The student is notified in writing via CougarMail of the decision and recommendations. The decision is final and may not be appealed.

FINANCIAL AID APPEALED PROBATION

Financial Aid 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 Probation, an academic plan for performance will be set and monitored. Minimum academic plan requirements for the session are a completion rate of 66.67% and a 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 progress 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:

<u>NON-MILITARY STUDENT</u> Cost of Attendance (from August, 2014 to May, 2015)	<u>MILITARY STUDENT</u> Cost of Attendance (from August, 2014 to May, 2015)
Tuition	Tuition
Books	Books
Room and Board	Board*
Transportation	Transportation
Personal	Personal
Loan fees	Loan fees
Total	Total

*military students living in housing located on a military base or housing for which they receive a basic allowance are eligible for board expenses only in the Cost of attendance.

Financial need = Cost of Attendance minus EFC (as determined by FAFSA)

Unmet need = Cost of attendance minus EFC minus aid awarded.

Unmet cost = Cost of Attendance minus aid awarded.

Once the Expected Family Contribution (EFC) and financial need have been determined, the student's information is reviewed. The student is offered an aid package that may consist of grants, scholarships, outside assistance, loans and/or Federal Work-Study. A federal aid recipient's aid package may not exceed Cost of attendance.

Students are responsible for reporting to the Financial Aid 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, voca-

tional rehabilitation or other state aid. Federal guidelines require that a student not exceed the Cost of attendance in the amount of aid they receive.

The maximum amount of institutional and endowed aid that can be awarded is tuition, as long as the aid (all types) does not exceed the cost of attendance. **Due to federal regulations, scholarships awards may be affected if you are receiving federal and/or state financial aid.**

A student's loan amount is determined as a part of the aid package. A student's loan eligibility is based on factors that include annual loan limits, unmet need, and federal aggregate limits. In addition, if a student has less than an academic year remaining in the degree program, the loan is prorated, per federal guidelines.

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.

Direct Loan Annual Limits

Dependent Undergraduate	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 credit hours	\$3500	\$5500
24-51.9	\$4500	\$6500
52-83.9	\$5500	\$7500
84-120	\$5500	\$7500
120+	\$5500	\$7500

Independent Undergraduates (and dependents whose parents are unable to borrow under the Plus program)	Subsidized	Total (Subsidized & Unsubsidized)
0-23.9 credit hours	\$3500	\$9500
24-51.9	\$4500	\$10,500
52-83.9	\$5500	\$12,500
84-120	\$5500	\$12,500
120+	\$5500	\$12,500

Aggregate Limits (Limit of all loans combined)		
	Subsidized	Total (Subsidized & Unsubsidized)
Dependent Undergraduate	\$23,000	\$31,000
Independent Undergraduate	\$23,000	\$57,500

NOTIFICATION OF FINANCIAL AID STATUS AND AWARDS

College e-mail addresses are assigned to all Columbia College applicants. The financial aid Office corresponds with students primarily via e-mail regarding the status of their financial aid application and notification of financial aid estimated awards. Correspondence sent via e-mail is not sent via postal mail. Students should check their college e-mail 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, www.ccis.edu. The financial aid electronic award notifications and associated links in the notifications discuss eligibility requirements and other important information. Students should carefully review their electronic award notifications and are responsible to read and understand all included information. Students should accept or decline the aid that is offered to them through the electronic award notification process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the award notification.

ATTENDANCE

Financial aid is awarded to a student with the expectation that the student attends school for the period for which the assistance is awarded. If a student does not begin attendance in all of his or her classes, the aid must be recalculated based on the actual attendance. Students who are not in attendance for the courses in which they enrolled are not eligible to receive financial aid.

AID DISBURSEMENT

A student's financial aid (except Federal Work-Study) is credited directly to his/her student account and applied to tuition and fees each session. Aid funds are credited for other charges with authorization from the student through the electronic award notification process. Federal Work-Study funds are paid in the form of a 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 for that session. If a student's financial aid awards exceed his/her charges, the student will receive a refund. A student may use excess financial aid prior to the start of the session to purchase books by using a book voucher. If you are eligible for a book voucher, contact Registration and Financial Services to obtain information.

Estimated refund dates are posted on the Financial Aid website under "Important Dates". Refunds are either mailed to the student at his/her home address or sent electronically to the student's bank account (for students who elect the direct deposit option through their ePayment account.)

RETURN OF TITLE IV FUNDS

This policy applies to students who complete 60% or less of the enrollment period (i.e., Fall, Spring or Summer session) for which they received Federal Title IV aid. A student who withdraws from a class but still completes one or more classes does not require a return of title IV calculation. The term "Title IV aid" refers to the following Federal financial

aid programs: Unsubsidized Direct loans, Subsidized Direct loans, Direct PLUS loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant), and the 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 last date of academic attendances determined by the college's attendance record.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains in attendance beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

The College's refund policy and return of Title IV funds procedures are independent of one another. A student who withdraws may be required to return unearned aid and still owe the College for the course (see Fees section).

The responsibility to repay unearned Title IV aid is shared by Columbia College and the student. For example, the calculation may require Columbia College to return a portion of federal funds to the federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Direct 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: Direct Unsubsidized loans, Direct Subsidized loans, Direct Perkins loans, Direct PLUS loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant) and the Federal SSS (Student Support Services) Grant.

A student who owes funds to a grant program is required to make payment of those funds within 45 days of being notified of the overpayment. During the 45-day period students remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, Columbia College will notify the U.S. Department of Education of the student's overpayment situation. The student is no longer eligible for Title IV funds until he/she enters into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45-day period, the student can make

full payment of the overpayment to Columbia College. The College forwards the payment to the U.S. Department of Education and the student remains eligible for Title IV funds. If a student is enrolled in a future session within the 45-day period and has financial aid, the financial aid office may cover the student's overpayment with a student's upcoming disbursement of aid.

If a student is unable to pay the overpayment in full, he/she can set up a repayment plan with the U.S. Department of Education. Before doing so the student should contact Registration and Financial Services to confirm the situation has been referred to the U.S. Department of Education before any repayment plan can be arranged. Students can contact

The U.S. Department of Education
Phone: 1-800-621-3115
www.myeddebt.com

For examples of the return of Title IV funds calculations or questions regarding the overpayment policy, please contact the Registration and Financial Services office.

SUMMER AID

Financial aid may be available during the summer program in the form of Federal Pell Grant, Federal Work-Study (if funding permits), and the Federal Stafford Loan Program. Specific information and application materials for summer assistance may be obtained in the Registration and Financial Services office.

TYPES OF FINANCIAL AID

FEDERAL FINANCIAL AID

Pell Grant

The Federal Pell Grant is available to undergraduate students and is 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).

All other financial aid eligibility requirements, such as making satisfactory academic progress, need to be met to qualify.

Iraq and Afghanistan Service Grant

This is a grant for students who are not eligible for a Pell grant whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01 and who, at the time of the parent's or guardian's death was less than 24 years old or was enrolled at least part-time at an institution of higher education. The amount is the same as Pell Grant amount and is adjusted for less than full-time enrollment.

Direct PLUS Loan Program

This is an unsubsidized loan made to parents (Biological, Adoptive, or in some cases, Step Parent) 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). 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.

The parent borrower determines how excess funds are disbursed when completing the PLUS loan data sheet.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Stafford loans. (See Direct Loan Annual Limits)

Direct 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). Students must complete Direct loan entrance counseling, Direct 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 Direct Loan is need based. The US Department of Education pays the interest while a student is in school at least half time, and during a period of deferment. effective July 1, 2013 new borrowers are limited to 150% of their academic program to receive subsidized student 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 on subsidized loans received after July 1, 2013.

- Unsubsidized Direct 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)

Seo G is a grant available for undergraduates, based on the financial need of the student. To be eligible students must be receiving Pell. Columbia College is only given a limited amount of funding for SEOG. Awards are not made after funds have been expended. To increase possibility of being awarded SEOG, students must submit their FAFSA with Columbia College's school code prior to March 1 (the spring before the academic year begins). Student must be enrolled to be eligible for Seo G. 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.

Alternative Loan Program

Students who have exceeded all their federal loan eligibility may apply for an alternative loan. These loans are credit based. Information is available on the financial aid website.

Work-Study Program

The Federal Work-Study program offers the opportunity for students who demonstrate financial need based on the results of the FAFSA to work on campus. Information regarding open positions and application process is available from human resources at the Columbia, Missouri Campus

STATE FINANCIAL AID

Access Missouri

This grant is available to residents of Missouri, based on financial need. Application is made by completing the FAFSA before April 1 (the spring before the academic year begins). Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.

Renewal students must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress). Renewal is not automatic; renewal

is based on financial need and that of a Sa application being completed before April 1 (the spring before the academic year begins). A student may not receive access for more than 10 semesters.

Missouri Minority Teacher Education Scholarship

This scholarship is available to minority students who rank in the top 25% of their class or on the ACT/Sat and intend to pursue teacher certification. Columbia College matches the \$1,000 award by the State of Missouri. Applications are available from high school counselors or the Missouri Department of Elementary and Secondary Education. Scholarship applications may be obtained from the Missouri Department of Elementary and Secondary Education's website: www.dhe.mo.gov/ppc/grants. Application deadline is June 1.

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 academic progress).

FINANCIAL AID INFORMATION

If you have any questions about the College's financial aid program, call the Registration and Financial Services Office for assistance at (573) 875-7390.

Additional financial aid is available at Columbia College's web site: www.ccis.edu

SCHOLARSHIPS, GRANTS AND AWARDS

Scholarships, awards and grants are forms of "gift" assistance that do not require repayment. Institutional aid is generally intended for tuition assistance; scholarship amounts vary. Some awards are automatic based on specific criteria. Other scholarships are made available in recognition of performance. Generally scholarships, awards, and grants are non-need forms of financial assistance. Scholarships available vary by campus. Institutional aid is awarded to degree-seeking students working on their first undergraduate degree.

ALMM/PLA WOMEN'S ACHIEVEMENT SCHOLARSHIP

Criteria: Presented to a day, evening or nursing student who is female, age 25 or over with at least a 2.75 GPA.

ALMM/PLA WOMEN'S ACHIEVEMENT SCHOLARSHIP FOR NURSING

The Assistance League of Mid-Missouri/Professional Leaders auxiliary Scholarship presented to female students who are Mid-Missouri residents, U.S. citizens and 25 years or older with at least a 2.75% GPA who are enrolled in the nursing program.

ASSOCIATE DEGREE TRANSFER GRANT

The eligibility for the associate transfer Grant includes the following criteria:

1. The associate Degree must have been earned within the past twelve months and must consist of 60 credit hours or its equivalent.
2. The student must not have received the associate degree from Columbia College.
3. The student may not have completed additional college work since the award of the Associate degree.
4. The student must have financial need. For example he or she must not be eligible for Va Benefits or for Tuition Assistance. Students wishing to apply for the associate Degree transfer Grant must complete the application for financial aid.

The associate transfer Grant provides a reduction in tuition for each eligible student at a maximum of \$12.50 per credit hour attempted. This award is for five sessions only, for a maximum total award of \$375. To receive and remain eligible for the grant, the student must maintain satisfactory academic progress according to established institutional policy and must be continuously enrolled as a full-time student.

BOONE COUNTY ENDOWED AWARD

New freshmen who are residents of Boone County with a minimum cumulative grade point average of 3.1 or a GeD score of 280 and a minimum ACT score of 22 or Sat equivalent, may compete for these scholarships. One letter of recommendation is required from a leader of a community organization in which the student participates. Each year \$1000 awards are awarded to full-time students, renewable with a 2.5 Columbia College cumulative grade point average.

CAROL FROBISH SCHOLARSHIP

Criteria: Presented to a returning female business major with at least a 3.0 GPA.

CENTURYLINK FOUNDATION SCHOLARSHIP

Presented to students who are residents of Missouri and have a cumulative grade point average of 3.0 or better. Recipients must be incoming freshmen, transfer students or seniors.

COLUMBIA COLLEGE NURSING SCHOLARSHIP

Presented to outstanding nursing students with at least a 3.0 GPA.

EVENING CAMPUS SCHOLARSHIP

This award, which was established in 1989, is presented to an outstanding full-time student in the evening Campus.

Criteria: Awarded to a student in the Evening Campus, 25 years of age or older, with a 3.5 or higher cumulative G.P.A., who has earned at least 42 credit hours from Columbia College. When more than one student qualifies, G.P.A., financial need, and service to the College or community will be considered.

FRANK WESTLING SCHOLARSHIP

A \$750 scholarship awarded to students through an application process. The scholarship is for tuition and books and is non-renewable.

JACKOLYN LOIS BARNHOUSE MEMORIAL SCHOLARSHIP

This award was established in 1999 to honor and memorialize Jackolyn Lois Barnhouse who was "a woman, good without pretense, blessed with plain reason, and with sober sense." -Alexander Pope

Criteria: Awarded to an Evening Campus student who is a single mother concentrating her studies in Humanities, with a minimum of 24 hours completed at Columbia College and a 2.5 GPA or higher at Columbia College.

MARY ALICE ROBERTSON SIMON-MERIDETH SCHOLARSHIP

Criteria: Presented to a major in either mathematics or science. Student must have at least a 3.0 GPA.

MARY ISABEL OMER SCHOLARSHIP

Criteria: Junior or senior day or evening students majoring in psychology (counseling) or education (w/ strong emphasis in psyc). Must have grade point averages of 3.0 or higher and show evidence of need. (Cross-listed with Education and History & Social Sciences).

METSCHER FAMILY SCHOLARSHIP

This award was established in 1983 by several members of the College staff in honor of Lizbeth Brydges metscher, a valued and respected member of the Evening faculty who has provided encouragement and support to evening students.

Criteria: Awarded to a returning female Evening stu-

dent 30 years of age or older, who has a 3.0 or higher cumulative grade point average and who has earned 42 or more credit hours from Columbia College.

SKINNER SCHOLARSHIP

Established to honor Patti Skinner. Mrs. Skinner served Columbia College in various academic and administrative roles in the extended Studies and adult higher education Divisions for over 36 years. She taught courses in the Day program as well as in the evening campus. In 2000 she became Director of the evening campus providing leadership until her retirement in November 2012.

Patti was the key force in establishing the Nuomicron alpha Sigma Lambda chapter for the evening Campus, for serving as the chapter's Councilor, and for facilitating the awards ceremonies since their inception.

Patti's late husband, Estill H. Skinner, earned his Bachelor of Science degree in Business Administration through the Evening Campus in 1985 which allowed him to make a life-changing career change into the field of banking.

One or more annual award(s) shall be made to student(s) in the Evening Campus.

Preference will be given to student(s) with a major in Business Administration who are attending the evening Campus to finish their undergraduate degree or to complete a second undergraduate degree for career advancement purposes.

MILITARY SPOUSE TUITION GRANT

The spouse of an active duty, guard or reserve member of any military service will be granted a 20 percent tuition discount for in-seat classes. The discount recognizes the service and sacrifice of military members and the spouses who support them. To be eligible a student must be able to show a valid military spouse I.D. or other documents(s) that confirms marriage to a military member. The discount does not apply to online coursework, nor does it apply to military spouses covered under a tuition-assistance program.

ROBERT M. MCDANIELS SCHOLARSHIP

This award was established in honor of Robert M. McDaniels, class of '76, former Director of the evening Campus, in recognition of his many years of excellent leadership of the program.

Criteria: Awarded to a returning, full-time, non-traditional Evening student who is 25 years of age or older, has a 3.0 or higher cumulative grade point average and who has earned 42 or more credit hours from Columbia College.

ROSE LAMB ACCOUNTING SCHOLARSHIP

This award was established in honor of Rose Lamb, class of '98, a former evening accounting student.

Criteria: Awarded to an Evening accounting student who has 12 hours of accounting with a minimum 3.25 G.P.A.; an overall G.P.A. of 3.0; and evidence of financial need. A Letter of application stating the student's goals and need for the scholarship must be submitted along with the application.

SILVER CITIZEN AWARD

A student of 65 years or older is required to pay one half normal tuition. Such a student is required to pay all other charges in connection with enrollment, course work, and graduation.

SPOUSE'S OPPORTUNITY GRANT

Awarded to spouses of active service members. It provides tuition for the first in-seat course taken at Columbia College.

TWO-IN-FAMILY GRANT

Two-in-Family Grants are available to eligible students when an immediate family member (spouse, father, mother, son, daughter, brother, sister) is enrolled as a full-time student at Columbia College. Apply using the Columbia College institutional aid application. The Two-in-Family Grant will provide a tuition reduction of \$75.00 per session for each family member who is enrolled on a full-time basis. The Two-in-Family Grant is renewable in succeeding sessions as long as both family members remain full-time students and continue to maintain satisfactory academic progress according to established institutional policy. Renewal of the Two-in-Family Grant requires completion of a Columbia College institutional aid application for financial aid each year.

VETERAN'S GRANT

Former U.S. military personnel are eligible for the 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.

Columbia College Alumni Association (CCAA) LIFELONG LEARNING GRANT

A student who has an associate or baccalaureate degree from Columbia College may be eligible to participate in the CCaa Lifelong Learning Grant. Eligible students may enroll in one course free of charge if five years have elapsed since the student received the degree, no outstanding fees are owed, and the student is not in default on a Federal Stafford/Direct or Perkins Loan.

Students may enroll for credit or as an auditor in a course being offered during the regularly scheduled sessions provided space is available and course pre-

requisites are met. The CCaa Lifelong Learning Grant cannot be used for graduate-level or online education courses. Students are required to pay for any lab fees or textbooks associated with the course.

Students are permitted to enroll in one free course in each subsequent five-year period, but may not accumulate free courses. Application for the CCaa Lifelong Learning Grant is to be forwarded through the campus of desired attendance to the admissions office and no application fee is required. CCaa Lifelong Learning Grant applicant must submit a Columbia College institutional aid application. Other aid may be available from the local campus.

OUTSIDE SOURCES**Vocational Rehabilitation Benefits**

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling; training for vocational, technical, or professional employment; and funding for books, supplies, maintenance, medical services, and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation. Missouri residents may write to the Division of Vocational Rehabilitation, Jefferson City, MO 65101.

War Orphans or Armed Services Benefits

If students are dependents of veterans who died or were permanently disabled as a result of military duty, are between the ages of 18 and 26, and are enrolled on a full-time basis, they may be eligible for educational benefits. Students may contact their regional Veteran's administration office or the Veterans Coordinator, Columbia College, (573) 875-7504.

GI Educational Benefits

Columbia College is approved for enrollment certification of students eligible to receive education assistance (GI Bill) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans education benefit programs. For additional information and application materials, contact the Columbia College Veterans Certifying official, (573) 875-7504, vacert@ccis.edu.

Job Training Partnership Act (JTPA)

Students may be eligible to receive benefits from JTPA. Assistance may include counseling; training for vocational, technical, or professional employment; and funding for tuition and books. To apply, contact the Work Connections Office in your area.

If you have any questions about the College's financial aid program, call the Registration and Financial Services Office (573) 875-7390. Additional financial aid information is available at Columbia College's website: www.ccis.edu

EVALUATION OF CREDIT AND TESTING

ACT RESIDUAL

The ACT residual is offered periodically throughout the year. Registration is required. Scores are not reported outside of Columbia College. The cost is \$30.00. Additional information may be obtained in the Testing Services office.

CLEP

Columbia College awards semester hours credit for the College Level Examination Program (CLEP). Credit for CLEP subject and general exams is awarded if the score is at or above the minimum score recommended by the American Council on Education. This score is set at the mean score achieved by students who earned a C in the respective course.

Official test records are submitted to the Evaluations Department for validation of academic credit. All credit completed by examination and accepted in transfer is recorded in semester hours. Additional information about CLEP credit may be obtained in the Evaluations Department.

Contact the Test Administrator to take CLEP examinations.

CORRESPONDENCE CREDIT

Correspondence credit is accepted if recorded on an official transcript from another regionally-accredited college or university.

CREDIT FOR PRIOR LEARNING

Columbia College defines prior learning as those learning and growing experiences gained through work or other experiences outside the formal setting of a college classroom. You may request evaluation for college credit for such experiences by filing an application for credit and documenting and verifying the learning acquired. A \$75 per credit hour fee is charged for the evaluation, but no charge is made for any academic credit awarded. Prior learning credit may be awarded after the successful completion of 12 semester hours of credit with Columbia College with a minimum 2.0 grade point average. The college has a policy limiting the maximum number of hours of prior learning credit to 15.

EXCELSIOR EXAMS

Columbia College awards credit for Excelsior Exams (formerly ACT Pep/Regents Exams); official score reports must be submitted for evaluation and credit is awarded if the score is at or above the minimum acceptable score. Additional information may be obtained in the Evaluations Department.

EVALUATION OF ACADEMIC TRANSFER CREDIT

If students enter Columbia College after having attended another institution, they are referred to as transfer students. Generally, full credit is given for work completed with a C grade or higher received from a regionally accredited college or university, provided the courses are comparable to courses listed in the Columbia College catalog.

Associate in Arts and Associate in Science degrees completed prior to enrollment with Columbia College and approved by the Evaluations Department will be accepted in transfer and fulfill Columbia College general education requirements. Such degrees must be received from schools approved by one of the following accrediting bodies: MSA, NCA, NEASC-CIHE, SACSC-CC, WASC-Jr and WASC-Sr.

Any other associate degree from an approved accrediting body or any other associate degree from any other accepted accrediting body will follow the alternate Associate Transfer Policy. The alternate policy acknowledges Associate degrees from accepted and/or regionally accredited institutions, completed prior to enrollment with Columbia College, that contain ENGL 111 and ENGL 112 with a grade of "C" or better, 33 hours of General Education courses with representation in Humanities, Social/Behavioral Sciences and Mathematics/ Science.

Bachelor of Arts and Bachelor of Science degrees from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College shall be honored as their equivalents at Columbia College with regard to general education requirements.

If students have not received an associate or baccalaureate degree from a transferring school prior to enrollment with Columbia College, or a baccalaureate degree from a transferring school, then Columbia College's general education requirements must be completed even if the previous schools' requirements were met.

To obtain credit, students submit official transcripts from each college or university attended when applying for admission to Columbia College. An official transcript is one sent directly from the institution attended to Columbia College and bears an official seal of the institution and signature of the registrar. Students are required to identify all postsecondary institutions attended. Failure to do so may result in denial of admission.

Columbia College accepts credit transferred at the level granted by the transferring institution.

Courses transferred from two-year colleges are not accepted for upper-level credit.

MILITARY CREDIT

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES)

Semester hour credit recommended by a Ce is awarded upon attainment of an acceptable passing score per section, or credit is awarded as determined by the testing authority at the time the test was taken. An official record of test results must be sent to the Evaluations Department. Contact Testing Services to take DSST examinations.

MILITARY SERVICE

Columbia College awards credit for military training and experience based on a Ce credit recommendations in conjunction with SOC DNS guidelines. Columbia College requires submission of official military transcripts for awarding transfer credit. Acceptable military transcripts include: JSt, CGI, and CCaf. Other documents may be accepted on a case by case basis. Please contact the Evaluations Department with specific questions about this policy.

UNITED STATES ARMED FORCES INSTITUTE (USAFI)

USAFI standardized end-of-course tests are accepted if attainment is at the 20th percentile or above. An official record of test results must be sent to the Evaluations Department.

CAMPUS RESOURCES

ACTIVITY CALENDAR

To view the most current activity calendar go to www.ccis.edu/CougarLink. To add events to the calendar, use the events submission form at www.ccis.edu/CougarLink.

BOOKSTORE, AHSC, 875-7341

The Columbia College bookstore offers textbooks required for on-campus courses, clothing, gifts, souvenirs, refreshments, school supplies, art supplies, backpacks, reference and general reading books and much more. Visit our website (ccis.bncollege.com) for information about buying, selling and renting textbooks.

Text books for both day and evening on-campus courses are available for purchase a few weeks before classes begin. When obtainable, used texts are sold at 25% less than the cost of a new text. Students can now reserve textbooks online via the website: <http://www.ccis.bkstore.com> or <http://www.whyywaitforbooks.com>.

Students may receive textbook refunds based on the policies listed below. No refund will be issued without a valid receipt for all textbooks. Textbooks must be in the original condition.

REFUND POLICY

- For all courses a full refund will be given *with a receipt* if the textbook is returned within the first week of classes.
Textbooks must be in original condition, including all components in packages.
- Merchandise other than textbooks may be refunded with a valid receipt within thirty days.
- Merchandise must be in original condition, unopened with tags.
Refunds will be issued in the original form of payment.
- The textbook buyback period is during finals week. This is the best time to sell back textbooks.

CAMPUS SAFETY, Wightman Building, 875-7315 or 219-0212

The Columbia College campus safety office provides safety and security services for the main campus. Specific responsibilities include: after-dark escorts, parking and traffic control, opening and securing buildings and rooms, campus patrol and safety inspections. They also act as the liaison with local law enforcement agencies.

CAREER SERVICES, MOH 221, 875-7425

Grossnickle Career Services offers programs designed to help students reach their personal and professional goals. Students and alumni are assisted with all aspects of career planning and development including: the Cougar Career Network (CCNET) for online resume and job-posting, web-based interviews (Interview Stream), career counseling, resume and cover letter production, job search, internships, career assessment testing and graduate school information.

COMPUTER LAB, BUH 106, 875-7333

The technology services computer lab is open to all registered students. Student e-mail accounts may also be set up here. The lab is closed anytime classes are not in session, primarily during semester breaks and holidays.

COPY MACHINES

Copy machines are available for student use in the library and student computing lab. There is a fee for each copy.

COUGAR MAIL

CougarMail, powered by Google, is your official Columbia College e-mail account. Each student receives 7 GBs of space and has access to other features, such as GoogleSites and GoogleCalendar.

Cougarmail is the official means of communication for the college and students are responsible for information sent to this account. It is expected that students will log-on to CougarMail regularly. CougarMail is available by logging into CougarTrack.

COUNSELING SERVICES, AHSC 215, 875-7423

Counseling Services provides confidential counseling free of charge to assist students with personal, developmental or psychological concerns related to their academic progress and/or personal growth. Counseling is short-term, solution-focused with session limits set per semester. For chronic mental health issues or those that may require more extensive counseling, referrals to community resources are provided. Students may seek assistance with or assessment of the following issues: anxiety/panic, depression, stress and time management, relationships, conflict resolution, eating disorders, and drug and alcohol abuse, as well as others. Counseling sessions are avail-

able Monday through Friday by appointment. More information is available at www.ccis.edu/offices/campuslife/counseling. If you have questions, or to make an appointment, please call Terri Zeilenga, M.A., LPC

DINING SERVICES, 875-7547

Dulany Dining Hall

Casual meal rates:

Breakfast \$4.00, Lunch \$5.00, Dinner \$5.75, Special \$6.50 (subject to change).

Glasses, dishes and food are not to be taken from Dulany Hall. Spouses, family and friends are welcome.

The Cougar Café

The Cougar Cafe, located in the Student Commons, is open from 7:30 a.m. - 8:30 p.m. Monday - Thursday when classes are in session. The menu consists of a variety of grab and go items. *Summer hours may vary.*

DISABILITY SERVICES, AHSC 215, 875-7626

Students with documented disabilities who may need assistance with access to an event or program, or who require classroom academic adjustments, auxiliary aids or services, must register with the coordinator of Disability Services at 875-7626 or by visiting the office located in the Student Affairs suite on the second floor of Atkins-Holman Student Commons.

Division of Student Affairs, AHSC 215, 875-7400

The purpose of the Division of Student Affairs is to provide support, programs and resources to help students to develop skills and experience relationships that promote maximum intellectual and social growth. Student Affairs actively strives to develop students into exemplary leaders, scholars and citizens.

ID CARDS, AHSC 215, 875-7400

Student ID cards are needed to check out library materials, pick up loan checks, attend college-sponsored events, enter residence halls and eat in the campus dining locations. There is no charge for the first ID. A \$20 fee will be charged to the student's account for the replacement of any lost or stolen card. After three replacements, the charge increases to \$40. Columbia College students, faculty, and staff are required to carry their Columbia College ID while on campus.

INTERNATIONAL STUDENT SERVICES, AHSC 215, 875-7686

The International Student Services office serves the international student population at Columbia College through a philosophy of empowerment.

Services are designed to provide students with information and support necessary to achieve academic goals and become an active and integral part of the campus community. The director advises students, faculty, staff and the administration on current issues in international education, immigration regulations and internal policies affecting students.

IVY CHAIN CEREMONY, AHSC 215, 875-7400

Each May, in conjunction with graduation, the traditional Ivy Chain ceremony is held on Bass Commons. Traditional greenery is draped across the shoulders of graduating seniors to symbolize the unity of the graduating class and the continuity of friendships. Students then proceed through Rogers Gate and have the opportunity to honor people who have supported them the most during their time at Columbia College. Visit <http://www.ccis.edu/com-mencement/ivychain.asp> to register for this event and for additional information.

LOCKERS

Lockers are located on the first floor of Dorsey Hall and are available for daily use by students. For questions regarding the lockers, please contact Student Affairs.

LOST AND FOUND, ROB 202, 875-7315

The campus safety office, located in Robinson Spence, serves as the lost and found depository. Any items not claimed will remain at the campus safety office until the end of June, and then disposed of appropriately.

MAIL SERVICE, STC 15, 875-7431

Students may mail letters and packages at Robinson Spence Building. The College's official address is Columbia College, 1001 Rogers Street, Columbia, Missouri 65216. Mail room hours are 8:00 a.m.-5:00 p.m., Monday through Friday.

NEW STUDENT ORIENTATION

Evening Campus New and Transfer Student Orientations will be held throughout the year.

New students should plan to attend one of these events prior to their first session with the Evening Campus. Student I.D. cards, parking hang tags, and other academic materials will be available. A presentation will be made by the Evening Campus Staff, and students will also have the opportunity to visit with the admissions staff, an evening Campus academic advisor, and a representative from Student Financial Services. Refreshments will be served.

PARKING PERMITS, MOH 205, 875-7252

All vehicles parked on campus must be registered with the campus safety office. Parking permit registration is available online by going to www.ccis.edu and clicking on Campus Safety. A printed receipt is required to pick up parking hang tags at the registration and financial services office in Missouri Hall 205.

RECREATION

The Student Commons, Southwell Sports Complex and common areas are available for a variety of recreational activities. The fitness Center is located in Southy Hall. Other college facilities, such as Launer Auditorium, the Jane Roman Dance Studio, classrooms, Dulany Hall and space in the Student Commons are available upon approval to any officially recognized student organization for meetings and programs. Reservations are made on a first-come, first-served basis. More information is available in the Student Activities Office.

Recreational areas within the immediate region include Cosmo Park, Peace Park, Pinnacles Park, Arrow Rock and Rock Bridge Memorial State Park. The Lake of the Ozarks, a major tourist area, is sixty miles south of Columbia. St. Louis and Kansas City are each 125 miles from Columbia on Interstate 70.

RELIGIOUS & SPIRITUAL EXPRESSION

Opportunities abound in Columbia for religious expression, cultural appreciation, spiritual exploration and faith development. The Columbia College Chapel is open to all students, faculty and staff for prayer and meditation. Programs on campus include spiritual events, studies of religious issues, and opportunities for discussion with others through affiliated clubs and organizations. Information is available in the Student Affairs Office.

Columbia College respects the right of all persons to practice their faith according to the recognized tenets of their religion. Should religious observance require absence from regularly scheduled activities, individuals are responsible for notifying supervisors/instructors prior to the absence and making appropriate arrangements.

SPORTS INFORMATION, SOUTHY, 875-7454

The assistant director of athletics/media relations and compliance distributes press releases, media guides, schedules, statistics and general information on the athletic teams.

Tickets:

Tickets for men's basketball games are \$7 for adults and \$5 for all students (K-college). Tickets for Cougar soccer, women's basketball, softball and volleyball games are \$5 for adults and \$3 for all students.

Tickets may be purchased at the event. (Ticket prices subject to change without notice).

There is no admission charge for students who show their Columbia College ID at home games. Questions about tickets? Please contact Kim at kak-liegel1@ccis.edu

STUDENT ACTIVITIES AND LEADERSHIP, AHSC 215, 875-7403

The office of Student Engagement and Leadership Development is a student-centered department dedicated to leadership and involvement opportunities that enhance personal, interpersonal and organizational development. The director of Student Engagement and Leadership oversees all registered student organizations. To get involved on campus or to see a list of student organizations open to Evening Students visit <http://web.ccis.edu/en/Offices/CampusLife/StudentActivities.aspx>.

STUDENT ACTIVITIES COMMISSION (SAC)

SaC provides entertaining and exciting social opportunities, both on and off-campus, for the students at Columbia College. All events hosted by SaC are FREE! Check your e-mail and the bulletin boards on campus to find out more about times, events and locations for these events.

STUDENT HEALTH SERVICES, AHSC 206, 875-7432

Student Health Services is staffed by a certified family nurse practitioner. Consultations and referrals to health care providers and community resources also are available.

STUDENT LAPTOP LOAN AGREEMENT Stafford Library, 875-7381

Columbia College has ten laptop computers available for loan to currently enrolled students, be they enrolled in Day Campus, Evening Campus, Online Campus, or Graduate courses.

Guidelines: By signing the attached form, borrower states that he/she understands the rules of the agreement and consents to abide by the guidelines contained herein.

1. Borrower must be a currently enrolled Columbia College student in good status with no liens on his or her account in order to borrow a laptop computer.
2. Reservations are accepted only when the available supply of laptops is not depleted. Laptops may be reserved by telephone up to one hour in advance. The reserved laptop will be held for one hour at which time the reser-

vation will become void.

3. Borrower must provide proper identification (Student I.D.) and adequate contact information at time of check-out.
4. Laptops may be held by borrower for up to four hours, unless laptop is borrowed within four hours of close. Should laptop be checked-out within four hours of close, the following schedule must be followed:
Sunday through Thursday – If laptop is borrowed at or later than 8:00 P.M., laptop must be returned same day no later than 11:30 P.M. **Friday and Saturday** – If laptop is borrowed at or no later than 1:00 P.M., laptop must be returned same day no later than 4:30 P.M.
5. Those wishing to renew borrowing time of laptop may do so only during times of light usage. Renewals must be done in-person in the Technology Services Computing Lab. New forms must be completed at time of renewal.
6. A borrower who does not return the laptop by the appropriate time will have laptop privileges revoked on the following scale:
 - Two hours to twenty-three hours after designated return time: laptop privileges revoked for four weeks.
 - Twenty-four hours to forty-eight hours after designated return time: laptop privileges revoked for eight weeks.
 - Beyond forty-eight hours after designated return time: laptop privileges revoked completely; laptop will be considered as stolen and the proper authorities will be contacted.
7. Borrower understands that all printed documents originating from the laptop will be held in the Student Computing Lab until close of business that day. Printed documents not collected will be discarded.
8. At time of check-out, laptop will be comprehensively tested to ensure all components are in proper working order. The cost of replacement parts for any damage caused to laptop during its time of check-out (outside of normal wear and tear) will be the responsibility of the borrower. This includes damage to hardware as well as missing and stolen parts.
9. Borrower is financially responsible for lost or stolen laptops, therefore it is advisable that students do not leave a laptop unattended and do not entrust ownership to another individual.
10. Laptops are not to be removed from the Columbia College campus. If a laptop is removed from campus and an emergency situation arises disabling the borrower to return said laptop, no allowances will be made.

11. All documents saved on laptop hard drive will be deleted immediately at time of return.
12. Laptops must be turned in to a Lab assistant in the Student Computing Lab. For the borrower's own protection, he or she must initial the Student Loan agreement at the time of check-in.

STUDY ABROAD PROGRAMS, STC 207, 875-7625

Students are encouraged to explore options to study outside the United States. The college is a member of the Missouri Study Abroad Intercollegiate Consortium (MOSAIC) and Central College (IA) study abroad consortium. Dr. Brian Kessel, study abroad advisor, counsels students about the availability, value and academic appropriateness of these programs. Students interested in obtaining more information about short-term, semester or internship abroad programs should contact Dr. Kessel at 573-875-7625 or blkessel@ccis.edu

TECHNOLOGY SERVICES & SOLUTION CENTER, LAUNER LOWER LEVEL, 875-4357

The technology services office is responsible for academic and administrative computing needs and handles telephone service for residential students. The solutions center help desk supports the campus in computer and network use. It provides a single point of contact for questions concerning telephone service, e-mail, connecting computers to the campus network and problems with college-owned systems. See <http://web.ccis.edu/offices/technologyservices.aspx> for hours of operation.

TESTING SERVICES, 10TH STREET CENTER, 875-7485

The testing Center conducts a variety of tests such as the CLEP, DANTES, ACT Residual, English and Math Placement, CBase and testing for students with disabilities.

TRANSCRIPTS, 875-7505

The student records and transcripts office issues official Columbia College transcripts per written request from the student at registration and Financial Services. All requests must include the student's signature. The transcript fee is \$10.00 per copy (price subject to change).

VENDING MACHINES

To report lost money or vending machine problems, please visit the administrative services office in St. Clair 112.

HONOR SOCIETIES

Alpha Chi

missouri epsilon chapter of the national honor society for four-year colleges and universities. they select their members from junior and senior day students of good character who rank in the top 10 percent of their class based on cumulative GPA, have earned at least 24 credit hours at Columbia College and are enrolled for coursework at the time of eligibility.

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 a 3.0 cumulative GPA by a four-point scale where: A=4, B=3, C=2, D=1, F=0 and rank in the top 35 percent of their class in general scholarship). Members must be an officially declared sociology major or demonstrate a serious interest in sociology within an official program of the host institution, at least a junior (third year) by standards of the host institution, have maintained the equivalent of a 3.0 GPA in sociology courses taken at the host institution prior to initiation, and have completed at least four regular courses in sociology prior to initiation (exclusive of extension or courses graded pass/fail).

Alpha Lambda Delta

alpha Lambda Delta is a national scholastic society 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 20 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.

Alpha Phi Sigma

A national honor society for students in criminal justice administration and forensic science. members must rank in the top 35 percent 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 overall.

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 students who have a minimum GPA of 3.5 and at least 24 semester hours with Columbia College.

Kappa Delta Pi

A national education honor society with membership limited to the top 10 percent of undergraduate and

graduate education majors with the required cumulative GPA. The organization encourages excellence in scholarship, personal standards and teacher preparation. once elected to this society, membership is renewable for life.

Kappa Mu Epsilon

a national honor society in mathematics. membership is open to students who rank in the upper 35 percent of their class, 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.

Lambda Pi Eta

a national honor society for students in speech communication. eligibility for membership requires completion of 60 semester hours, a minimum cumulative GPA of 3.0, completed 12 semester hours in communication studies and have at least a 3.25 GPA for all communication studies courses.

Phi Alpha Theta

Phi Alpha Theta is a professional society, which promotes the study of history through 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.

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 10 semester hours of political science courses with a minimum GPA of 3.0 and rank in the upper third of their class.

Psi Chi

Psi Chi encourages, stimulates and maintains excellence in scholarship of the individual members in psychology and advances the science of psychology. Membership is open to day students majoring or minoring in psychology at Columbia College who have completed three semesters of college, nine semester hours of psychology, have a minimum GPA of 3.0 in their general studies and psychology courses.

SALUTE Veterans Honor Society

SaLUte is the first honor society established for student veterans and military in two-year and four-year institutions of higher education. one unique element of our honor society includes the four-tier system, which is designed to encourage student veterans to

improve their GPAs and advance to higher tier levels in the honor society during their academic careers.

e-mail: SaLUte @ccis.edu

Website: www.ccis.edu/military/salute.asp

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 GPA of 3.5 and at least 30 semester hours at Columbia College.

Sigma Tau Delta

Sigma tau Delta is an international english honor society. active membership is limited to english majors and minors, with a B or higher average in English classes (beyond composition), who rank in the highest 35 percent of their class in general scholarship and who have completed at least three semesters of college work. Associate membership is open to students with the requisite academic background who are not majoring or minoring in English.

Sigma Zeta

a national honor society primarily for science students. Membership is open to students who have earned at least 15 hours of science and mathematics courses with at least a 3.0 GPA and whose other grades are satisfactory.

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.

THE ETHER L. BRUCE MATH CENTER

The Ether L. Bruce math Center, located in 209 Missouri Hall, provides academic tutoring for students enrolled in 100- or 200-level mathematics 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-to-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://www.ccis.edu/departments/mathcenters.aspx>

TUTORING AND PEER 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 all 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.

To view the current tutoring schedule, please visit <http://www.ccis.edu/writingcenter/tutoring>.

ELIZABETH TOOMEY SEABROOK WRITING CENTER

The Elizabeth Toomey Seabrook Writing Center, located in 214 Missouri Hall, provides free educa-

tional support services to help students enrolled at Columbia College develop and maintain writing skills needed to meet established academic standards. These services are offered by appointment or walk-in 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 format:

- Writing skills improvement.
- Help with assignments and test preparation for English courses.
- Techniques for planning and writing research papers.
- Help with documentation of sources according to MLA and APA guidelines.

To view Writing Center hours or to use its helpful handouts go to <http://www.ccis.edu/writingcenter>.

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, e-mail, 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, journals and newspaper print titles, 80,000 e-books, 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 publication. Students are able to access the databases from off campus by 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.

LIBRARY HOURS:*

monday – t hursday 8:00 a.m. – 10:00 p.m.
 f riday 8:00 a.m. – 8:00 p.m.
 Saturday 9:00 a.m. – 5:00 p.m.
 Sunday 2:00 p.m. – 10:00 p.m.

*Hours subject to change during breaks and holiday.

Laptop Availability

Laptops can be checked out from the Stafford Library circulation desk to be used in the library only. Students must have their ID card and a loan agreement form must be signed to check out a laptop. Students using these laptops are responsible for damage to or theft of the computer. Laptops may not be reserved in advance.

TECHNOLOGY 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 - t hursday . . . 7:00 a.m. - 10:00 p.m.
 f riday 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 - t hursday . . . 8:00 a.m. - 7:00 p.m.
 f riday 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 e-mail 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 e-mail, 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 classrooms, 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.

Technology Services will provide this software free of charge.

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. e-mail and internet access is also provided.

Within the Buchanan open Lab is a multimedia 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.

ONLINE EDUCATION

ONLINE EDUCATION

Online education assists students in completing their educational goals in an environment that is conducive to teaching and active learning. This flexibility provides a viable alternative to students who have schedule constraints that don't allow them to attend traditional courses, students who do not have access to a campus location, or students who need specific courses not currently being offered at their campus.

Online courses are designed to be the equivalent of a traditional class taught in the classroom. They have the same course description and course objectives as traditional classroom courses. Online courses are usually taught by instructors who also teach the courses in the traditional classroom setting.

Any Columbia College student can take online courses. The students who receive advising and registration services from the online office are referred to as **remote students**.

If a student receives advising and other student service from any campus, the student is referred to as a **campus student**.

ACADEMICS

Web based online courses count for residency credit and financial aid applies for those who qualify.

Online courses are scheduled in eight-week sessions and follow the AHE Academic Calendar. See the academic policies, regulations and procedures section of the undergraduate catalog for a complete listing of academic policies, regulations and procedures.

Academic advising is available for online campus students from the online Campus advising staff. Academic advising is strongly encouraged but not required for remote students.

Campus students will receive academic advising at their campus. With all Columbia College students, the ultimate responsibility for understanding and meeting graduation requirements rests with the student.

Alpha Sigma Lambda

Alpha Sigma Lambda (ASL) is an adult honor society for those who attend and receive service solely from the Online Campus (remote students). The Chapter for the online Campus is Nu Lambda which means New Learning. ASL is a not-for-profit organization that has been in existence since 1946, providing a means of recognition for the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Students who attend a campus are not eligible for membership in the Nu Lambda Chapter.

Eligible students will be invited to join the Nu Lambda Chapter by the online Campus. The criteria for membership is completion of 24 hours of coursework with Columbia College, be in the highest 10% of the online Campus remote student population, and have a minimum 3.75 GPA. The student must also be degree seeking with Columbia College.

A one-time \$25.00 membership fee is due at the time the student joins the Nu Lambda Chapter. Because of the nature of our online students and the logistical impossibility of conducting local meetings, electing officers, etc., membership in the Nu Lambda Chapter is strictly honorary.

COURSE FORMAT

The online course format allows students to participate in the course anytime, anywhere there is computer access to the Internet. Each course website has a menu that includes a syllabus, discussion board, dropbox, quiz function and other features used at the instructor's discretion. The course software used to facilitate online learning is Desire 2 Learn.

The discussion board is the student's opportunity to interact with peers and the instructor. Students and instructors create a collaborative learning environment. Instructors operate in the tutorial mode while students reinforce each others' questions and comments with written responses. The discussion consists of topics created by the instructor. The students are able to view all responses by the instructor and fellow classmates. This facilitates a forum for active collaborative learning.

This active collaborative learning environment requires students to do more on their own than they may in a traditional classroom setting. Online students must be prepared to commit the same, or sometimes more, time and effort as they would in a conventional class. The result is a challenging and meaningful learning experience.

Course Schedules are prepared by the online Campus. Copies are available on the website at <http://www.ccis.edu/online/schedule>. Notification of canceled courses will be sent to the CougarMail accounts of students enrolled in the canceled course. Students who register for courses online will be emailed course & email access instructions along with the registration confirmation.

Day Students must obtain advisor and department chair approval to take an online course. Cost for day students is included in their day program tuition. Day students who take online courses as an overload pay the regular day program overload fee.

Dean's List: Online students are eligible for the Dean's list. The list is generated by the registration office. Certificates are sent by the associate Vice President and Dean for the Division of Adult Higher education.

Overload Policy: Six credit hours per eight-week session is considered full-time. This includes any combination of traditional classroom or online courses.

Campus students with at least a 3.0 cumulative grade point average (GPA) and a compelling reason may request an exception from their Campus Director to take 9 credit hours in a particular session. Remote students will request this exception from the Online Campus.

No student will be allowed to take more than nine credit hours in a session for any reason. There is no overload fee associated with this policy, unless the student is attending the day program.

Overrides: Online courses have a maximum class size. After a course is closed the campus staff may request an override through the Online Campus. The Online Campus will evaluate the student's situation and coordinate with the instructor to determine if an override is possible. Overrides are granted on a rare basis for students with special circumstances such as fulfilling a graduation requirement which is the last course needed for the degree.

Proctoring: Remote students taking courses that require proctored exams must submit the proctor information by the second week of the session to the instructor. The instructor has the right to approve or deny the proposed proctor. Acceptable proctors include Columbia College campus staff, ministers, public librarians, high school or college instructors, high school or college counseling services, commanding officers, education service officers, and corporate executive officers. Personal friends, family members or direct supervisors are not acceptable.

Reduced tuition programs such as audit, fee G and warranted degree program are not available for online courses.

Student issues with an online course should first be addressed with the instructor of that course, then with the Online Campus.

ADMISSIONS

Admissions Policy

Students can be admitted to the Online Campus upon presentation of any one of the following:

1. High school diploma

2. Evidence of successful completion of the General Educational Development Test (GED)
3. Evidence of satisfactory college work.

Potential students who lack a requirement for admission may be considered on an individual basis. Individuals so considered must give evidence that they can successfully meet the demands of Columbia College.

Students who have applied to the Day or Evening program and have been denied admission may apply to the Online Campus the same session. If a student wishes to attend a campus course, the student must apply to that campus to register for that course. Remote students who are admitted to the Online Campus cannot cross enroll in campus courses.

Non-Degree Seeking Students

Students who do not wish to become candidates for degrees at Columbia College, but who wish to register for online courses, may be admitted as non-degree students. Non-degree students will follow the same procedures and deadlines for admission and registration as degree seeking students. Non-degree seeking students are not eligible for financial aid at Columbia College.

Readmission

Students who wish to return to Columbia College after interrupting their attendance for one year or more must apply for re-admission. Official transcripts from colleges attended during their absence will be required for readmission. Students who reapply to the Online Campus must be in good academic and financial standing with Columbia College to become admitted without appeal. The Online Campus checks academic and financial status and notifies the student of the admission decision. There is no fee for re-admission.

Readmission After Suspension

Students may apply for re-admission to the Online Campus following a suspension of two 8-week sessions or one 16-week semester. To apply for readmission after suspension, students must:

1. Complete the online application for admission.
2. Write a letter to the Associate Vice President and Dean for the Division of adult higher education requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should re-admission be approved.
3. Reconcile any financial balance owed to Columbia College.
4. Request official transcripts from each college attended since leaving Columbia College.

5. Await the decision by the Associate Vice President and Dean for the Division of Adult Higher education.

Readmission After Dismissal

Students may apply for readmission to the Online Campus following a dismissal of three years. To apply for readmission after dismissal, students must:

1. Complete the online application for admission.
2. Write a letter to the Associate Vice President and Dean for the Division of adult higher education requesting consideration for re-admission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should re-admission be approved.
3. Reconcile any financial balance owed to Columbia College.
4. Request official transcripts from each college attended since leaving Columbia College.
5. Await the decision by the Associate Vice President and Dean for the Division of Adult Higher education.

Students who have been permanently dismissed from Columbia College may not apply for re-admission.

BOOKS

Books are required for all online courses. Students are strongly encouraged to purchase books from Missouri Book Service (MBS) prior to the start of the session. Campus bookstores do not stock books for online courses. To view the booklist, and/or order your books, call or visit MBS online at:

Telephone: 800-325-3252

Website: <http://direct.mbsbooks.com/columbia.htm>

If you are eligible for a book voucher, contact your campus location staff to obtain one. The campus staff will authorize the proper amount for charges.

DEGREES

The Online Campus is approved to offer all undergraduate degrees available at Columbia College. The degrees that have all coursework available online for degree completion include:

Associate in Arts (A.A.)

Associate in General Studies (A.G.S.)

Associate in Science (A.S.)

- Business Administration
- Computer Information Systems
- Criminal Justice Administration

- English
- Environmental Studies
- Fire Science Administration
- Human Services

Bachelor of General Studies (B.G.S)

Bachelor of Arts (B.A.) with majors in:

- American Studies
- Business Administration
 - accounting
 - finance
 - health Care management
 - human resource management
 - International Business management
 - Marketing
 - Sports management
- Criminal Justice Administration
- History
- Human Services
- Political Science
- Public Administration
- Psychology
- Sociology

Bachelor of Science (B.S.) with majors in:

- Business Administration
 - accounting
 - finance
 - health Care management
 - human resource management
 - International Business management
 - Marketing
 - Sports management
- Computer Information Systems
- Management Information Systems

As the academic year progresses, all coursework for additional degree programs may become available online. If a student can complete a degree program that is not listed above, but is listed as a degree offered by Columbia College, using a combination of campus coursework, online coursework and transfer credit, the student may be awarded that degree.

FINANCIAL POLICIES

Standard Payment Policy

When a remote student is accepted for admission to the online Campus, the student, parents or guardians accept the standard payment policy of Columbia College. Remote students incur financial liability when they complete an official Columbia College registration form online. Liability is not dependent upon a remote student receiving a billing statement.

educational expenses may include tuition, textbooks, and miscellaneous fees related to the course(s). The personal payment portion of the student's educational expenses (educational expenses less financial aid or assistance award) is due in full at the time of registration. (See the Financial Aid and Scholarship section of the undergraduate catalog for detailed information).

If full payment is not possible, remote students are allowed to request a deferred payment plan. The arrangement requires payment of one half of the personal payment portion at the time of registration with the remaining portion due by end of the session for which the student is registering. The student must have a zero balance when registering for a subsequent session even if the student is under a deferred payment plan from the previous session. The remote student commits to this when he or she checks the box signifying agreement to the deferred payment plan on the online registration form. Deferred payment plans are valid for only one session and must be requested for each individual session.

1. Employer Tuition Assistance:

Students who receive employer tuition assistance may have the costs of educational expenses paid their employer through direct billing or through reimbursement. Students should check with their employer to determine which plan is appropriate for them.

a. **Direct Billing:** A student whose employer offers direct payment to the college must ensure that the college receives a letter from the employer which authorizes and describes conditions of such an arrangement. The letter must be on file with the online Campus and the college's accounting office.

b. **Reimbursement:** a student attending under the employer reimbursement is required to follow the college's standard payment policy and then receive reimbursement following the guidelines of the established employer.

Under either form of tuition assistance, students are responsible for any portion of their educational expenses that are not paid by their employers. Students whose employers have contingencies on their payment (such as attaining a certain grade) are required to pay as if they did not have employer tuition assistance and will be reimbursed after the employer makes payment.

2. Military Tuition Assistance (MTA):

Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any tuition or miscellaneous fees not paid by the military and are required to follow the standard payment policy for their portion of educational fees. Students may not register for a subsequent session if in arrears for payment of their personal share of fees for courses taken during the previous session. It is imperative that military students contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.

3. Veterans Educational Assistance:

An individual who is currently serving or has served in our nation's armed forces may be eligible for educational assistance from the Veterans Administration (VA). It is imperative that VA eligible students complete paperwork required to establish Va eligibility. Va students must present evidence of eligibility at the time of registration. The Va pays benefits directly to eligible individuals. Students are personally responsible for payment of their educational fees and are required to follow the standard payment policy of the college.

Failure to Pay

Students are financially responsible for the payment of tuition, textbooks, lab fees and all miscellaneous fees that may be associated with courses for which they are enrolled. When a student fails to settle this responsibility, Columbia College may bar a student from enrollment in any course(s) in any subsequent session. The bar to enrollment will continue until the account has been paid in full.

The personal payment portion of all students' accounts that remain unpaid after the end of the session may be assessed a 1% finance charge at the end of each month until the account is paid in full.

Failure to comply with the payment policies of the college will result in further collection activity by an outside collection agency or attorney. When this action occurs, students are responsible for paying all collection expenses which can, in some cases, exceed 50% of the balance owed. Although every effort is made to contact a student prior to submission to a collection agency, Columbia College reserves the right to submit a student's account for collection when the student fails to remit the personal payment portion of their account balance.

Degrees, transcripts and letters of honorable separation are withheld from students who have not settled their financial obligations to the college. This includes all collection fees, attorney fees, and court costs when applicable.

FINANCIAL AID

Students who are admitted to the Online Campus and are interested in financial aid should see the financial aid section of the undergraduate catalog. Students should skip step one in the application process when applying for financial aid. Remote students are eligible for two of the scholarships listed in the financial aid section. They are the two-in-family grant and the associate Degree transfer grant.

REGISTRATION

Students may register for online courses beginning Monday of the sixth week of the prior session. Remote students admitted to the online campus may register using the online form. All other students must register at the campus where they are admitted. The Online Campus office will process the enrollment upon the student's completion of financial obligation, and registration confirmation will be emailed to the student.

Add/Drop/Withdrawal Policies

General: Once enrolled in a class, a student is considered a member of that class until he or she officially drops or withdraws in accordance with institutional policy. An official drop or withdrawal takes place only when a student has submitted the Add/Drop/Withdrawal form to accomplish the drop or withdrawal. A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to withdraw from class does not constitute official drop or withdrawal.

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete the appropriate online form. Confirmation of receipt is the responsibility of the student. Should unusual circumstances prevent a student from completing an online form, the student should contact the Online Campus immediately. The Online Campus reserves the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal process online.

Add/drop/withdrawal periods begin the date the session starts. When a student stops attending class and does not submit the Add/drop/withdrawal form or paperwork as required, a grade of "F" will be awarded unless an exception is made by the faculty member.

1. **Add Period:** a student may add a course during the first week through close of business Wednesday provided the course does not constitute an academic overload. Students should request their books be shipped quickly as in overnight or two-day. Students should also understand that online classes start the day the session begins, and as the first

week progresses, chances of student success decrease considerably.

2. **Drop During First Week of Session:** a student may drop a course(s) during the first week through close of business Monday the second week of the session for any reason. No academic or financial liability will be issued provided a drop form is received by close of business on Monday of the second week of the session and confirmation of the drop is sent to the student.

3. **Withdrawal During Second through Sixth Week of Session:** A student may withdraw from a course(s) from Tuesday of the second week of the session through Friday of the sixth week of the session. No punitive grade will be issued provided Online Campus receives an online withdrawal form and confirmation of withdrawal is sent to the student. Financial liability is not reduced when a student withdraws from a course.

Students who receive any form of Federal Title IV assistance, and who withdraw may be required by federal regulations to return some, or all of the federal aid received. This includes the Federal Pell and SEOG grants, and the Federal Perkins, Stafford and PLUS loans. See the Financial Aid portion of the Undergraduate Catalog for additional information.

4. **Withdrawal During the Last Two Weeks of the Session:** After the sixth week of the course, a student will not be allowed to withdraw without extraordinary circumstances. In such cases, a "withdrawal excused" must be requested. See number 5 for criteria. A student may also request a grade of W (withdrawal) from their instructor; however, the request does not guarantee that the student will receive the W.

5. **Withdrawal Excused:** a student may request a withdrawal excused (WE) at any time during a session. The student must submit an online Withdrawal form and choose the excused option. The student must have extraordinary circumstances to be considered for a WE, and all classes the student is currently enrolled in must be included in the request. Remote students must provide substantiating documentation of the extraordinary circumstances to the Director of the Online Campus. Campus students must provide substantiating documentation to the Director of the Online Campus via their campus Director. This form must be accompanied by a letter or email from the student explaining the circumstances in detail surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request, i.e. a letter from a physician, military orders, etc. Students should be aware that a refund is not automatic; rather, requests for financial consideration are sub-

ject to review and approval on a case by case basis.

Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevents continued attendance in all classes. examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the terms, location and/or conditions of employment, call to active military duty or extended periods of t DY, etc. mere inconvenience, discomfort with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some or all of the federal financial assistance received for that term. t he College follows the federal guidelines concerning return of t itle IV funds and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.

online courses are not available under the Coop Plans with the University of Missouri or Stephens College (both of Columbia, MO).

TUITION REFUNDS

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete the appropriate online form to cancel a course enrollment. Confirmation of receipt is the responsibility of the student. Should circumstances prevent the student from completing the appropriate online form, the student should contact the online Campus office for special arrangements to cancel the enrollment. t he online Campus staff reserves the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal in person. The add/drop period begins the same day/date that the session starts.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. f or more information, please refer to the f inancial aid section of the Undergraduate Catalog.

1. **Full Refund:** a student is entitled to full reduction of tuition and course charges (excluding the admission fee, textbooks, and other academic resource materials) when s/he drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session.

2. **Partial Refund:** During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition and course charges (excluding the admission fee, lab fees, textbooks, and other academic resource materials) when she/he withdraws from a course(s) due to extraordinary circumstances. extraordinary circumstances are narrowly interpreted to mean the development of unexpected circumstances beyond a student's control that prevents continued attendance in all classes. examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the terms, location and/or conditions of employment, call to active military duty or t DY etc. Mere inconvenience, discomfort with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances.

t o be considered for a partial refund, a student must submit a complete withdrawal form. This form must be accompanied by a letter or email from the student to the online Campus office explaining the circumstances surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request, i.e. a letter from a physician, military orders, etc. Student should be aware that a refund is not automatic; rather, requests for financial consideration are subject to review and approval on a case by case basis.

3. **No Refund:** No refund will be granted to a student who voluntarily or involuntarily (administratively) withdraws from a course(s) during the second through the eighth week of the session, unless extraordinary circumstances apply (refer to partial refund listed above).

4. **Refund Requests:** Credit on a remote student account that results from the transfer of financial aid does not require a request for refund. t hese credit balances will be automatically refunded. Credit balances due to overpayment or a change in enrollment status require the student to complete and submit an online refund request form. The form will be routed to the accounting office and inform the staff that the student wants to have a refund rather than have the credit apply to a future balance.

ADDITIONAL INFORMATION

r emote students should see the academic calendar at the beginning of the undergraduate catalog for important dates.

all aspects of the section of the undergraduate catalog titled **Academics, Policies, Regulations and Procedures** apply to remote students with the exception of academic advisor, audit, changes in

registration, directed study, final examination policy, international students, internships, overload, registration policies and withdrawal. The exceptions apply only to full day students.

The section of the undergraduate catalog listing **course descriptions** is accurate for online courses. For more information about specific online offerings, visit the website at <http://www.ccis.edu/online/schedule>.

The section of the undergraduate catalog listing **Academic Programs** applies to online degree offerings.

The sections in the undergraduate catalog that do not apply to remote Students include **Academic Honors, Special Academics Programs & Facilities, Admissions, Fees, and Campus Life**.

ACADEMIC PROGRAMS

DEGREES, MAJORS, MINORS AND CERTIFICATES OFFERED

ASSOCIATE IN ARTS (A.A.)

ASSOCIATE IN GENERAL STUDIES (A.G.S.)

ASSOCIATE IN SCIENCE (A.S.) 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
 Biology
 Business Administration
 Majors:
 accounting
 finance
 healthcare management*
 human resource management
 International Business management
 Marketing
 Public Relations and Advertising*
 Sports management

Chemistry*
 Communication Studies*
 Criminal Justice Administration
 Certificate: Crime Scene Investigation*
 english
 history
 human Services
 Psychology
 Public Administration*
 Sociology

BACHELOR OF GENERAL STUDIES (B.G.S.)

BACHELOR OF GENERAL STUDIES FOR ELEMENTARY EDUCATION CERTIFICATION

BACHELOR OF SCIENCE (B.S.) with majors in:

Biology
 Business Administration
 Majors:
 accounting
 finance
 healthcare management*
 human resource management
 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)

* May or will require enrollment in Day Campus courses.

ACADEMIC DEPARTMENTS OF THE COLLEGE

Academic instruction is offered by faculty in ten academic departments:

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 officially declare a major during the session 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 **30 additional** semester hours within the last thirty-six hours in residence beyond the requirements for the first degree, for a total of 150 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 graduation fees.

After 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 30 additional hours in residence for a subsequent degree.

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.

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/SOCI 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

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.

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

COMPUTER SCIENCE: (20-21 semester hours)

A. Required Courses (14-15 hours):

CISS 240	Introduction to Programming <u>or</u>	4 hrs
CISS 241	Programming I <u>and</u>	3 hrs
CISS 242	Programming II	3 hrs
CISS 245	Advanced Programming <u>or</u>	4 hrs
CISS 243	Programming III	3 hrs
CISS 350	advanced algorithms and Data Structures	3 hrs
math 225	Discrete mathematics I	3 hrs

B. Electives (6 hours):

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

CRIMINAL JUSTICE ADMINISTRATION: CJaD

101 Introduction to Criminal Justice administration; CJAD 405 Laws of Criminal Evidence or CJaD 406 expert and Scientific evidence or CJAD 415 Criminal Procedures; and twelve additional hours of courses with a CJAD field code.

CRIMINOLOGY (18 semester hours):

Required Courses

So CI 111	General Sociology	3 hrs
SOCI 216	American Social Problems	3 hrs
So CI 218	Social Deviance	3 hrs
So CI 321	Criminology	3 hrs
So CI 331	Juvenile Delinquency	3 hrs
SOCI/HUMS 365	American Social Policy	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 in 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; en GL 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 macOS 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 teacher

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 en VS 272 or en VS 320 or Geo L 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 en GL 111 english Composition I and below. Six semester hours must be 300- or 400-level en GL 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
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
Blo L 342 Genetics	3 hrs
Blo L 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
en VS 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
en GL 331 ethical Issues in Literature	3 hrs
hnr S 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
So CI 460 Classical Social theory	3 hrs
So CI 470 Contemporary Social theory	3 hrs

FINANCE: aCCt 280 accounting I and aCCt 281 accounting II, f In C 350 Business finance, and 9 additional semester hours of courses with a f In C field code or aCCt 280, aCCt 281, aCCt 386 managerial and Cost accounting, f In C 350 Business finance, and 6 additional semester hours of courses with a FINC field code.

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
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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
So CI 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
So CI 214 Family	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
en GL 331 ethical Issues in Literature	3 hrs

PHIL 201 Introduction to Western Philosophy	3 hrs
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POSC 440 Constitutional Law	3 hrs
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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.

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

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.

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

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
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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
So CI 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

BUSINESS ADMINISTRATION CERTIFICATES

General requirements for all certificates:

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

Human Resource Management Certificate**Required courses:**

MGMT 330 Principles of Management
mGmt 361 Human Resource Management (MGMT 150)
MGMT 364 Workforce Planning & Development (MGMT 361)
mGmt 365 Compensation & Benefit Systems (MGMT 361)
mGmt 375 Labor Relations (MGMT 361)
mGmt 461 Human Resource Development (MGMT 361)

Marketing Management Certificate**Required courses:**

MKTG 310 Principles of Marketing
MKTG 331 Consumer Behavior (MKTG 310)
MKTG 335 Advertising & Sales Promotion (MKTG 310)

MKTG 360 E-marketing (CISS 170 & MKTG 310)

* MKTG 410 Global Marketing (MKTG 310)

MKTG 478 Marketing Management (MKTG 310)

Management Certificate**Required Courses: (12 hours):**

mGmt 254 Business Communication (ENGL112)

MGMT 330 Principles of Management

MGMT 360 Organizational Theory (MGMT 330) **or**

MGMT 362 Organizational Behavior (MGMT330 or PSYC 101)

mGmt 368 Business Ethics (MGMT 330)

Electives (Select any 2 courses below for 6 hours)

mGmt 339 Cross-cultural management (MGMT 330)

mGmt 341 Small Business management (MGMT 330)

mGmt 361 Human Resource Management (MGMT 150)

MGMT 363 Production & Operations Management (MGMT 330)

MGMT 375 Labor Relations (MGMT 361)

PSYC 336 Industrial / Organizational Psychology (PSYC 101)

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.**

Students pursuing a baccalaureate degree must:

1. complete all basic studies courses in the first 60 hours; and
2. be continuously enrolled in an English composition or math course until EN GL 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
EN GL 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

12-14 hrs.

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

- ar t S 105 art appreciation
 ar t S 111 art and Ideas I
 ar t S 112 art and Ideas II
 Co mm 203 Understanding human Communication
 Comm 224 film history and analysis
 en GL 123 Introduction to mythology and Folklore
 en GL 210 Introduction to fiction
 ENGL 211 Introduction to Poetry
 en GL 212 Introduction to Drama
 en GL 231 english Literature I
 en GL 232 english Literature II
 en GL 241 american Literature I
 en GL 242 american Literature II
 en GL 263 World Literature I
 en GL 264 World Literature II
 mUSI 122 music appreciation
 PHIL 201 Introduction to Western Philosophy
 PHIL/RELI 202 Introduction to eastern Philosophies and Religions
 PHIL 210 Logic and Critical Thinking
 r eLI 101 religion and human experience

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
 Blo L 108 human Biology
 Blo L 108L human Biology Laboratory
 BIOL 110 Principles of Biology I
 BIOL 110L Principles of Biology I Laboratory
 Blo L 115 Introduction to environmental Science
 Blo L 115L Introduction to environmental Science Laboratory
 CHEM 108 Physical Science Survey
 CHEM 108L Physical Science Survey Laboratory
 Chem 109 Chemistry for Biological and health-related Sciences
 Chem 110 Chemistry I
 Chem 111L Introductory Chemistry Laboratory experience
 en VS 115 Introduction to environmental Science

- en VS 115L Introduction to environmental Science Laboratory
 GEOL 110 Introduction to Physical Geology
 GEOL 110L Introduction to Physical Geology Laboratory
 math 201 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)
 math 250 Statistics I
 PHYS 108 Physical Science Survey
 PHYS 108L Physical Science Survey Laboratory
 PHYS 111 College Physics I
 PHYS 111L Physics I Laboratory

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
 Geo G 101 Introduction to Geography
 POSC 111 American National Government
 POSC 292 International Relations
 PSYC 101 General Psychology
 So CI 111 General Sociology
 So CI 112 General anthropology
 So CI 210 the Sociology of Gender
 So CI 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 ²

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.

1. complete all basic studies courses in the first 60 hours;¹ and
2. be continuously enrolled in an english composition or math course until en GL 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

Co mm 110 Introduction to Speech

en GL 112 english Composition II

math 150 College algebra **or**

math 170 finite mathematics **or**

MATH 180 Precalculus **or**

math 201 Calculus & analytical 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.

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

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

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

Blo L 108 human Biology

Blo L 108L human Biology Laboratory

BIOL 110 Principles of Biology I

BIOL 110L Principles of Biology I Laboratory (2)

CHEM 108 Physical Science Survey

CHEM108L 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)

en VS 115 Introduction to environmental Science

en VS 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 and MATH 226 (taken as a pair)

math 250 Statistics I

PHYS 108 Physical Science Survey

PHYS 108L Physical Science Survey Laboratory (2)

PHYS 111 College Physics I

PHYS 111L 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, Geo G, POSC, PSYC, SOCI.

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****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:

en GL 331 ethical Issues in 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 Bea Con 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)

ar t S 105	art appreciation
ar t S 111	art and Ideas I
ar t S 112	art and Ideas II

Astronomy (ASTR)

aStr 108	Introduction to astronomy
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Biology (BIOL)

Blo L 108	human Biology
Blo L 108L	human Biology Laboratory (when taken with or following BIOL 108)
BIOL 110	Principles of Biology I
BIOL 110L	Principles of Biology I Laboratory (when taken with or following BIOL 110)
Blo L 115	Introduction to environmental Science
Blo L 115L	Introduction to environmental

Science Laboratory (when taken with or following BIOL 115)

Laboratory (when taken with or following GEOL 110)

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 for Mac users
CISS 176	Introduction to Computer Science

Economics (ECON)

eCon 293	macroeconomics
eCon 294	microeconomics

English (ENGL)

en GL 112	english Composition II
en GL 123	Introduction to mythology and Folklore
en GL 210	Introduction to fiction
en GL 211	Introduction to Poetry
en GL 212	Introduction to Drama
en GL 231	english Literature I
en GL 232	english Literature II
en GL 241	american Literature I
en GL 242	american Literature II
en GL 263	World Literature I
en GL 264	World Literature II

Environmental Studies (ENVS)

en VS 115	Introduction to environmental Science
en VS 115L	Introduction to environmental Science Laboratory (when taken with or following ENVS 115)

Geography (GEOG)

Geo G 101	Introduction to Geography
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Geology (GEOL)

GEOL 110	Introduction to Physical Geology
GEOL 110L	Introduction to Physical Geology

History (HIST)

h Ist 101	Western Civilization I
h Ist 102	Western Civilization II
h Ist 111	World history to 1500
h Ist 112	World history Since 1500
h Ist 121	american history to 1877
h Ist 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
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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 with or following 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
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Religious Studies (RELI)

re LI 101	religion and human experience
re LI 202	Introduction to eastern Philosophies and Religions

Sociology (SOCL)

So Cl 111	General Sociology
So Cl 112	General anthropology
So Cl 210	the Sociology of Gender
So Cl 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
ar t S 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
en GL 123	Introduction to mythology and Folklore
en GL 263	World Literature I
en GL 264	World Literature II
en GL 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
re LI 101	r eligion and human experience
re LI 201	r eligious Classic t exts
RELI/PHIL 202	Introduction to Eastern Philosophies and Religions
So CI 111	General Sociology
SOCI/ANTH 112	General Anthropology
SOCI/ANTH 270	Minority Cultures and r elations
SOCI/WMST/ANTH 336	Global Perspectives on Women and Development
SOCI/ANTH 412	Slavery and Human Trafficking

FOREIGN LANGUAGE REQUIREMENT

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

To obtain an associate or baccalaureate degree from Columbia College, a student must complete ENGL 112 English Composition II with a grade of C or higher. ENGL 111 English Composition I with a grade of C or higher, or an acceptable equivalent must be completed as a prerequisite before the student may take ANGL 112. These courses must be completed during the first 60 hours of course work at Columbia College. 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. **Ideally, these courses should be completed as soon as possible in a student's career since they prepare the student more fully for the written performance requirements found in most college courses.** CLEP credit is accepted as meeting ENGL 111 English Composition II may not be met with CLEP credit. An English Placement Examination is administered to determine student placement in English courses. Students with no transfer credit in English will be placed in the appropriate composition course according to the CC English Placement Test, their ACT English Subtest Scores or equivalent SAT Scores.

<u>ACT English Score</u>	<u>Placement Level</u>
1 - 17	en GL 107 Developmental English Composition
18 - 29	en GL 111 English Composition I
30 - 36	en GL 112 English Composition II
<u>SAT Writing Score</u>	
200 - 440	en GL 107 Developmental English Composition
450 - 660	en GL 111 English Composition I
670 - 800	en GL 112 English Composition II

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.

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 – students must complete 30 semester hours with Columbia College.
8. fulfilled all requirements for a culminating experience specified for the major;
9. satisfied all financial obligations; and
10. applied for graduation via CougarTrack 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. Evening, Nationwide and Online students may meet this requirement by success-

fully completing six semester hours of Culture and Society sequence. See page 14 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.

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 16. 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 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

en GL 241 American Literature I 3 hrs

en GL 242 American Literature II 3 hrs

h ISt 121 American History to 1877 3 hrs

h ISt 122 American History Since 1877 3 hrs

h ISt 294 Introduction to Historian's Craft **or**

POSC/PADM 395 Political Science and Public Administration Research methods **or**

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

SOCI/PSYC 325 Quantitative Research methods **or**

SOCI/ANTH/PSYC 327 Qualitative Research methods

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 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 13-19 sem. hrs

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

120 sem. hrs

BIOLOGY

Department: 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 Strodman, 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.

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 Ethics
or PHIL 330 Ethics

B. Foreign Language Requirement 6 sem. hrs

C. Multicultural Requirement 3 sem. hrs

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

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
Blo L 342	Genetics	3 hrs
Blo L 342L	Genetics Laboratory	2 hrs
Blo L 395	Research Design in the Sciences	3 hrs
Blo L 490	Senior Seminar	1 hr
Chem 109	Chemistry for Biological and Health-related Sciences <u>and</u>	3 hrs

Chem 111L	Introductory Chemistry Laboratory experience <u>or</u>	2 hrs
Chem 110	Chemistry I <u>and</u>	3 hrs
Chem 111L	Introductory Chemistry Laboratory experience <u>and</u>	2 hrs
Chem 112	Chemistry II <u>and</u>	3 hrs
Chem 112L	Chemistry II Laboratory	2 hrs

E. Biology Electives 21 sem. hrs

(All courses must be completed with a grade of C or higher.) Twenty-one semester hours of courses with a Blo L 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 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 Ethics
or 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
Blo L 342	Genetics	3 hrs
Blo L 342L	Genetics Laboratory	2 hrs
Blo L 395	Research Design in the Sciences	3 hrs
Blo L 420	Biochemistry I	3 hrs

Blo L	420L	Biochemistry Laboratory	2 hrs
Blo L	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 Blo L 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
Kelley Frink
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
International Business Management
Marketing**

**Public Relations and Advertising
Sports Management**

**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.

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

A. General Education 38-41 sem. hrs

Requirements

ethics Course requirement:

mGmt 368	Business ethics	<u>or</u>	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. 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
f In C 350	Business finance		3 hrs
math 250	Statistics I <u>or</u>		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

E. Major Requirements 18 sem. hrs (Optional)**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	<u>or</u>	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
f In C 350	Business finance		3 hrs
math 250	Statistics I <u>or</u>		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

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
f In C 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.)

f In C 354	Investments	3 hrs
FINC 395	Financial Markets and Institutions	3 hrs
f In C 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
f In C 396	Corporate finance	3 hrs
FINC 397	Principles of Real Estate	3 hrs
f In C 410	Sports finance	3 hrs
f In C 433	topics	3 hrs
f In C 495	International finance	3 hrs
f In C 496	financial management	3 hrs
f In C 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.

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

Co mm 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
f In C 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
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 or	3 hrs
MKTG 433	SIFE	3 hrs
MKTG 410	Global Marketing	3 hrs
MKTG 480	Sports and event Marketing	3 hrs

COMPUTER INFORMATION SYSTEMS/SCIENCE

Department: Computer and Mathematical Sciences

Chair: Suzanne Tourville, 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. 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.

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

A. General Education 38-41 sem. hrs Requirements

Ethics Course Requirement: 3 hrs
 mGmt 368 Business ethics or
 PHIL 330 Ethics

B. Multicultural Requirement 3 sem. hrs

Courses that meet this requirement can be found in the section on multicultural requirements. 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.)

Major Area Core I

Complete one of the two following options with a minimum grade of C.

- CISS 240 Introduction to Programming or 4 hrs
- CISS 241 Programming I **and** 3 hrs
- CISS 242 Programming II 3 hrs

Major Area Core II

Complete the following requirements with a minimum grade of C.

- CISS 245 advanced Programming or 4 hrs
- (if you completed CISS 241 & 242)
- CISS 243 Programming III 3 hrs
- CISS 285 Structured Systems analysis & Design or 3 hrs
- CISS 280 System analysis & Design I 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
- f In C 350 Business finance 3 hrs
- math 250 Statistics I 3 hrs

D. Computer Information Systems 18 sem. hrs Electives

Eighteen hours selected from the following courses:

- CISS 145 Intro to Python Programming or
- CISS 234 Visual Basic or 3 hrs
- CISS 236 COBOL Programming or
- CISS 238 Java Programming
- CISS 355 Directed Study 3 hrs
- CISS 370 Operating Systems or 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 or 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 40.

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.)

Major Area Core I

Complete one of the two following options with a minimum grade of C.

CISS 240	Introduction to Programming or	4 hrs
CISS 241	Programming I and	3 hrs
CISS 242	Programming II	3 hrs

Major Area Core II

Complete the following requirements with a minimum grade of C.

CISS 245	advanced Programming or	4 hrs
(if you completed CISS 241 & 242)		
CISS 243	Programming III	3 hrs
CISS 285	Structured Systems analysis & Design or	3 hrs
CISS 280	System analysis & Design I	3 hrs
CISS 350	advanced algorithms and Data Structures or	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 or	3 hrs
CISS 236	COBOL Programming or	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 in appropriate section.

ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS

See degree requirements in appropriate section.

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.

in Criminal Justice or
 PHIL 330 Ethics

- 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.

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

B. Foreign Language Requirement 6 sem. hrs

C. Multicultural Requirement 3 sem. hrs
 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 r esearch or 3 hrs
- PADM/POSC 395 Political Science and Public Administration r esearch methods or
- CJaD 425 Legal r esearch & Writing or
- PSYC/SOCI/ANTH 327 Qualitative r esearch methods
- POSC 340 Judicial Process 3 hrs
- So CI 321 Criminology or 3 hrs
- So CI 331 Juvenile Delinquency

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

t hree semester hours must be Criminal Justice electives. t he remaining 3 hours must be from one of the following: Sociology, Politcal Science, Psychology or Human Services.

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

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

120 sem. hrs

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

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 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

So CI 321 Criminology or 3 hrs

So CI 331 Juvenile Delinquency

D. Behavioral and Social Sciences Electives 9 sem. hrs

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

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

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

120 sem. hrs

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

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

See degree requirements, page 74.

PARTNERS IN LAW ENFORCEMENT PROGRAM

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

Core Equivalencies 9 sem. hrs

CJAD 301 Criminal Law 3 hrs

CJAD 311 Police in a Democratic Society 3 hrs

CJAD 415 Criminal Procedures 3 hrs

Criminal Justice lower-level electives 9 sem. hrs

General electives 6 sem. hrs

The equivalency policy is effective based on the following provisions:

1. Basic law enforcement academies must be a minimum of 400 hours in length and must have been completed within the five years prior to applying for equivalencies.

2. Students who complete a basic law enforcement academy of 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 com-

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

Core Equivalencies			6 sem. hrs
CJaD 320	Cultural Diversity in Criminal Justice		3 hrs
CJaD 345	ethics and morality in Criminal Justice		3 hrs
Criminal Justice lower-level electives			9 sem. hrs
General electives			9 sem. hrs

The equivalency policy is based on the following provisions:

1. The academy must be one of basic corrections and required for employment by the respective state in question and must have been completed within five years prior to applying for equivalencies.
2. Students who complete a basic corrections academy consisting of 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

Department: Education

Chairperson: Karen Weston, Ph.D.

Full-Time Faculty: Linda Bradley
Paul Hanna, Ph.D.
T. Curtis Maso, Ph.D.
Kristina Miller, Ph.D.
Teresa VanDover, Ph.D.

Karen Weston, Ph.D.

Program/Degrees: Bachelor of General Studies
for Elementary Education
Certification

Master of Arts in Teaching

Program

Teacher Certification

Minors:

Education, General

Art Education, K-12

Certification

Elementary Education

Certification

Middle Level Education

Certification

Secondary Education

Certification

Culminating Experiences:

Submission of a passing score on the appropriate PRAXIS II Examination constitutes the culminating experience for the Professional Pre-Service Education Program. Students must successfully complete the Program Goals Portfolio Assessment (including the Exit Interview) and the Student Teaching Experience to be recommended for certification. (See page 34 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).

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

Elementary (1-6)

Middle Level (5-9)

English/Language Arts

mathematics

Science

Social Studies

Speech/Theatre

Secondary (9-12)

Biology

Business (Non-Vocational)

Chemistry

english

General Science

mathematics

Social Studies

Speech/Theatre

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 (TCP):

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 are 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 or	3 hrs
CISS 171 Introduction to Computer Information Systems for macOS users or	
CISS 176 Introduction to Computer Science	
Comm 110 Introduction to Speech	3 hrs
en GL 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:

ar t S 105 art appreciation	3 hrs
ar t S 111 art and Ideas I	3 hrs
ar t S 112 art and Ideas II	3 hrs
mUSI 122 music appreciation	3 hrs

Choose none or one of the following:

ar t S 105 art apprection	3 hrs
ar t S 111 art and Ideas I	3 hrs
ar t S 112 art and Ideas II	3 hrs
Comm 203 Understanding human Communication	3 hrs
Comm 224 film history & analysis	3 hrs
en GL 123 Introduction to mythology and Folklore	3 hrs
en GL 210 Introduction to fiction	3 hrs
ENGL 211 Introduction to Poetry	3 hrs
en GL 212 Introduction to Drama	3 hrs
en GL 231 english Literature I	3 hrs
en GL 232 english Literature II	3 hrs
en GL 241 american Literature I	3 hrs
en GL 242 american Literature II	3 hrs
en GL 263 World Literature I	3 hrs
en GL 264 World Literature II	3 hrs
mUSI 122 music appreciation	3 hrs

Natural Sciences and Mathematics (6 hours)

ENVS/BIOL 115 Introduction to Environ- mental 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 r elations	3 hrs
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C. Elementary Education Certification Minor:

SOCI/ANTH 270 Minority Cultures and r elations	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

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
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
en GL 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 elemen- tary 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)

Blo L 108	human Biology <u>or</u>	3 hrs
BIOL 110	Principles of Biology I <u>or</u> higher Biology	3 hrs
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, en VS 320, Geo L 110.

Minimum of six hours from the following:

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

Social Studies: (27 hours)

eCon 293	macroeconomics <u>or</u>	3 hrs
eCon 294	microeconomics	
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 390	Education and Pyschology 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 art S 105 – art appreciation or art S 111 – art and Ideas I or art S 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 So CI 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	3hrs

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 (This course is to be taken the semester before student teaching)	3 hrs
eDUC 420	Student teaching in the Elementary 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 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 elementary and middle Schools (includes field experience)	3 hrs
en GL 311	Descriptive Grammar of the English Language or	3 hrs
en GL 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, en GL 350, en GL 351, en GL 370

Mathematics (Minimum 21 hours)

CISS 176	Introduction to Computer Science or	3 hrs
CISS 145	Introduction to Python Programming	
math 102	Mathematics for the elementary School teacher	3 hrs
math 150	College algebra	3 hrs
math 155	Algebraic reasoning for elementary & middle School teachers	3 hrs
math 165	Geometric reasoning for elementary & middle School teachers	3 hrs
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
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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 Sciences or	3 hrs
Chem 110	Chemistry I	3 hrs
GEOL 110	Introduction to Physical Geology	3 hrs
PHYS 111	College Physics I Geology Laboratory	3 hrs

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 Geography	3 hrs
eCon 293	macroeconomics or	3 hrs
ECON 294	Microeconomics (both recommended)	
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 Government	3 hrs

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 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

Middle Level Education Certification Minor 62 hrs

Fifty-nine semester hours of courses with an eDUC field code plus So CI 270. minor is restricted to the following specific 62 hours of coursework. Students must complete at least half of the education coursework through Columbia College and maintain a 2.8 GPA.

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 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 311	Classroom and Behavior management techniques (includes field experience)	3 hrs
eDUC 322	educational measurement and assessment	3 hrs
eDUC 326	middle School methods (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 School (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		3 hrs
EDUC 390	Education and Psychology 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
BIOL 290	Principles of Cell Biology	3 hrs
BIOL/ENVS 300	Evolution	3 hrs
Blo L 342	Genetics	3 hrs
Blo L 343	Botany	5 hrs
Blo L 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 or	3 hrs
	an approved Computer technology course	
CISS 170	Introduction to Computer Information Systems or	3 hrs
CISS 171	Introduction to Computer Information Systems for maC users or	3 hrs
CISS 176	Introduction to Computer Science	
eCon 293	macroeconomics or	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
en GL 111	english Composition I	3 hrs
en GL 112	english Composition II	3 hrs
en GL 311	Descriptive Grammar of the english Language	3 hrs
en GL 312	the history of the english Language or	3 hrs
	en GL 490 Literature and Critical theory	
en GL 241	american Literature I or	3 hrs
en GL 242	american Literature II or	
en GL 450	minority and ethnic Literature of the United States	

One course selected from:

en GL 231	english Literature I	3 hrs
en GL 232	english Literature II	3 hrs

en GL 263 World Literature I 3 hrs

en GL 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 **or** 3 hrs

CISS 171 Introduction to Computer
Information Systems for maC
users **or** 3 hrs

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 4 hrs
(Computer Science, Algebraic
Structures, Calculus/Geometry
and Geometry)

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 **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
Government 3 hrs

POSC 215 State and Local Government 3 hrs

PSYC 101 General Psychology 3 hrs

So CI 111 General Sociology **or** 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 50 hrs
Certification Minor**

Forty-seven semester hours of courses with an eDUC field code plus So CI 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 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 (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. art S 140 – 2-Dimensional Design or art S 141 – 3-Dimensional Design

II. Two-Dimensional Art

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

III. Three-Dimensional Art

1. art S 141 – 3-Dimensional Design
2. art S 271 – Ceramics I
3. eDUC 345 – Teaching Art K-12

IV. History, Theory, and Criticism

1. art S 111 – art and Ideas I or art S 112 – art and Ideas II or art history 300 or above

V. Art for Elementary Grades

1. eDUC 345 – teaching Art k-12

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

Art Education K-12 Certification Minor 51 hrs

Forty-eight semester hours of courses with an eDUC field code plus So CI 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

1. math 102 mathematics for the elementary School teacher
2. CISS 170 Introduction to Computer Information Systems or
CISS 171 Introduction to Computer Information Systems for macOS Users or
CISS 176 Introduction to Computer Science

II. Arts and Humanities

1. mUSI 122 - music appreciation
2. art S 105 - art appreciation or
art S 111 - arts and Ideas I or
art S 112 - arts 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 37-54 hrs

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

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

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

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

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

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

Professional Education Coursework 50 hrs

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	3 hrs

	Content Area (includes field experience) or	
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.

ation requirements at the undergraduate level, as detailed in the Beacon Program requirements.

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
Peter Monacell, Ph.D.
Miranda Wilkerson, Ph.D.

Degree: Bachelor of Arts in English

Minors: English
Music
Spanish
Speech Communication

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 acadmic or career areas.

BACHELOR OF ARTS IN ENGLISH

A. General Education 38-41 sem. hrs Requirements

Ethics Course Requirement 3 hrs
 en GL 331 ethical Issues in Literature or
 PHIL 330 Ethics

B. Foreign Language Requirement 6 sem. hrs

C. Multicultural Requirement 3 sem. hrs
 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 21 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.)

en GL 231	english Literature I	3 hrs
en GL 232	english Literature II	3 hrs
en GL 241	american Literature I	3 hrs
en GL 242	american Literature II	3 hrs
ENGL 351	Readings in Shakespeare	3 hrs
en GL 431	Senior Seminar	3 hrs
en GL 490	Literary and Critical t heory	3 hrs

Literature Emphasis Electives 18 sem. hrs

Twenty-one semester hours selected from the following:

en GL 204	t echnical Writing	3 hrs
en GL 207	Introduction to Creative Writing I- multigenre	3 hrs
* en GL 263	World Literature I	3 hrs
* en GL 264	World Literature II	3 hrs
en GL 280	f ilm and Literature	3 hrs
en GL 311	Descriptive Grammar of the english Language	3 hrs
en GL 312	t he h istory of the english Language	3 hrs
en GL 323	t he h ero in mythology	3 hrs
en GL 331	ethical Issues in Literature	3 hrs
en GL 333	t opics	3 hrs
en GL 350	Major Literary Figures	3 hrs
en GL 360	r eadings in f iction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
en GL 362	r eadings in Drama	3 hrs
en GL 370	Major Literary Periods	3 hrs
en GL 397	Science f iction and f antasy	3 hrs
en GL 420	advanced editing and r evision	3 hrs
en GL 433	t opics	3 hrs
* en GL 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:

en GL 210	Introduction to f iction	3 hrs
ENGL 211	Introduction to Poetry	3 hrs
en GL 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.)

en GL 207	Introduction to Creative Writing I-multigenre	3 hrs
en GL 313	Intermediate Creative Writing I-f iction	3 hrs
en GL 314	Intermediate Creative Writing II- Creative n on-f iction	3 hrs
en GL 315	Intermediate Creative Writing III-Poetry	3 hrs
en GL 408	advanced Creative Writing	3 hrs
en GL 431	Senior Seminar	3 hrs
en GL 490	Literary and Critical t heory	3 hrs

Creative Writing Emphasis Electives 18 sem. hrs

Eighteen hours selected from the following:
 (Students may choose no more than two of the following: ENGL 231, ENGL 232, ENGL 241, ENGL 242)

en GL 204	technical Writing	3 hrs
* en GL 231	english Literature I	3 hrs
en GL 232	english Literature II	3 hrs
en GL 241	american Literature I	3 hrs
en GL 242	american Literature II	3 hrs
en GL 263	World Literature I	3 hrs
* en GL 264	World Literature II	3 hrs
en GL 280	film and Literature	3 hrs
en GL 311	Descriptive Grammar of the english Language	3 hrs
en GL 312	the history of the english Language	3 hrs
en GL 323	the hero in mythology	3 hrs
en GL 331	ethical Issues in Literature	3 hrs
en GL 333	topics	3 hrs
en GL 399	english Internship	3 hrs
en GL 350	Major Literary Figures	3 hrs
en GL 351	Readings in Shakespeare	3 hrs
en GL 360	readings in fiction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
en GL 362	readings in Drama	3 hrs
en GL 370	Major Literary Periods	3 hrs
en GL 397	Science fiction and fantasy	3 hrs
en GL 420	advanced editing and revision	3 hrs
en GL 433	topics	3-6 hrs
* en GL 450	minority and ethnic Literature of the United States	3 hrs
en GL 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 :

en GL 210	Introduction to fiction	3 hrs
ENGL 211	Introduction to Poetry	3 hrs
en GL 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.

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	3 hrs
CISS 171	Introduction to Computer Systems for maC Users	
CISS 176	Introduction to Computer Science	
Comm 110	Introduction to Speech	3 hrs
en GL 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:

ar t S 105	art appreciation	3 hrs
ar t S 111	art and Ideas I	3 hrs
ar t S 112	art and Ideas II	3 hrs
mUSI 122	music appreciation	3 hrs

Choose none or one of the following:

ar t S 105	art apprection	3 hrs
ar t S 111	art and Ideas I	3 hrs
ar t S 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
en GL 210	Intro to fiction	3 hrs
ENGL 211	Intro to Poetry	3 hrs
en GL 212	Intro to Drama	3 hrs
en GL 231	english Literature I	3 hrs
en GL 232	english Literature II	3 hrs
en GL 241	american Literature I	3 hrs
en GL 242	american Literature II	3 hrs
en GL 263	World Literature I	3 hrs
en GL 264	World Literature II	3 hrs
mUSI 122	music appreciation	3 hrs

Natural Sciences and Mathematics (6 hours)

ENVS/BIOL 115	Intro to Environmental Science or higher level Chemistry/Physics	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

eDUC 420 Student teaching in the elementary School 12 hrs

total 131 sem. 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
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eDUC 100 Introduction to education (includes field experience)	3 hrs
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eDUC 105 human health	3 hrs
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eDUC 198 field experience I	1 hr
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EDUC 200 Law, Ethics, and Education	3 hrs
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EDUC/PSYC 230 Educational Psychology	3 hrs
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eDUC 270 Literature for Children and adolescents	3 hrs
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eDUC 298 field experience II	1 hr
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eDUC 300 techniques of teaching (includes field experience)	3 hrs
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EDUC 302 Teaching Skills (includes field experience)	3 hrs
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eDUC 311 Classroom and Behavior management techniques (includes field experience)	3 hrs
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eDUC 322 educational measurement and assessment	3 hrs
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eDUC 331 teaching of reading (includes field experience)	3 hrs
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eDUC 336 Creative and Language arts in elementary and middle Schools (includes field experience)	3 hrs
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eDUC 338 teaching reading in the Content area (includes field experience)	3 hrs
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eDUC 358 teaching mathematics in the elementary School (includes field experience)	3 hrs
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eDUC 380 Diagnostic and Corrective reading (includes field experience)	3 hrs
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EDUC 390 Education & Psychology of the exceptional Child (field experience: 15 hour placement)	3 hrs
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EDUC/PSYC391 Child Psychology	3 hrs
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eDUC 400 Senior Seminar (Students will take this course <u>after</u> their undergraduate degree is completed)	3 hrs
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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

en GL 112 english Composition II 3 hrs

Mathematics: (21 hours)

CISS 170 Intro to Computer Information Systems or 3 hrs

CISS 171 Introduction to Computer Information Systems for maC Users or

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)

Blo L 108 human Biology or 3 hrs

BIOL 110 Principles of Biology I or higher Biology

eDUC 105 human health 3 hrs

PHYS/CHEM 108 Physical Science Survey 3 hrs

Choose one course (three hours) from the following:

en VS 220; en VS 222 or en VS 272 or en VS 320 or Geo L 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, Geo L 110L.

Social Studies: (27 hours)

eCon 293 macroeconomics	3 hrs
EDUC/PSYC 230 Educational Psychology	3 hrs
EDUC 390 Education and Pyschology 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 r elations	3 hrs
h istory courses from "General education" section listed above	6 hrs

GENERAL STUDIES

BACHELOR OF GENERAL STUDIES

t his degree is designed by the student and advisor and integrates coursework from across the curriculum. It is designed for the student who desires a liberal arts and sciences bachelor's degree from Columbia College but for whom there is not an appropriate major. Students can build the Bachelor of General Studies degree around minors.

A. General Education Requirements	38-41 sem. hrs
B. Multicultural Requirement	3 sem. hrs
C. Ethics Course Requirement PHIL 330 Ethics or Ethics course specific to the minor being pursued.	3 hrs
D. Electives	76-79 sem. hrs
	120 sem. hrs

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: Geography
History
International Relations
Legal Studies
Political Science

Culminating Experience Course:

HIST 494 Historical Research and Methods

History majors acquire an education that promotes citizenship and personal enrichment while preparing them for a wide range of professional goals. The History program helps to prepare majors for graduate or law school as well as public service and private sector careers. Internship opportunities are available.

BACHELOR OF ARTS IN HISTORY

A. General Education Requirements	38-41 sem. hrs
Ethics Course Requirement PHIL 330 Ethics	3 hrs
B. Foreign Language Requirement	6 hrs
C. Multicultural Requirement	3 sem. hrs
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 <u>or</u> hIst 111 World h istory to 1500	3 hrs
HIST 102 Western Civilization II <u>or</u> hIst 112 World h istory Since 1500	3 hrs
hISt 121 a merican h istory to 1877	3 hrs
hISt 122 a merican h istory Since 1877	3 hrs
hISt 294 Introduction to the h istorian's Craft	3 hrs
hISt 494 Senior Seminar in h istory	3 hrs
E. History Electives	24 sem. hrs
Nine semester hours selected from the following United States History cluster:	
HIST 312 Twentieth Century Ameri- can Diplomatic h istory	3 hrs
hISt 318 t he U.S. and the Vietnam War	3 hrs
hISt 321 h istory of the modern U.S.	3 hrs
hISt 342 a merican Civil War	3 hrs
hISt 350 a merican r evolution	3 hrs
hISt 352 a merican e nvironmental h istory	3 hrs
hISt 362 h istory of the a merican West	3 hrs
hISt 370 a merican military h istory	3 hrs
hISt 371 h istory of a merican Business	3 hrs
* hISt 372 a merican Indian h istory	3 hrs
hISt 373 Women and Gender in a merican h istory	3 hrs
hISt 374 a frican a merican h istory	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 o utlines of modern Life: early	3 hrs

	modern europe, 1550-1700	
hISt 332	t he european r enaissance	3 hrs
hISt 334	t he european enlightenment	3 hrs
hISt 335	n ineteenth Century europe	3 hrs
hISt 336	Twentieth Century Europe	3 hrs
hISt 337	f ascism in europe, 1900-1945	3 hrs
HIST 340	Philosophy of Revolution	3 hrs
HIST 358	The Making of Modern Britain	3 hrs
hISt 359	r ise and f all of the British empire	3 hrs
hISt 381	h istory of Christianity: t he early Church	3 hrs
hISt 382	Christianity in the modern World	3 hrs

Six semester hours selected from the following World History cluster:

*hISt 304	h istory 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 h istory	3 hrs
HIST/ANTH 339	History of Modern Africa	3 hrs
hISt 348	World War II	3 hrs
hISt 391	Imperial r ussia	3 hrs
hISt 392	h istory of r ussia 1825 to Present	3 hrs
hISt 394	modern h istoriography: t he West and the World	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 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

t he 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. t he h uman 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.

t he goal of the h uman Services program at Columbia College is to assist students in develop ing 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: t he 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. f or those desiring to enter the field, or for those with minimal work experience, the BS degree is recommended since it offers the internship experience.

BACHELOR OF ARTS IN HUMAN SERVICES

- A. General Education Requirements** 38-41 sem. hrs
- Ethics Course Requirement** 3 hrs
PHIL 330 Ethics
- B. Foreign Language Requirement** 6 hrs
- C. Multicultural Requirement** 3 sem. hrs
Courses 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 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

Department: Computer and Mathematical Sciences

Chairperson: Ann Schlemper, Ph.D.

Full-Time Faculty: Ken Akers
 Timothy Ireland, Ph.D.
 Angela Kinworthy
 Yihsiang Liow, Ph.D.
 David Rugger, 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.

Degree: Bachelor of Science in Management Information Systems

Minors: Business
 Computer Information Systems
 Computer Science

Culminating Experience Course:
 CISS 492 Senior Seminar in Management Information Systems

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

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

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 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
f In C	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 Programming	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

PSYCHOLOGY

Department:	Psychology and Sociology
Chairperson:	Graham Higgs, Ph.D.
Full-Time Faculty:	Cheryl Hardy, Ph.D. Gretchen Hendrickson, Ph.D. Graham Higgs, Ph.D. Christopher Mazurek, Ph.D.
Degree:	Bachelor of Arts in Psychology
Minor:	Psychology
Culminating Experience Course:	PSYC 495 Integrative Psychology

Psychology is the 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, poststructural 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

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

D. Psychology Core Requirements 15 sem. hrs

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

PSYC 101 General Psychology 3 hrs

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

PSYC/SOCI 325 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.

PSYC 399/PSYC 499 Psychology Internship 1-3 hrs

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.

SOCIOLOGY

Department: Psychology and Sociology

Chairperson: Graham Higgs, Ph.D.

Full-Time Faculty: Yngve Digernes, Ph.D.
Aurelien Mauxion, Ph.D.
Aho Tabatabai, Ph.D.

Degree: Bachelor of Arts in Sociology
Minors: Anthropology
Criminology
Intergenerational Studies
Sociology
Women's Studies

Culminating Experience Course:
SOC 495 Integrative Seminar

Sociology 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 poverty, 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.

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 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.)

* So CI 111 General Sociology or 3 hrs

SOCI/ANTH 112 General Anthropology

SOCI/ANTH 270 Minority Cultures and 3 hrs
relations

SOCI/PSYC/BIO 324 Statistics for the 3 hrs
Behavioral and natural Sciences

SOCI/PSYC 325 Quantitative Research 3 hrs
methods or

SOCI/ANTH/PSYC 327 Qualitative
research methods

So CI 460 Classical Social theory 3 hrs

So CI 470 Contemporary Social 3 hrs
theory

So CI 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 Geo- 3 hrs
graphy

*anth 212 Cultural anthropology 3 hrs

*ANTH/HIST 319 History and Democracy 3 hrs
of the modern middle east

*ANTH/SOCI/MMST 336 Global 3 hrs
Perspectives on Women and
Development

ANTH/SOCI 341 Sociology and Anthro- 3 hrs
pology of religion

ANTH/SOCI 412 Slavery and Human 3 hrs
Trafficking: Past and Present

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
So CI 218 Social Deviance	3 hrs
So CI 230 The Sociology of Sport	3 hrs
SOCI 312 Organizations and Institutions	3 hrs
So CI 321 Criminology	3 hrs
So CI 331 Juvenile Delinquency	3 hrs
SOCI/AMST 375 Social Movements	3 hrs
So CI 401 The American Community	3 hrs
SOCI 421 Class, Status and Power	3 hrs
So CI 499 Internship	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
So CI 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
So CI 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
So CI 499 Internship	3 hrs

H. Electives 22-25 sem. hrs
120 sem. hrs.**PRE-PROFESSIONAL PROGRAMS****PRE-LAW**

The liberal arts component of the general education requirements at Columbia College provides an excellent foundation for student success in law school. Students from all majors may have an excellent chance of going on to law school. Recently criminal justice, English, history and political science have all been popular majors for students pursuing a law degree. Whatever major they choose pre-law students should take classes that enhance written and oral communication, research and critical thinking skills.

The University of Missouri-Columbia, School of

Law offers a combined undergraduate and law program also known as the 90-hour program. The combined curriculum enables students to obtain the bachelor of arts/science and juris doctor degrees in six years.

The undergraduate degree is a requirement for the juris doctor degree. Students entering under the combined degree program must make arrangements with their undergraduate schools to complete all requirements for their undergraduate degree. In addition, students must have a letter sent from the Dean of their undergraduate institution to the University of Missouri-Columbia School of Law, indicating that their law school coursework will earn the remaining hours of undergraduate credit, and that a B.A. or B.S. will be awarded before or at the time of graduation from law school.

To obtain more information about the program contact University of Missouri-Columbia School of Law, 103 Hulston Hall, phone: 573-882-6042.

MILITARY SCIENCE, NAVAL SCIENCE, AND AEROSPACE STUDIES ROTC: RESERVE OFFICER TRAINING CORPS

The Reserve Officer Training Corps (ROTC) is designed to provide men and women the opportunity to become officers in the armed forces of the United States while pursuing their college degrees in a variety of fields. ROTC scholarships are available to qualified persons to help defray the costs of a college education. Students who receive ROTC scholarships incur an obligation to serve after graduation in the branch of military service that provided the scholarship. (No obligation is incurred until the last two years; freshmen and non-scholarship sophomores may participate in ROTC without obligation.)

Columbia College students may enroll in these courses, all of which are offered on the campus of the University of Missouri-Columbia. Columbia College students earn Columbia College credit for these courses. Each branch of the armed services offers its own set of courses. The U.S. Army courses are found in this catalog in the listing of course descriptions under Military Science (MSCI) and the U.S. Air Force courses are found under Aerospace Studies (ASCI), and the U.S. Navy's are under Naval Science (NSCI).

Columbia College students may earn a minor in

rot C by completing eighteen semester hours of courses with a field code of ASCI or NSCI or MSCl.

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 en GL 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 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 Requirements	21 sem. hrs
Basic Studies	6 hrs

en GL 112 English Composition II	3 hrs
CISS 170 Introduction to Computer Information Systems or	3 hrs
CISS 171 Introduction to Computer Information Systems for macOS 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
f In C 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 Requirements	21 sem. hrs

Basic Studies 6 hrs

- en GL 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 So CI 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.)

Major Area Core I

Complete one of the two following options with a minimum grade of C.

- CISS 240 Introduction to Programming or
 CISS 241 Programming I and
 CISS 242 Programming II 3 hrs

Major Area Core II

Complete the following requirements with a minimum grade of C.

- CISS 245 advanced Programming or
 (if you completed CISS 241 & 242)
 CISS 243 Programming III 3 hrs
 CISS 285 Structured Systems analysis & Design or
 CISS 280 System analysis & Design I 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: 3 hrs
 mGmt 152 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

- en GL 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

- PSYC 101 General Psychology
and So CI 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

110 Academic Programs

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
So CI 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 SCIENCE IN FIRE SERVICE ADMINISTRATION

The associate in Science in fire service Administration is a comprehensive two-year program designed to allow students to apply college credit hours that they have earned from the University of Missouri's Fire and Rescue Training Institute (FRTI) and the National Fire Academy (NFA) toward their degree. This program is rich in general education courses to facilitate pursuit of a baccalaureate degree and possesses the requisite technical and managerial courses to provide a foundation for leadership in the fire service. All courses with FSAD field codes are offered by MU for the fire service.

A. General Education Requirements 27 sem. hrs

en GL 112	english Composition II	3 hrs
CISS 170	Introduction to Computer Information Systems or	3 hrs
CISS 171	Introduction to Computer Information Systems for mac users or	3 hrs
CISS 176	Introduction to Computer Science	3 hrs
Comm 110	Introduction to Speech	3 hrs
math 150	College algebra	3 hrs
Complete 3 hrs in math 150, math 170, math 180, or math 201. (MATH 226 may sub for 201 if 215 is completed also.)		
BIOL/ENVS 115	Introduction to environmental Science	3 hrs
CHEM/PHYS 108	Physical Science Survey	3 hrs
Students must have nine (9) hours selected from the following courses:		
PSYC 101	General Psychology	3 hrs
So CI 111	General Sociology	3 hrs
POSC 111	American National Government	3 hrs
hISt 121	american history to 1877	3 hrs

hISt 122	american history Since 1877	3 hrs
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B. ENGL 111 English Composition I 3 sem. hrs

C. Major Area Requirements 25 sem. hrs

Courses in the major cannot be taken as Pass/Fail.

eCon 293	macroeconomics	3 hrs
CJaD 345	ethics and morality in Criminal Justice or	3 hrs
mGmt 368	Business ethics or	
PHIL 330	Ethics	
mGmt 254	Business Communication	3 hrs
MGMT 330	Principles of Management	3 hrs
f SaD 101	fire Service Instructor I	2 hrs
f SaD 110	fire officer I	2 hrs
f SaD 120	Incident management System or	1 hr
f SDa 125	Incident Command System for the fire Service	3 hrs
f SaD 140	Introduction to emergency management	2 hrs
FSAD 150	Principles of Building Construction: Combustible	1 hr
FSAD 155	Principles of Building Construction: noncombustible	1 hr
f SaD 210	fire officer II	3 hrs
f SaD 220	advanced Incident management System: Command Staff, Operations; Logistics/ Finance; Planning or	1 hr
f SDa 225	Intermediate Incident Command System for expanding Incidents	3 hrs

D. Major Area Electives 5 sem. hrs (FSAD courses bolded in this section are offered at the National Fire Academy.)

f SaD 130	Incident Safety officer	1 hr
f SaD 135	health and Safety officer	1 hr
f SaD 145	Introduction to Volunteer emergency Service mgmt.	2 hrs
FSAD 146	Executive Analysis of Fire Service Options in Emergency Management	3 hrs
FSAD 160	Introduction to Fire Prevention Inspection	2 hrs
FSAD 161	Fire Inspection Principles	3 hrs
FSAD 162	Principles of Fire Protection: Structures and Systems	3 hrs
FSAD 163	Management of Fire Prevention Programs	3 hrs
FSAD 164	Management of Arson Prevention & Control	3 hrs
FSAD 165	Plans Review for Inspectors	3 hrs
FSAD 166	Strategic Analysis of Community Risk	3 hrs

Reduction		
f SaD 170	Introduction Wildland and Wildland/Urban Interface	1 hr
f SaD 180	emergency response to terrorism: Company officer	1 hr
f SaD 181	emergency response to terrorism: emS	1 hr
f SaD 182	emergency response to Terrorism: Hazardous materials	1 hr
FSAD 183	Hazardous Materials Incident response: operations	1 hr
FSAD 184	Command & Control of Fire Operations at National & Man-Made Operations	1 hr
FSAD 185	Command & Control of Fire Department Operations at Target Hazards	1 hr
f SaD 201	fire Service Instructor II	2 hrs
FSAD 202	Challenges for Local Training Officers	2 hrs
FSAD 203	Community Education Leadership	3 hrs
f SaD 230	managing Company tactical Operations: Preparation	1 hr
f SaD 231	managing Company tactical operations: Decision Making	1 hr
f SaD 232	managing Company tactical operations: tactics	1 hr
f SaD 240	Leadership: Company	1 hr
FSAD 241	Leadership: Personal	1 hr
f SaD 242	Leadership: Supervisory	1 hr
FSAD 243	Executive Skills Series: Influencing	1 hr
FSAD 244	Executive Skills Series: Leading Diverse Communities	1 hr
FSAD 245	Executive Skills Series: Managing and Leading Change	1 hr
f SaD 250	managing in a Changing environment	1 hr
FSAD 251	Fire Service Communication	1 hr
FSAD 253	Training Operations in Small Departments	1 hr
f SaD 260	Shaping the future	1 hr
f SaD 270	Initial fire Investigation	3 hrs
FSAD 271	Fire Cause Determination for Company Officers	2 hrs
FSAD 272	Fire/Arson Investigation	3 hrs
FSAD 273	Interviewing/Interrogating and Courtroom Testimony	3 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

en GL 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

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:

en GL 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

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, nUr S 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 nUr S 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, nUr S 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 tea S 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
Blo L	221	Clinical microbiology and	3 hrs
Blo L	221L	Clinical microbiology Laboratory or	2 hrs
Blo L	312	microbiology and	
Blo L	312L	microbiology Laboratory	
Blo L	223	anatomy	3 hrs
Blo L	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 or	3 hrs
Chem	110	Chemistry I and	
Chem	112	Chemistry II	
en GL	111	english Composition I	3 hrs
en GL	112	english Composition II	3 hrs
math	106	Intermediate algebra or higher General education mathematics course.	3 hrs
nUr S	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.)

nUr S	210	fundamentals of nursing*	6 hrs
nUr S	211	mental health nursing	3 hrs
NURS	212	Pharmacology for Nursing	3 hrs
nUr S	213	foundations of Professional Nursing	6 hrs
nUr S	214	medical Surgical nursing I	6 hrs
nUr S	215	medical Surgical nursing II	6 hrs
nUr S	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.

nUr S 209 is a prerequisite for nUr S 210. nUr S 209 may be waived if students have at least one year of documented clinical experience in a health care setting.

77 sem. hrs

ACADEMIC HONORS

RECOGNITION OF ACADEMIC ACHIEVEMENT

Dean's List

The Dean's List is an honor accorded to students who achieve academic distinction. Students may be named to the Dean's List if:

- 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. So L 100, 101, 102, 103, 104, 105; en GL 107; en GL 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 who 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 bachelor's degree at the 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 Presidential Award

each Commencement, special recognition is given to students earning a 4.0 grade point average who have completed the entire course of study for the bachelor's degree at Columbia College.

COURSE DESCRIPTIONS

The following descriptions are applicable to Columbia College courses wherever they are taught.

*The notation **G.E.** in a course description indicates that the course satisfies a General Education requirement of the College.*

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 highly recommended. a grade of C or higher is highly recommended before progressing to aCCT 281.

ACCT 281 Accounting II (Managerial) 3 hours
application of procedures relating to transactions affecting corporations. Interpretation of financial statements for managerial purposes is emphasized. Prerequisite: ACCT 280 (grade of C or higher in ACCT 280 is highly recommended).

ACCT 381 Federal Income Tax - Individuals 3 hours
focuses on the federal income taxation of individuals. Emphasizes conceptual framework underlying the U.S. tax system as well as tax accounting procedures and federal tax law relating to the preparation of individual tax returns. Prerequisites: ACCT 281 and junior standing.

ACCT 382 Intermediate Accounting I 3 hours
Development of accounting theory and practice as applied to: the institutional structure of financial accounting; conceptual framework and financial reporting; overview of accounting systems; review of accounting procedures; income statement; balance sheet; statement of cash flows; cash; receivables; valuation of inventories and cost of goods sold; and time value of money. Prerequisite: ACCT 281.

ACCT 383 Intermediate Accounting II 3 hours
Development of accounting theory and practice as applied to: conceptual framework and financial reporting; acquisition, disposal and depreciation of long-term assets; current and contingent liabilities; long-term liabilities; owners' equity-contributed capital and retained earnings, investments, and earnings per share
Prerequisite: ACCT 382.

ACCT 384 Intermediate Accounting III 3 hours
Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; leases; income taxes; pensions; accounting changes and error correction. Prerequisite: ACCT 383.

ACCT 385 Accounting Information Systems 3 hours
theory, design and implementation of accounting Information Systems, including the business application of computerized spreadsheets, databases, and commercial software packages. Prerequisites: ACCT 281, CISS 170.

ACCT 386 Managerial and Cost Accounting 3 hours
accounting data and other financial data applied to the management of an enterprise. Cost accounting as a part of the spectrum of manufacturing costs is studied. Particular emphasis is placed on planning and controlling. Prerequisite: ACCT 281.

ACCT 481 Federal Income Tax - Corporations 3 hours
focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; S corporations. Prerequisites: ACCT 381 and senior standing.

ACCT 485 Fund and Government Accounting 3 hours
Study of accounting and reporting concepts, standards, and procedures applicable to city, county, and state governments, the federal government, and not-for-profit institutions. Prerequisite: 9 hrs. of accounting.

ACCT 488 Advanced Financial Accounting 3 hours
Policies and procedures used in preparing financial statements and reports. Prerequisites: ACCT 382 and aCCT 383.

ACCT 489 Auditing I 3 hours
Design, installation, and unification of accounting systems and the concepts and procedures used in auditing financial statements. Prerequisites: 12 hours of upper-level accounting including a CCT 382 and a CCT 383.

ACCT 490 Auditing II 3 hours
focus is on practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case. Prerequisites: ACCT 382, 383, 384, and 489.

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.

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.

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.

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.

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.

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.

ASCI 3200 Air Force Leadership Studies 3 hours
air force leadership principles are examined from the foundation developed in a SCI 3100. ethical decision making, personal core values, and character development are discussed. military evaluation systems are outlined. Leadership Lab.

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.

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.

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.*

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.*

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.

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.

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.

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.

AMSL 303 American Sign Language Grammar 3 hours

Students acquire a more in-depth 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.

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.

AMERICAN STUDIES (AMST)**History and Political Science****Department****AMST 280 American Political and Social Thought 3 hours**

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. Cross-listed as POSC 280. Prerequisite: ENGL 112.

AMST 375 Social Movements 3 hours

The examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of 20th century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. Cross-listed as SOCI 375. Prerequisite: Junior standing.

AMST 490 American Studies Senior Seminar 3 hours

A seminar course required as a culminating experience prior to graduating for all seniors majoring in American Studies. The seminar enables students to practice the various theories and methods for the academic study of the American experience. The goals of the seminar are to help students attain information and conceptual tools needed for graduate work in American Studies, and to assess the achievement of the learning goals for the undergraduate major. To accomplish the first goal, students become familiar with the field of American Studies by reading and discussing a major work chosen by the instructor. To assess achievement of learning goals for the undergraduate major, students contribute to the field's literature by conducting original research on a topic of relevance to American Studies and composing a substantial paper on that topic. Prerequisite: Junior standing.

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. **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 So CI 112. 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. *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 So CI 270. 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.

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. *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.

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 So CI 341.

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 So CI 412. Prerequisite: Junior standing.

ART AND GRAPHIC DESIGN (ARTS)

Art Department

ARTS 105 Art Appreciation 3 hours
Introduction to the place of visual art in modern society, to the vocabulary used in discussing a work of art, and to a few of the studio techniques artists used to produce two- and three-dimensional art works. **G.E.**

ARTS 111 Art and Ideas I 3 hours
Survey of world art from prehistoric through medieval periods. **G.E.** *Course meets Multicultural graduation requirement.*

ARTS 112 Art and Ideas II 3 hours
Survey of world art from the Renaissance to the present. **G.E.**

ARTS 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.

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, or Art S 234.

ARTS 306 Ancient Art History 3 hours
The art and culture of the ancient World, including Near Eastern, Egyptian, Greek, Etruscan, and Roman Art. Prerequisites: ARTS 111 and 112.

ARTS 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: Art S 111 and 112.

ARTS 310 Renaissance Art History 3 hours
Painting, architecture, sculpture of Italy and Northern Europe from 1300 to 1600. Prerequisites: ARTS 111 and 112.

ARTS 312 17th- and 18th-Century Art History 3 hours
Painting, architecture, sculpture in Europe during the Baroque and enlightenment periods from 1600 to 1800. Prerequisites: ARTS 111 and 112.

ARTS 314 Nineteenth-Century Art History 3 hours
History of painting, architecture, sculpture in Europe, 1800 to 1900. Prerequisites: ARTS 111 and 112.

ARTS 403 Twentieth-Century Art History 3 hours
American and European painting, sculpture, and architecture, 1900 to present. Prerequisites: ARTS 111 and 112.

ARTS 406 American Art History 3 hours
America's early primitive tradition to its leading role in the contemporary art scene. Prerequisites: ARTS 111 and 112.

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. **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. **G.E.**

BIOL 108L Human Biology Laboratory 2 hours

Laboratory experiences to complement Blo L 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. Blo L 108 must be completed before Blo L 108L can be used for **G.E.** credit. **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 Blo L 108 or a Ct math and english scores above 20 or Sat scores above 470. **G.E.**

BIOL 110L Principles of Biology I Laboratory 2 hours

Laboratory experiences to complement Blo L 110. \$40 lab fee. Prerequisite: BIOL 110 or concurrent enrollment. Blo L 110 must be completed before Blo L 110L can be used as **G.E.** credit. Students majoring in Biology must earn a grade of C or higher. **G.E.**

BIOL 112 Principles of Biology II 3 hours

a continuation of Blo L 110. topics to be covered include population genetics, evolution and natural selection, taxonomy, survey of plants and animals and ecology and ecosystems. Prerequisite: BIOL 110. Students majoring in Biology must earn a grade of C or higher.

BIOL 112L Principles of Biology II Laboratory 2 hours

Laboratory experiences to complement Blo L 112. Students majoring in Biology must earn a grade of C or higher. \$40 lab fee. Prerequisites: BIOL 110 and BIOL 110L, Blo L 112 or concurrent enrollment.

BIOL 115 Introduction to Environmental Science 3 hours

Survey of environmental science, ecosystems and human impact. Cross-listed as en VS 115. *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 en VS 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.

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: Blo L 221L.

BIOL 221L Clinical Microbiology Laboratory 2 hours

Laboratory experiences to complement Blo L 221. Lab fee. Prerequisite: BIOL 110L. Corequisite: BIOL 221.

BIOL 222 Conservation Biology 3 hours

Conservation biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. Cross-listed as ENVS 222. Prerequisite: BIOL 112.

BIOL 223 Anatomy 3 hours

Structure of the human body including comparison with other vertebrates. Concurrent enrollment in BIOL 223L is required. Prerequisite: BIOL 110.

BIOL 223L Anatomy Laboratory 2 hours

Laboratory experiences to complement Blo L 223. Lab fee. Prerequisites: BIOL 110, BIOL 223 or concurrent enrollment.

BIOL 230 Medical Terminology 3 hours

An introduction to medical terminology with an emphasis on learning word roots, suffixes and prefixes as it pertains to the human body. this course is offered 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 Blo L 290L is strongly recommended.

BIOL 290L Principles of Cell Biology Laboratory 2 hours

Laboratory experiences to complement Blo L 290. Students majoring in Biology must earn a grade of C or higher. Lab fee. Prerequisites: BIOL 110L, BIOL 290 or concurrent enrollment.

BIOL 300 Evolution 3 hours
examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. Cross-listed as ENVS 300. Prerequisites: BIOL 112 and BIOL 342.

BIOL 309 Animal Behavior 3 hours
Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. Cross-listed as PSYC 309. Prerequisite: Six hours of Psychology coursework or six hours of Biology coursework.

BIOL 312 Microbiology 3 hours
Survey study of microorganisms. Concurrent enrollment in BIOL 312L is required. Prerequisites: BIOL 110, Blo L 290 and sophomore standing; concurrent enrollment in Blo L 312L is required.

BIOL 312L Microbiology Laboratory 2 hours
Laboratory experiences to complement Blo L 312. \$40 lab fee. Prerequisites: BIOL 110L, BIOL 290L, and Blo L 312 or concurrent enrollment.

BIOL 319 Soils 3 hours
an examination of soils. topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as ENVS 319. Prerequisites: BIOL 110 or BIOL/ENVS 115; CHEM 110.

BIOL 320 Ecology 3 hours
Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as ENVS 320. Prerequisites: BIOL 112; BIOL/ENVS 320L or concurrent enrollment; BIOL/ENVS 222 recommended.

BIOL 320L Ecology Laboratory 2 hours
Laboratory experiences to complement BIOL/ENVS 320. Cross-listed as en VS 320L. Lab fee. Prerequisites: BIOL 112L; BIOL/ENVS 320 or concurrent enrollment.

BIOL 324 Statistics for the Behavioral and Natural Sciences 3 hours
Study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Cross-listed as PSYC/SOCI 324. **Students majoring in Biology or Psychology must earn a grade of C or higher.** Prerequisite: Grade of C or higher in MATH 150 or higher-level math course.

BIOL 326 Physiology 3 hours
Functional processes of the human body with emphasis on regulatory mechanisms. Concurrent enrollment in BIOL 326L is required. Prerequisites: BIOL 110; CHEM 109 or Chem 110.

BIOL 326L Physiology Laboratory 2 hours
Laboratory experiences to complement Blo L 326. Lab fee. Prerequisites: BIOL 110L, BIOL 326 or concurrent enrollment.

BIOL 330 Exercise Physiology 3 hours
metabolic and physiological processes of the body as they relate to exercise and athletic conditioning. r response of the body to environmental influence and nutritional intake. Effects of gender, aging, and fatigue on athletic performance. Prerequisites: BIOL 110 and Chem 110.

BIOL 342 Genetics 3 hours
Basic principles of mendelian and molecular genetics. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110, BIOL 290.

BIOL 342L Genetics Laboratory 2 hours
Laboratory experiences to complement Blo L 342; methodology and applications in classical and molecular genetics. Lab fee. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110L with a grade of C or higher; BIOL 290L; BIOL 342 or concurrent enrollment.

BIOL 343 Botany 5 hours
anatomy, physiology and taxonomy of plants. Laboratory is included. Lab fee. Prerequisites: BIOL 112 and Blo L 112L.

BIOL 353 Zoology 5 hours
Survey of animal phyla and vertebrate organ systems. Laboratory is included. Lab fee. Prerequisites: BIOL 112 and Blo L 112L.

BIOL 360 Kinesiology 3 hours
Introduction to the analysis and interpretation of human motion based on anatomical relationships, muscular activity and biomechanical principles that govern movement of the human body. Prerequisites: Blo L 110 and Blo L 223.

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 Blo L courses.

BIOL 372 Sensation and Perception 3 hours
Introduction to the study of human senses and higher-order perceptual processes. Cross-listed as PSYC 372. Prerequisites: Six hours of BIOL or six hours of PSYC courses and junior standing.

BIOL 380 Developmental Biology 3 hours
Study of animal development, including gamete development and fertilization, embryonic development, mechanisms of cellular differentiation, cell-cell interactions during development and mechanisms of differential gene expression. emphasis on understanding development at the cellular and molecular level. Prerequisites: BIOL 110; BIOL 290; CHEM 109 or Chem 110.

BIOL 395 Research Design in the Sciences 3 hours
Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and CHEM 395. Students majoring in biology, chemistry, or environmental 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.

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.

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 Blo L 410L is strongly recommended.

BIOL 410L Methods in Molecular Biotechnology 2 hours
Laboratory experiences to complement Blo L 410. \$40 lab fee. Prerequisite: BIOL 342L with a grade of C or higher. Concurrent enrollment in Blo L 410 is required.

BIOL 415 Immunology 3 hours
Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disor-

ders. Designed to prepare pre-professional students for later studies. Prerequisites: BIOL 290, BIOL 221 or Blo L 312.

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.

BIOL 420L Biochemistry Laboratory 2 hours
Laboratory teaching fundamental techniques in biochemistry. Cross-listed as Chem 420L. Concurrent enrollment in Blo L 420 is required. Lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and Chem 310.

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.

BIOL 433 Topics 1-3 hours

BIOL 472 Psychopharmacology 3 hours
Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as PSYC 472. Prerequisite: Junior standing.

BIOL 490 Senior Seminar 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 en VS 490. Lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: Senior standing, en GL 112, 45 semester hours in BIOL/ENVS.

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.

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. **G.E.**

CHEM 108L Physical Science Survey Laboratory 2 hours
Laboratory experiences to complement Chem 108. Lab fee. Cross-listed as PHYS 108L. CHEM 108 must be completed before Chem 108L can be used for **G.E.** credit. Prerequisite: CHEM/PHYS 108 or concurrent enrollment. **G.E.**

CHEM 109 Chemistry for Biological and Health-Related Sciences 3 hours
Fundamentals of chemistry for students 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). **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). **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. Lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: CHEM 109 or CHEM 110 or concurrent enrollment. **G.E.** (CHEM 109 or CHEM 110 must be completed before Chem 111L can be used for **G.E.** credit.)

CHEM 112 Chemistry II 3 hours
a continuation of Chem 110. Topics to be covered include kinetics, equilibrium electrochemistry, nuclear chemistry and coordination complexes. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in Chem 110.

CHEM 112L Chemistry II Laboratory 2 hours
Laboratory experiences to complement Chem 112 to include the qualitative analysis of compounds. Lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: CHEM 112 or concurrent enrollment; CHEM 111L with a grade of C or higher.

CHEM 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.

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. Lab fee. Prerequisites: CHEM 112 and CHEM 112L with a grade of C or higher; math 150 or math 180.

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. Lab fee. Prerequisites: CHEM 306 with a grade of C or higher.

CHEM 310 Organic Chemistry I 3 hours
The first semester of a two semester course that surveys theory, preparations, reactions and properties of the compounds of carbon, both aliphatic and aromatic. Topics include alkanes, alkenes, alkynes, substitution and elimination reactions, aromaticity and spectroscopic techniques. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in CHEM 112.

CHEM 310L Organic Chemistry I Laboratory 2 hours
Laboratory experiences to complement Chem 310 focusing on separation/purification techniques. Students majoring in Chemistry must earn a grade of C or higher. Lab fee. Prerequisites: CHEM 310 or concurrent enrollment; CHEM 112L with a grade of C or higher.

CHEM 312 Organic Chemistry II 3 hours
Continuation of Chem 310 Organic Chemistry I. Topics include groups in organic chemistry such as alcohols, ethers, epoxides, sulfides, aldehydes, ketones, carboxylic acids and amines. Biomolecules are covered. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: CHEM 310 with a grade of C or higher.

CHEM 312L Organic Chemistry II Laboratory 2 hours
Laboratory experiences to complement Chem 312 focusing on synthetic methods. Students majoring in Chemistry must earn a grade of C or better. Lab fee. Prerequisites: CHEM 312 or concurrent enrollment; CHEM 310L with a grade of C or higher.

CHEM 322 Inorganic Chemistry 3 hours
a survey of the inorganic and organometallic chemistry of the elements. Topics include group theory, acid/base chemistry, solid state chemistry, main group elements, coordination chemistry and organometallic compounds and reactions. Prerequisite: Chem 112.

CHEM 395 Research Design in the Sciences 3 hours

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and BIOL 395. Students majoring in biology, 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.

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.

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).

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: Bio L 110 and Chem 310. Chem 312 is strongly encouraged.

CHEM 420L Biochemistry Laboratory 2 hours
Laboratory teaching fundamental techniques in biochemistry. Lab fee. Cross-listed as Bio L 420L. Concurrent enrollment in Chem 420 is required. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and Chem 310.

CHEM 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.

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.

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.

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. **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. **G.E.**

COMM 214 Mass Communication in Society 3 hours

history and development of the American mass media, to include examination of media roles in society, social advantages and disadvantages of media, and the role of the spectator/consumer towards the media. Prerequisite: COMM 110.

COMM 220 Introduction to Theatre 3 hours
Introduction to the elements utilized during the production of a play as well as an emphasis on increased appreciation of numerous major performance styles and genres.

COMM 224 Film History and Analysis 3 hours
Introduction to the world history of cinema from its origins to the present, featuring important and influential films of various types and genres from several countries. Basic formal and technical aspects of the medium and means of analysis are also introduced. Prerequisite: COMM 110. *Course meets Multicultural Graduation Requirement. G.E.*

COMM 230 Introduction to Communication Theory and Research 3 hours
Introduction to theory, methodology, analysis, and criticism. Skills learned in this course are the beginning foundation of those required to complete the Capstone course and the major senior project. Prerequisites: Sophomore standing, completion of at least one Comm course, and a C average in all Speech Communication courses.

COMM 233 Topics 1-3 hours

COMM 303 Intercultural Communication 3 hours
Study of the role of communication in multicultural and intercultural contexts, including issues relating to values, language and non-verbal behavior as they relate to effective multicultural and intercultural interaction. Prerequisite: Sophomore standing. *Course meets Multicultural graduation requirement.*

COMM 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.

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.

COMM 320 Advanced Theatre 3 hours
Performance theory and criticism supporting current staging of monologues, duets and ensemble scripts in theatre and film. This course has a significant focus on advance acting skills and theatre on the global stage. Prerequisite: COMM 220.

COMM 323 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.

**COMM 324 Film Styles and Genres: 3 hours
(Specific Topic)**
Intensive study of a specific body of films grouped by similarities in style, genre, period or cultural origin. emphasis is on historical, theoretical, and critical issues. topics vary. Sample topics: Documentary film; film adaptation; film authors; independent film; movie musicals. Course may be taken more than once when topic varies. Prerequisite: COMM 224.

**COMM 334 Political Economy of 3 hours
Film and Media**
examination of the film industry and mass communication outlets as they pertain to political economy. Through the study of ownership as a business strategy and cultural construction, students explore the cultural influence of mass communication. Prerequisite: Comm 214 or Comm 224.

COMM 343 Gender Communication 3 hours
examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as WMST 343. Prerequisite: Sophomore standing.

**COMM 344 Visual Communication 3 hours
and Culture**
Introduction of basic principles of perception and visual interpretation. analysis and discussion addresses the dependent processes of rhetorical visual communication in media and film studies, cultural studies, art, literature, and photography within the public sphere. Prerequisite: COMM 110.

**COMM 354 Social Media and Virtual 3 hours
Communities**
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.

**COMM 360 Oral Interpretation 3 hours
of Literature**
appreciation of poetry, prose and drama through oral performance. Prerequisite: COMM 110 and/or Comm 203 strongly recommended.

COMM 380 Performance Studies 3 hours
Examination of classical and contemporary views of performance as a way of constituting meaning as well as to affirm individual and cultural identity at the crossroads of race, class and gender. Prerequisite: Comm 360.

**COMM 385 Performance Styles and 3 hours
Genres: (Specific Topic)**
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.

**COMM 393 Organizational 3 hours
Communication**
Examination of communication processes with emphasis on systems theories, leadership and interpersonal and group interaction in formal and informal organizational settings. Prerequisite: COMM 110.

**COMM 399 Communication 1-3 hours
Internship**
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.

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.

**COMM 420 Advanced Acting and 1-3 hours
Production Techniques**
This course exposes students to the acting, direct-

ing, and technical processes during the staging of a full-length production. Acting or managerial participation in a main stage production is a course requirement. The week prior to the performance will require evening and weekend rehearsal time required for participation in the class. All students must participate in the set production dates scheduled prior to production dates. This course may be taken for variable credit and up to three times. Prerequisite: Audition.

COMM 433 Topics 1-3 hours

COMM 495 Speech Communication Integrative Seminar 3 hours

Culminating experience for the major; completion with a C or higher required. Advanced examination of the nature of communication theory, research, and methods. With the instructor's permission, a student not majoring in Speech Communication may enroll and propose a project specific to the Speech Communication discipline. Prerequisites: COMM 230, C average or higher in Speech Communication courses; minimum of 15 hours of 300- or 400-level Communication courses; senior standing.

COMM 499 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.

COMPUTER AND INFORMATION SCIENCE (CISS)

Computer and Mathematical Sciences Department

In CISS courses where a computer lab is used, a Lab fee will be charged.

CISS 145 Introduction to Python Programming 3 hours

This course introduces students to computer programming. Students will design and build a substantial system using the Python language. The system will be selected from the following: 2D/3D games, CD player,

image authoring tool. Prerequisite: "C" or higher-math 150.

CISS 170 Introduction to Computer Information Systems 3 hours

Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet, and data management software are used to explore use of microcomputers in business. **G.E.**

CISS 171 Introduction to Computer Information Systems for Mac Users 3 hours

Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet, and data management software are used to explore use of microcomputers in business. **G.E.**

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. **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.

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.

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.

CISS 241 Programming I 3 hours

Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output,

selection, iterative constructs, functions, data types arrays, strings, pointers, and recursion. Prerequisites: CISS 170 or CISS 176; math 150

CISS 242 Programming II 3 hours
a continuation of CISS 241. topics include strings, pointers, recursion, classes, methods, and operator overloading. Prerequisite: Grade of C or higher in CISS 241.

CISS 243 Programming III 3 hours
a continuation of CISS 242. topics include inheritance, polymorphism, templates, stream I/O, file processing, stacks, queues, and lists. Prerequisites: Grade of C or higher in CISS 242.

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.

CISS 280 Systems Analysis and Design I 3 hours
The first in a two-course sequence (see CISS 320). explores requirements, and methods for documenting and analyzing existing business information systems; includes investigation and development of alternative solutions. Prerequisite: CISS 234 or CISS 238 or CISS 241.

CISS 298 Web Programming 3 hours
Introduction to web programming issues associated with developing web applications and website design. Prerequisite: CISS 170 or CISS 176.

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.

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.

CISS 312 ACM Programming Contest 1 hour
Open to computer majors participating in the ACM Programming Contest. May be repeated for a total

of 3 semester hours. Prerequisites: Junior standing, computer major – either CIS or CS. Evaluation is Satisfactory/Unsatisfactory.

CISS 320 Systems Analysis and Design II 3 hours
a continuation of CISS 280. explores the design and implementation of information systems, selection of alternatives, object-oriented design techniques, ISO 9001 software quality assurance mechanisms. Prerequisite: CISS 280 with a grade of C or higher.

CISS 350 Advanced Algorithms and Data Structures 3 hours
Advanced concepts of data, storage, organization, and retrieval. Topics include multiple-linked lists, balanced trees, graphs, abstract data types, classes and methods, object-oriented programming, searching and sorting. Prerequisite: CISS 245 or CISS 243.

CISS 355 Directed Study 1-3 hours
Research project covering a limited and well-focused aspect of theory, concept, or application in a selected area of CIS not covered in depth in the curriculum. a term paper documenting the research and results is required. This course requires the approval of the chair of the Computer and mathematical Sciences Department and is available on the main campus only. Prerequisite: CISS 245 or CISS 243.

CISS 358 Algorithm Analysis 3 hours
Introduction to algorithm analysis and complexity classes including advanced data structures such as B-trees, height-balanced trees, and graphs. analysis of various searching and sorting algorithms and algorithm design topics such as dynamic programming, greedy methods, and divide-and-conquer. Prerequisites: MATH 225; CISS 245 or CISS 243.

CISS 360 Computer Systems and Assembly Language 3 hours
Introduction to the fundamental concepts of computer systems including data representation, computer arithmetic, Boolean algebra, SSI Logic Design, register-transfer and micro-operations, computer organization, assemblers and assembly language programming. Prerequisite: CISS 245 or CISS 243.

CISS 362 Introduction to Automata Theory, Languages and Computation 3 hours
The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical per-

spective. Cross-listed as MATH 362. Prerequisites: math 225 and CISS 240.

CISS 365 Project Management 3 hours

An introduction to project management issues associated with information technology projects including project definition, organizational structures, risk factors, quality management and procurement management. Prerequisites: MGMT 254; CISS 320 or CISS 325.

CISS 370 Operating Systems 3 hours

The hardware, firmware and software organization of computer systems, basic operating systems concepts, concurrent processes, CPU and disk scheduling, memory management, deadlocks, systems evaluation and simulation, and performance measurement. Prerequisites: CISS 350 or CISS 358.

CISS 375 Compiler Construction 3 hours

Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables, runtime storage. Prerequisite: CISS 350 or CISS 358.

CISS 380 Computer Graphics 3 hours

Techniques for picture development and transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems, animation techniques. Prerequisite: CISS 350 or CISS 358.

CISS 390 Global Information Systems Management 3 hours

Introduction to global information systems management issues associated with culture, politics and geoeconomics, international IS standards and regulations, outsourcing and off-shoring. Prerequisite: Junior standing. *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.

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.

CISS 420 Computer Architecture 3 hours

Introduces fundamental concepts of computer archi-

ture including data representation, computer arithmetic, Boolean algebra, combinational logic design, sequential circuits, registers and counters, memory and programmable logic devices, instruction set architecture, CPU design, input-output, memory systems. Prerequisite: CISS 360.

CISS 430 Database Systems 3 hours

Design and implementation of relational and object-oriented database systems. Relational algebra, normal forms and normalization, query processing, efficiency and security considerations. Prerequisite: CISS 280 or CISS 465.

CISS 433 Topics 1-3 hours

These courses will cover selected topics not offered as part of the CIS curriculum.

CISS 438 Object-Oriented Design and Analysis 3 hours

Introduction to object-oriented (OO) analysis, design, and modeling. Topics include techniques for mapping real-world systems onto an OO representation, use case design, OO methodology for software development, identifying patterns, building conceptual models, and OO implementation issues. The Unified modeling Language is used as a modeling tool. Prerequisite: CISS 350 or 358.

CISS 445 Programming Languages 3 hours

Survey and comparison of various programming languages and the concepts used in designing, specifying and evaluating languages. Topics include formal specification, language constructs, translation, binding and binding times, logic and functional programming. Prerequisite: CISS 350 or CISS 358.

CISS 450 Artificial Intelligence 3 hours

Concepts and theories of intelligent computer systems. Issues of perception, learning, problem solving and knowledge representation discussed. Programming in a list processing language will be required. Applications to game playing, theorem proving, expert systems, language understanding. Prerequisite: CISS 350 or CISS 358.

CISS 451 Introduction to Cryptography & Computer Security 3 hours

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Cross-listed as math 451. Prerequisites: math 225; CISS 245 or CISS 243.

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 245.

CISS 472 Data Warehousing and Decision Support Systems 3 hours

An investigation of data warehousing, data mining, and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment and maintenance issues. Prerequisite: CISS 430.

CISS 492 Senior Seminar in Management Information Systems 3 hours

Required culminating course for graduation as a Management Information System (MIS) major. Readings from the current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 365, CISS 430 and senior standing.

CISS 493 Senior Seminar in Computer Information Systems 3 hours

Culminating course required for Computer Information Systems (CIS) majors. Readings from the current literature. Requires original research project and paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 350, CISS 360, CISS 430 and senior standing.

CISS 494 Senior Seminar in Computer Science 3 hours

Culminating experience course required for Computer Science Majors. Requires original research project, paper and presentation under the supervision of a computer science faculty member. Grade of C or higher required. The course includes a program evaluation component. Prerequisites: CISS 420, CISS 430, CISS 445 and senior standing.

CISS 499 Internship 1-6 hours

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.

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.

CJAD 201 Criminal Investigation 3 hours

Provides the student with a practical working knowledge of criminal investigation principles, techniques, law, and procedure. The investigative process is studied from basic theoretical concepts to the application of the basic elements for prosecution of criminal cases. Includes a study of crime-scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime and terrorism. Prerequisite: CJAD 101.

CJAD 203 Crime Scene Investigation 3 hours

Techniques and methods of crime scene investigation focusing on practical suggestions as well as theoretical viewpoints of the field. Topics include fundamentals of the preliminary investigation, identification, protection and collection of evidence, sketching and photographing the crime scene, interpreting blood stain evidence and fingerprinting techniques. Lab fee. Prerequisite: CJAD 101.

CJAD 233 Topics 1-3 hours

CJAD 233 Topics: Mock Trial 1 hour

Available to members of the Columbia College Mock Trial team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 233. Prerequisite: Must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.**

CJAD 301 Criminal Law 3 hours

examines the basic concepts and elements of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary, and rob-

bery. a analysis of inchoate crimes involving attempt, solicitation and conspiracy. a 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.

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. Lab fee. Students are not required to have equipment but may use their personal systems (digital/standard). Prerequisites: CJAD 101 and junior standing.

CJAD 305 Forensic Anthropology 3 hours
 Anthropological principles and knowledge applied within the legal system. Examination of the basics of bone biology, methods of skeletal analysis, signs of pathology and trauma, and postmortem interval. Prerequisite: Junior standing.

CJAD 306 Military Justice System 3 hours
 examination of the history and principles of military justice and comparison of the military and civilian justice systems. Topics include the Uniform Code of Military Justice; military crimes; nonjudicial punishment; jurisdiction of general and special military courts; military judges and panels; self incrimination, search and seizure, pretrial confinement and restraint; plea bargaining; sentencing and appellate review in military courts. Prerequisites: CJAD 101 and junior standing.

CJAD 310 Crisis Intervention 3 hours
 Survey of the current crisis intervention literature and introduction to the theories, principles, concepts and techniques of crisis intervention. Upon completion, students should be able to predict who may need crisis intervention services, and demonstrate the provision of first-order crisis intervention. Prerequisite: PSYC 101.

CJAD 311 Police in a Democratic Society 3 hours
 Overview and analysis of law enforcement history, development, purposes and roles in a democratic society. material is presented from a theoretical standpoint and examines critical issues and advances in crime control. Prerequisite: CJAD 101.

CJAD 315 Private Security and Loss Prevention 3 hours
 a comprehensive survey of the private security field, including history, organizational and industry structure, strategies and tactics, legal and ethical issues, and employment possibilities. Prerequisite: Junior standing.

CJAD 320 Cultural Diversity in Criminal Justice 3 hours
 examination of current issues and social problems relating to the administration of justice in a culturally diverse society. Special focus of the course will be on the changing ethnicity of communities and related changes in social and institutional public policy. also discussed is 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.*

CJAD 325 Juvenile Justice System and Procedures 3 hours
 Examination of the American juvenile justice system from the perspective of law enforcement, the courts and corrections. Prerequisites: CJAD 101 and junior standing.

CJAD 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.

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.

CJAD 333 Topics: Mock Trial 1 hour
Available to members of the Columbia College Mock trial team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 333. Prerequisite: Student must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.**

CJAD 345 Ethics and Morality in Criminal Justice 3 hours
Study of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption and discrimination. Prerequisite: CJaD 101.

CJAD 350 Corrections and Penology 3 hours
Analysis of punishment in our criminal justice system, with focus on why we punish, and how we punish, all examined within the context of correctional philosophies. History and development of corrections, including relevant theories, practices, systems analysis and treatment modalities. Prerequisite: CJaD 101.

CJAD 351 Community Based Corrections 3 hours
Examination of the philosophy, role and function of probation, parole and other community based corrections as compared to institutional corrections. Consideration and critical evaluation of special programs and recent innovations in community based corrections. Prerequisites: CJAD 101 and sophomore standing.

CJAD 352 Victims in the Justice System 3 hours
Examination of the interface between victims and the various components of the criminal justice system. Topics include the history of the victims rights movement, victim prevention and victim assistance programs, victimization patterns and trends, victim interaction with law enforcement, victim rights and remedies in the court system, victim roles under the correctional system, demographic issues and concerns involving victims and offenders, and particularized consideration of victim issues in specific offenses including stalking, domestic violence, hate crimes and sex crimes involving adults and children. Prerequisites: CJAD 101 and junior standing.

CJAD 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.

CJAD 390 Criminal Justice Practicum 3 hours
Integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Permission of the Criminal Justice Administration and Human Services Department Chair one semester before the desired practicum placement. Prerequisite: Completion of sixty hours of coursework with a GPA of 2.5. Evaluation: Satisfactory/Unsatisfactory.

CJAD 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.

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.

CJAD 405 Laws of Criminal Evidence 3 hours
Analysis of what and 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: junior standing.

CJAD 406 Expert and Scientific Evidence 3 hours
Examination of the role and function of expert and scientific evidence in the legal system, and critical

evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized consideration of evidentiary issues connected with specific scientific techniques. Prerequisites: junior standing.

CJAD 410 Drug Abuse and Crime Control 3 hours

Comprehensive examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. Prerequisite: CJAD 101.

CJAD 413 Bloodstain Evidence 3 hours

a practice-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, low-velocity impact and angular bloodstains, medium and high velocity bloodstains, significance of partially dried, clotted, aged and physically altered bloodstains and others. Prerequisite: CJAD 101.

CJAD 415 Criminal Procedures 3 hours

Detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. Emphasis is placed on court decisions involving the 4th, 5th, 6th, 8th and 14th amendments to the U.S. Constitution. Prerequisite: Junior standing.

CJAD 420 Legal Issues in Criminal Justice 3 hours

analysis of current and controversial legal issues in the criminal justice system. Topics may include current Supreme Court issues, hate crime, domestic violence, gun control, the death penalty, police civil liability, privacy rights, wrongful conviction and public policy, plea bargaining, specialty courts, reforms to the justice system, and law enforcement counter-terrorism activities. Prerequisites: CJAD 101 and junior standing.

CJAD 421 Organized Crime 3 hours

Provides the student with a realistic concept and understanding of the problem of organized criminal activity in the United States. Focuses on theories and the evolution of traditional organized crime in America as well as examining the many new and emerging organized crime groups attempting to acquire a stronghold on domestic criminal enterprises. Prerequisites: CJAD 101 and junior standing.

CJAD 425 Legal Research and Writing 3 hours

application of systems and methods of legal research to problems and issues in the Justice system. Prerequisite: Junior standing.

CJAD 433 Topics 1-3 hours

CJAD 445 Forensic Pathology 3 hours

analysis of systems and methods of determining time, cause, and means of death in criminal investigations and trials. Prerequisites: CJAD 101 and junior standing.

CJAD 451 Management of Criminal Justice Agencies 3 hours

Examines criminal justice agencies within the context of current management principles, organizational theory and administrative practices. Prerequisites: CJAD 101 and junior standing.

CJAD 455, 456 Directed Study 1-3 hours

CJAD 475 Senior Seminar in Forensic Science 3 hours

A seminar course required as a culminating experience for all seniors majoring in Forensic Science. This capstone course integrates prior learning while exploring current research, contemporary issues and professional standards in forensic science. Completion with a grade of C or higher is required. Prerequisites: Senior standing, Forensic Science major.

CJAD 495 Integrative Seminar 3 hours
Culminating course for graduation as a Criminal Justice major. Completion with a grade of C or higher required.

Designed to integrate and synthesize all coursework in criminal justice and related areas so the student has a broad conceptual and practical understanding of the criminal justice career field. In addition, it is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections and juvenile justice. Prerequisites: Completion of 90 hours of coursework and senior standing.

CJAD 499 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.

ECONOMICS (ECON)

Business Administration Department

ECON 293 Macroeconomics 3 hours
Introduction to concepts and theories applicable to a national economy. Prerequisite: Sophomore standing. **G.E.** *Course meets Multicultural graduation requirement.*

ECON 294 Microeconomics 3 hours
Introduction to specific economic units and to individual markets and individual interactions within an economy. Prerequisite: Sophomore standing. **G.E.**

ECON 310 Environmental and Resource Economics 3 hours
application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ENVS 310. Prerequisites: ECON 293 or ECON 294; ENVS/BIOL 115.

ECON 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.

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.

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.

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; f In C 350.

ECON 495 International Finance 3 hours

Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as FINC 495. Prerequisites: ECON 293, f In C 350. *Course meets Multicultural graduation requirement*

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.

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. Lab fee.

EDUC 105 Human Health 3 hours
The study of health, safety and nutrition and the decisions that are faced throughout a lifetime. Consumer health, mental health, physical health, sex and reproduction, drugs, death and dying are the major topics covered.

EDUC 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. Lab fee. Prerequisite: eDUC 100.

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.

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.

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.

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. Lab fee. Prerequisite: eDUC 198.

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. Lab fee. Prerequisites: EDUC 100, EDUC/PSYC 230 (may be taken concurrently).

EDUC 302 Teaching Skills 3 hours
The study of teaching multiple content areas. Students describe, analyze, and critique the content areas of elementary school health, physical education, science and social studies. In each of the content areas, students develop and present micro-teaching lessons, evaluations, and learning centers. Includes field experience of 15 hours. Students must complete the field experience application at least one semester prior to taking this course. Lab fee. Prerequisites: eDUC 300, or eDUC 505; admission to the teacher Certification Program.

EDUC 311 Classroom and Behavior Management Techniques 3 hours
The study of managing classroom environments and the behavior of students. Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. Includes field experience of 15 hours. Students must complete the field experience application at least one semester prior to taking this course. Lab fee. Prerequisites: eDUC 300 or eDUC 505; and admission to the Teacher Certification Program.

EDUC 322 Educational Measurement and Assessment 3 hours
The study of methods used to develop educational measurements, and the procedures used to globally assess student achievement. Included in the program of study are the development and use of standardized assessments, structured and constructed assessments, observational methods, performance assessment, portfolio assessment, affective measures, and

special needs measures. Included also are the historical study of psychometry, the concepts of validity and reliability, referencing methods, and evaluation and reporting methods. Prerequisites: EDUC 300 or EDUC 505; EDUC/PSYC 230; and admission to the Teacher Certification Program.

EDUC 326 Middle School Methods 3 hours
Overview of the early adolescent, historical development of middle/junior high school education, curriculum and organizational patterns, planning for instruction and 15-hour field experience. 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.

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. Lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the teacher Certification Program.

EDUC 336 Creative and Language Arts in Elementary and Middle Schools 3 hours
Study of creative arts (music, art, drama and dance) and language curricula, including the teaching of writing and oral communications, instructional decisions, teaching techniques and strategies, teaching/learning materials, and methods related to aesthetic and language arts models of instruction. Students produce various instructional resources, including a thematic unit based on specific knowledge acquired in this course. Includes field experience of 15 hours. Students must complete the field experience Application at least one semester prior to taking this course. Lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the teacher Certification Program.

EDUC 338 Teaching Reading in the Content Area 3 hours
The study of teaching reading in differing content areas. Students analyze materials in various content areas and demonstrate the ability to use levels of comprehension, patterns of organization and questioning, and vocabulary-building skills to enhance learning. Includes field experience of 15 hours.

Students must complete the field experience Application at least one semester prior to taking this course. Lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the teacher Certification Program.

EDUC 345 Teaching Art K-12 4 hours
Pre-student teaching experiences with students K-12. Basic techniques and methods for planning, teaching and assessing art K-12. National, state, and visual arts guidelines of a comprehensive art education program are reviewed. Hands-on activities for use of tools, materials, and methods for creating a variety of K-12 art studio projects. Includes field experience of 35 hours. Students must complete the field experience application at least one semester prior to taking this course. Lab fee. Prerequisites: EDUC 300 or EDUC 505; EDUC 200; EDUC/PSYC 230; ar t S 111 or 112; ar t S 120; admission to the Teacher Certification Program.

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. Lab fee. Prerequisites: eDUC 100 and eDUC 300, or eDUC 505; and admission to the Teacher Certification Program.

EDUC 358 Teaching Mathematics in the Elementary School 3 hours
t his course has as its focus the methods and materials for teaching elementary school mathematics. t he 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. Lab fee. Prerequisites: EDUC 300 or EDUC 505; EDUC 200; EDUC/PSYC 230; and admission to the teacher Certification Program. (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. Lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program.

EDUC 360 Teaching Mathematics in the Secondary School 3 hours

This course is designed to not only encourage pre-service 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. Lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program.

EDUC 362 Teaching Middle and Secondary Social Studies 3 hours

The study of secondary social studies methods, materials, "best practices," philosophies, instruction and curriculum. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the field experience Application at least one semester prior to taking this course. Lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the teacher Certification Program.

EDUC 365 Teaching Middle School and Secondary Science 3 hours

The study of methods, materials, practices and curriculum in secondary science classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the field experience application at least one semester prior to taking this course. Lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program.

EDUC 367 Teaching Middle School and Secondary English 3 hours

The study of methods, materials, practices and curriculum in secondary english classes. The course

culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the field experience application at least one semester prior to taking this course. Lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program.

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. Lab fee. Prerequisites: EDUC 100 and EDUC 300, or EDUC 505; admission to the teacher Certification Program.

EDUC 369 Teaching Business Education 3 hours

The study of methods, materials, practices and curriculum in secondary business classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the field experience application at least one semester prior to taking this course. Lab fee. Prerequisites: EDUC 300 or EDUC 505; admission to the Teacher Certification Program.

EDUC 372 Environmental Education 3 hours

The study of current trends and methods of instruction in environmental education. Prior philosophy is used to interpret current issues in environmental education. Cross-listed as ENV5 372. Prerequisite: EDUC 300.

EDUC 380 Diagnostic and Corrective Reading 3 hours

The study of reading remediation. Students evaluate procedures and demonstrate understanding of standardized tests and informal assessments for diagnosis. Students formulate a theoretical base for choosing diagnostic tools, interpreting evaluative data and identifying corrective strategies. Includes field experience of 15 hours. Students must complete the field experience application at least one semester prior to taking this course. Lab fee. Prerequisites: EDUC 300 or EDUC 505; EDUC 322 or EDUC 331; and admission to the Teacher Certification Program.

EDUC 390 Education & Psychology of the Exceptional Child 3 hours

The study of teaching children with exceptionalities. Students study the effects of exceptionality on chil-

dren's cognitive, affective and psychomotor behaviors.

EDUC 391 Child Psychology 3 hours
the study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as PSYC 391. Prerequisite: PSYC 101.

EDUC 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. 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.

EDUC 392 Adolescent Psychology 3 hours
the study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as PSYC 392. Prerequisite: PSYC 101.

EDUC 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.

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. 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.

tions listed on the Student Teaching Requirement Verification form.

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. 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.

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. 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.

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. 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.

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. 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. This is a 16-week course.

ENGLISH (ENGL)

Humanities Department

ENGL 107 Preparatory 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 en GL 107.

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.

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 en GL 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 en GL 112. **G.E.**

ENGL 123 Introduction to Mythology and Folklore 3 hours

Study of mythologies of various cultures especially Greek and Roman, but including Norse, Indian, Japanese, Chinese, native american, african and Polynesian. **G.E. Course meets Multicultural graduation requirement.**

ENGL 124 The Bible as Literature 3 hours

A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. Cross-listed as re LI 124.

ENGL 132 Introduction to Shakespeare 3 hours
Beginning study of Shakespeare as a playwright.

ENGL 190 The Short Story 3 hours
Introduction to the study of fiction through the short story.

ENGL 204 Technical Writing 3 hours
Study of grammar and practice in writing class reports. Prerequisite: ENGL 112 or sophomore standing.

ENGL 207 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.

ENGL 210 Introduction to Fiction 3 hours

A comprehensive introduction, within the traditional canon, to the elements and major writers of fiction of varying lengths. **G.E.**

ENGL 211 Introduction to Poetry 3 hours
a comprehensive introduction to the elements and major writers of poetry of varying lengths. **G.E.**

ENGL 212 Introduction to Drama 3 hours
a comprehensive introduction to the elements and major writers of drama of varying lengths. **G.E.**

ENGL 231 English Literature I 3 hours
Survey from Beowulf to late eighteenth-century British writers. Prerequisite: ENGL 112. **G.E.**

ENGL 232 English Literature II 3 hours
Survey from r omantic period to present. Prerequisite: ENGL 112. **G.E.**

ENGL 233 Topics 1-3 hours

ENGL 241 American Literature I 3 hours
Survey of major American writers from Colonial to Realist figures. Prerequisite: ENGL 112. **G.E.**

ENGL 242 American Literature II 3 hours
Survey of major American writers from Realist to Contemporary figures. Prerequisite: ENGL 112. **G.E.**

ENGL 263 World Literature I 3 hours
European (non-British) and Asian literature from origins to the fourteenth century. Prerequisite: enGL 112. **G.E. Course meets Multicultural graduation requirement.**

ENGL 264 World Literature II 3 hours
Significant European (non-British) and Asian literature from the fourteenth century to the present. Prerequisite: ENGL 112. **G.E. Course meets Multicultural graduation requirement.**

ENGL 280 Film and Literature 3 hours
Critical viewing of international films and study of relationships between film and literature. Prerequisite: ENGL 112.

ENGL 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.

ENGL 311 Descriptive Grammar of the English Language 3 hours
Study of the grammar (sounds, structures, sentences and dialects) of American English. Prerequisites: ENGL 112, and a previous 200-level or higher english course.

ENGL 312 The History of the English Language 3 hours
Study of the history and dialects of the english language. Prerequisites: ENGL 112 and a previous 200-level or higher english course.

ENGL 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.

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.

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.

ENGL 323 The Hero in Mythology 3 hours
Study of the hero in mythology from a cross cultural perspective. emphasis lies on examining, defining, and discussing the hero from a cross cultural,

mythological perspective and determining the hero's role in society today. Prerequisites: ENGL 112 and a previous 200-level or higher english course.

ENGL 331 Ethical Issues in Literature 3 hours
analysis and evaluation of ethical issues and concerns depicted in the literary works of major international authors. Prerequisites: ENGL 112, junior standing.

***ENGL 350 Major Literary Figures 3 hours**
Study of the works of one-to-three major writers (e.g., Chaucer, Shakespeare, Mark Twain, Faulkner, Cervantes, or Melville and Whitman, Donne and Milton, Dante and Goethe, etc.). Prerequisites: ENGL 112 and a previous 200-level or higher english course.

ENGL 351 Readings in Shakespeare 3 hours
Study of William Shakespeare, emphasizing his background, his poetry, and his plays in all genres. Prerequisites: ENGL 112 and a previous 200-level or higher english course.

***ENGL 360 Readings in Fiction 3 hours**
Study of the genre, possibly from a special perspective or literary period (e.g., American novel and short story, contemporary novel, the comic novel and short story). Prerequisites: ENGL 112 and a previous 200-level or higher english course.

***ENGL 361 Readings in Poetry 3 hours**
Intensive study of major literary development and achievement in the genre, possibly from a special perspective (e.g., American poetry, lyric poetry, epic poetry). Prerequisites: ENGL 112 and a previous 200-level or higher english course.

***ENGL 362 Readings in Drama 3 hours**
Study of the genre, possibly from a special perspective or literary period. Prerequisites: ENGL 112 and a previous 200-level or higher english course.

***ENGL 370 Major Literary Periods 3 hours**
Study of the major literary works from a specific movement or definitive age (Medieval or Renaissance Literature, modern Literature, the age of reason, the romantic age, Victorian Literature or Contemporary Literature). Prerequisites: ENGL 112 and a previous 200-level or higher english course.

ENGL 397 Science Fiction and Fantasy 3 hours
Readings from a broad spectrum of science fiction and fantasy literature. Prerequisites: ENGL 112 and a previous 200-level or higher english course.

ENGL 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.

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.

ENGL 420 Advanced Editing and Revision 3 hours

A pre-graduate-level course that addresses, through practice, the fundamentals of editing and making prose as clear and as well presented as possible. Prerequisites: ENGL 112 and a previous 200-level or higher English course.

ENGL 431 Senior Seminar 3 hours
Culminating course for graduation as an English major.

This course is designed similarly to a graduate-level seminar. The student is required to produce a portfolio and essay project arranged in conjunction with one or more of the English faculty. Prerequisites: 68 semester hours, C average in English courses.

ENGL 433 Topics 1-3 hours**ENGL 450 Minority and Ethnic Literature 3 hours**
of the United States

Significant and representative works by minority and ethnic writers (Black, Hispanic, Native American, Asian-American, Jewish-American, etc.) of the United States. Prerequisites: ENGL 112 and a previous 200-level or higher English course. *Course meets Multicultural graduation requirement.*

ENGL 490 Literary and Critical Theory 3 hours

Introduction to methods and applications of literary and critical theories. Prerequisites: ENGL 112 and a previous 200-level or higher English course.

ENGL 499 Advanced English Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work for pub-

lishers, 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.

***ENGL 310, 350, 360, 361, 362, and 370 may be taken more than once when the subject matter in the course varies.**

FIRE SERVICE ADMINISTRATION (FSAD)**Criminal Justice Administration Department****FSAD 101 Fire Service Instructor I 2 hours**

This course meets NFPA 1041 and focuses on the presentation skills needed by new instructors delivering prepared lesson plans. Students cover lesson plan preparation, presentation skills, using audiovisual equipment, identifying lesson objectives, questions, tests, and evaluation instruments. Students make three presentations during this course. Successful completion of this course requires a score of 70% or greater on the final exam and final presentations.

FSAD 110 Fire Officer I 2 hours

This course is designed to meet NFPA 1021, 1997 for Fire Officer I. Throughout this course students participate in various classroom activities and exercises to reinforce the presented material. Topics include: the company officer's role, effective communications, the company officer's role in the organization, management and managing of resources, leadership, personnel safety, fire prevention, investigation, and preplanning. Students are required to complete a class project due within 2 months after the discussion of the course. Prerequisite: MCTO series or a Strategy and Tactics course is recommended, Incident Command/management system course is required. Firefighter II from the Missouri Division of Fire Safety is required for certification purposes only. For more information about certification, contact the Missouri Department of Fire Safety.

FSAD 120 Incident Management System 1 hour

This course in Incident Management follows the Model Procedures Guide For Structural Fire Fighting approved by the National Fire Service Incident Management System Consortium. The model reconciles differences in previous Incident Command

Systems into a single recognized Incident Management System. This course introduces the basics of incident management, the need for an Incident management System, and the elements of incident management necessary to direct small to moderately-sized incidents. This course expands from applying the system to single-company operations to larger incidents allowing participants better understanding of the modular aspects of the system.

FSAD 125 NIMS Incident Command System for the Fire Service 3 hours

This course meets the needs of emergency response personnel with the responsibilities to implement and/or function within a departmental Incident Command System (ICS). This program addresses the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to effectively use ICS guidelines, an overview of the National Incident Management System (NIMS) and scenario practice on how to apply ICS. In addition, resource information will be provided for setting up and implementing an ICS.

FSAD 140 Introduction to Emergency Management for Fire Service 2 hours

This course is designed to identify basic definitions, concepts and systems utilized within the emergency management discipline. The course includes identification of hazards and risks, activities found within the four phases of emergency management. It addresses the federal, state and local roles and responsibilities in a major disaster, with an emphasis on government coordination and the solutions to complicated problems that frequently arise in disasters. This 2-day course is designed for fire fighters, local jurisdiction officials, emergency managers, volunteers and other emergency service personnel.

FSAD 150 Principles of Building Construction: Combustible 1 hour

This course, developed by the National Fire Academy, provides an introduction to basic construction principles and the special characteristics as they concern the fire service. The primary emphasis is on improving a firefighter's ability to ensure firefighter safety by recognizing common causes and indicators of failure and other hazards related to wood and ordinary construction and its contents. Students receive a National Fire Academy certificate of training for this course.

FSAD 155 Principles of Building Construction: Noncombustible 1 hour

The course addresses the need for fire service personnel to understand fully building construction, methods of construction, materials used in building construction, and fire-resistance requirements in order to

conduct fire scene operations safely and make sound strategic decisions. Students should be able to identify a building and correctly apply the classification system for the building in accordance with NFPA 220, Standard on Types of Building Construction, identify the important structural feature of a building and use this information in the formation of the Incident Action Plan, identify critical size-up issues such as smoke, heat, and fire travel inside a structure, and predict the path or method of travel based upon the building construction features; and to identify critical safety issues that affect firefighter safety for each classification of construction; and identify appropriate measures to enhance the safety of emergency responders.

FSAD 210 Fire Officer II 3 hours

This course is designed to exceed the requirements of NFPA 1021, 1997 for Fire Officer II. Fire Officer II builds upon the concepts of the Missouri Fire Officer I program. Fire Officer II will expand on the Situational Leadership model and its adaptation to the types of powers and change. The course looks at performance appraisals and provides the student with a state-of-the-art appraisal inventory skill sheet to monitor his/her performance appraisal skills. Additional topics in the course include: the making of laws and a look at Missouri fire statutes, budget preparation, data collection and research reports, preparing media releases, handling multi-agency incidents, fire protection systems, occupancy classifications and conducting building inspections, a process for conducting fire investigations and finally identifying unsafe work practices and taking appropriate actions to prevent recurrence. Students are required to complete a class project due within two months after the conclusion of the course as well as a pre-course assignment that includes developing a ten-minute public fire education presentation. Prerequisite: FSAD 110 Fire Officer I.

FSAD 220* Advanced Incident Management System: Operations (.25 hour)

This course is designed to assist those individuals whose responsibility will be working within the operations section during an incident. Topics of this course include a review of the incident management system; division, groups and sectors; unit leader responsibilities; incident management forms, branches, demobilization, and staging. Prerequisite: FA Incident Command System or Missouri Incident Management System.

Advanced Incident Management System: Command Staff (.25 hour)

This course looks at the roles of command staff functions within the Incident Management System, in particular, the roles of the safety officer, liaison officer,

information officer, and incident commander. This course includes a short review of the Incident Management System. Prerequisite: IMS: Operations.

Advanced Incident Management System: Logistics/Finance (.25 hour)

This course looks at the roles of the logistics and finance section within an Incident Management System. This course includes a short review of the Incident Management System. Prerequisite: IMS: Operations.

Advanced Incident Management System: Planning (.25 hour)

This course looks at the roles of the planning section within an Incident Management System. Instructional focus includes the various IMS forms which should be used during incidents and activities to reinforce the lesson plan. This course will also look at the responsibilities of planning section chiefs and the various unit leaders within the planning section. This course includes a short review of the Incident Management System. Prerequisite: IMS: Operations.

***For Advanced IMS Courses:** Students must successfully complete all four modules. Without completion of all modules, no credit will be given.

FSAD 225 ICS 300 Intermediate Incident Command System for Expanding Incidents 3 hours

This course provides training on, and resources for, personnel who require advanced application of the Incident Command System (ICS). The course expands upon information covered in the ICS 100 and ICS 200 courses. Topics covered include: Unified Command; Incident assessment and incident objectives; the Planning process; Incident resource management; Demobilization; and, Transfer of command.

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. *Course meets Multicultural graduation requirement.* **G.E.**

ENVS 115L Introduction to Environmental Science Laboratory 2 hours

Laboratory experiences to complement ENVS/Biol 115. Laboratory fee. Cross-listed as Biol 115L. Prerequisite: BIOL/ENVS 115 or concurrent enroll-

ment. BIOL/ENVS 115 must be taken as a corequisite or completed before ENVS 115L can be used as G.e. credit. **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.

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.

ENVS 223 Environmental Disasters 3 hours

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/adjustments. Cross-listed as GEOG 223. Prerequisite: Geo G 101.

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.

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: Geo G 101. *Course meets Multicultural graduation requirement.*

ENVS 272 An Introduction to Environmental Literature 3 hours

An introduction to contemporary writings about environmental issues. Exposure to aspects of environmental crisis and policy, to recent first-person nature writing and to novels that examine various ecological visions. Prerequisite: ENGL 112.

ENVS 300 Evolution 3 hours

examination of the basic mechanisms of evolution

and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. Cross-listed as BIOL 300. Prerequisite: BIOL 112 and BIOL 342.

ENVS 310 Environmental and Resource Economics 3 hours

application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ECON 310. Prerequisites: ECON 293 or ECON 294; ENVS/BIOL 115.

ENVS 312 Environmental Politics 3 hours

Study of environmental issues and policies from both a national and global perspective. Cross-listed as POSC 312. Prerequisite: POSC 111.

ENVS 319 Soils 3 hours

an examination of soils. topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as BIOL 319. Prerequisites: BIOL 110 or BIOL/ENVS 115; CHEM 110.

ENVS 320 Ecology 3 hours

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as BIOL 320. Prerequisites: BIOL 112; BIOL/ENVS 320L or concurrent enrollment; BIOL/ENVS 222 recommended.

ENVS 320L Ecology Laboratory 2 hours

Laboratory experiences to complement BIOL/ENVS 320. Cross-listed as BIOL 320L. Lab fee. Prerequisite: BIOL 112L; BIOL/ENVS 320 or concurrent enrollment.

ENVS 332 Environmental Ethics 3 hours

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as PHIL 332.

ENVS 333 Topics 1-3 hours

ENVS 352 American Environmental History 3 hours

analysis of american environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions, and technologies have reshaped and have been reshaped by ecosystems. It traces american Indian

ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as hISt 352. Prerequisite: Junior standing.

ENVS 372 Environmental Education 3 hours

the study of current trends and methods of instruction in environmental education. Prior philosophy will be used to interpret current issues in environmental education. Cross-listed as EDUC 372. Prerequisite: EDUC 300.

ENVS 390 Environmental Studies Project 1 hour

Final culminating project for the Environmental Science minor arranged in conjunction with one or more of the Environmental Studies faculty. This project may take the form of library or lab research, a field experience or internship, or a creative project. The project should demonstrate a synthesis of ideas from the ENVS minor. The course must be completed with a grade of C or higher. Prerequisite: Completed at least 12 hours toward the Environmental Studies minor.

ENVS 395 Research Design in the Sciences 3 hours

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as BIOL 395 and CHEM 395. Students majoring in biology, chemistry or environmental 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.

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.

ENVS 433 Topics 3 hours

ENVS 490 Senior Seminar 1 hour

a seminar course is required as a culminating experience prior to graduation for all seniors majoring in Biology and environmental Science. Students com-

plete 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, en GL 112, 45 semester hours in BIOL/ENVS.

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.

FINANCE (FINC)

Business Administration Department

FINC 295 Risk and Insurance 3 hours
Basic concepts and practices found in modern insurance and other methods of handling risk.

FINC 298 Personal Financial Planning 3 hours
Provides knowledge that helps non-business and business students effectively manage their personal financial affairs. Topics include personal financial statements, budgeting, tax planning, investing and savings, insurance, real estate and retirement planning.

FINC 350 Business Finance 3 hours
a study of the finance function in corporate decision-making. Topics include financial statement analysis, risk and return, valuation, cost of capital, working capital management, time value of money and capital budgeting. Prerequisites: ACCT 281; MATH 150 or math 170.

FINC 354 Investments 3 hours
an introductory investment course designed to teach students how to make personal investing decisions for their own investment portfolio with special consideration given to the management of employer-sponsored retirement plans. Prerequisite: ACCT 281.

FINC 361 Small Business Finance 3 hours
An introduction to the finance function within a small business. The focus is on the acquisition and management of capital from inception through growth. Emphasis is on the use of key financial management tools. Prerequisite: ACCT 280

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; f In C 350.

FINC 396 Corporate Finance 3 hours
analysis of financial and accounting information and its impact on financial decision-making and profit planning. Topics include: financial planning and control tools, leverage and capital structure, investment banking, dividend policy, corporate restructuring, risk management and international financial management. Prerequisites: ACCT 281; MATH 150 or math 170; f In C 350.

FINC 397 Principles of Real Estate 3 hours
an introduction to the principles and practices of real estate. Topics include the real estate profession and industry, home ownership, real estate financing, real estate appraisal, real estate contracts and real estate investment as it relates to personal financial planning objectives.

FINC 410 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.

FINC 495 International Finance 3 hours
Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as ECON

495. Prerequisites: ECON 293, FINC 350. *Course meets Multicultural graduation requirement.*

FINC 496 Financial Management 3 hours
application of various financial management decision-making techniques as they apply to complex business problems. Prerequisite: FINC 396.

FINC 498 Comprehensive Financial Planning 3 hours
a study of the principles and practices of professional financial planning using an 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.

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.

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. **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 ENVS 220. Prerequisite: Sophomore standing.

GEOG 223 Environmental Disasters 3 hours
Introduction to environmental hazards and disasters. emphasis on causes of extreme natural events, their geographic distribution and human responses/

adjustments. Cross-listed as ENVS 223. Prerequisite: GEOG 101.

GEOG 233 Topics 1-3 hours

GEOG 251 Resource Management 3 hours
Introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Cross-listed as ENVS 251. Prerequisite: Geo G 101. *Course meets Multicultural graduation requirement.*

GEOG 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours

GEOG 433 Topics

GEOLOGY (GEOL)

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. **G.E.**

GEOL 110L Introduction to Physical Geology Laboratory 2 hours
Laboratory experience to accompany Geo L 110. Prerequisite: GEOL 110 or concurrent enrollment. Geo L 110 must be completed before it can be used as G.e. credit. Lab fee. **G.E.**

HISTORY (HIST)

History and Political Science Department

HIST 101 Western Civilization I 3 hours
european history from Greece to 1715. **G.E.**

HIST 102 Western Civilization II 3 hours
european history since 1715. **G.E.**

HIST 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. *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 C.E. 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. *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. **G.E.**

HIST 122 American History Since 1877 3 hours
a survey of institutions, politics, culture and society in America from reconstruction to the present. **G.E.**

HIST 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. Completion with a grade of C or higher is required. Prerequisite: Six hours of history courses at the 100-level.

HIST 303 History and Philosophy of Modern Science 3 hours
evolution of scientific thought from 1600 A.D. to the present. Cross-listed as PHIL 303. Prerequisite: HIST 102.

HIST 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. *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.

HIST 314 Modern China 3 hours
Chinese history since 1800. Prerequisite: Junior standing. *Course meets Multicultural graduation requirement.*

HIST 316 Modern Japan 3 hours
Japanese history since 1800. Prerequisite: Junior standing. *Course meets Multicultural graduation requirement.*

HIST 318 The 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.

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. *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 1929, the New Deal policies of FDR and the military campaigns of World War II. Significant themes of gender, class, power and warfare are traced from the twilight of the roaring twenties to the dawn of the atomic age. Prerequisite: HIST 122.

HIST 322 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.

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.

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.

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.

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.

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.

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 engi-

neering, 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.

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.

HIST 342 American Civil War 3 hours
Analysis of the American Civil War during the nineteenth century. The course assesses the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the politics of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces, and the plans for post-war reconstruction. Furthermore, significant themes of politics, gender, warfare and labor are considered. Prerequisite: HIST 121.

HIST 348 World War II 3 hours
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.

HIST 350 American Revolution 3 hours
Analysis of the American Revolution during the eighteenth century. The course considers the causes and the consequences of the colonial rebellion against the British Empire in North America. In particular, it focuses upon the cultural, economic, military, and constitutional issues shaping the struggle for independence. Significant attention is given to the clash of values, interest, arms and ambitions transforming the thirteen colonies into the United States before 1787. Prerequisite: HIST 121.

HIST 352 American Environmental History 3 hours

Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions, and technologies have reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as ENVS 352. Prerequisite: Junior standing.

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.

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.

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.

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.

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.

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.

HIST 372 American Indian History 3 hours
analysis of American Indian history from prehistory to the present. The course considers the integrity and viability of indigenous societies in North America, the dynamic process of cultural persistence and change, and the clash of cultures that began with European conquest. In particular, it traces the formation and operation of U.S. government policy toward the "first peoples" over the course of several generations. Particular attention is given to the pre-contact traditions, survival strategies and tribal sovereignty exemplified by native communities in the U.S. Prerequisite: Junior standing. *Course meets Multicultural graduation requirement.*

HIST 373 Women and Gender in American History 3 hours
This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores

the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as WmSt 373. Prerequisite: Junior standing.

HIST 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.

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.

HIST 382 Christianity in the Modern World 3 hours
Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the Scientific Revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as RELI 382. Prerequisite: HIST 102.

HIST 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. *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.

HIST 394 Modern Historiography: The West and the World 3 hours

This is a seminar on the history of modern historical writing, with particular attention given to conceptual theories which affect historical investigation. Topics dealt with in this course include connections between nationalism and historiography, the emergence of historical scholarship as a professional endeavor, historiography and decolonization recent directions in historical research, and global historiography. The course is highly useful for the senior thesis and is especially recommended for students considering graduate study. Prerequisite: HIST 294 and Junior Standing. Course meets the multicultural requirement.

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.

HIST 433 Topics 1-3 hours**HIST 494 Senior Seminar in History 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.

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.

HUMAN SERVICES (HUMS)**Criminal Justice Administration and Human Services Department****HUMS 105 Introduction to Human Services 3 hours**

Introduction to the profession, practice and career options of human services.

HUMS 250 Working with Individuals 3 hours

Theories and methods for working with individuals.

HUMS 300 Exploring Research 3 hours

Finding, understanding, critical analysis and communication of empirically based research for practice application. Prerequisite: MATH 150 or MATH 170.

HUMS 310 Military Case Work 3 hours

Examination of the unique challenges and opportunities facing veterans, active duty military and their families. Topics include programs and services specific to these populations. Prerequisite: Sophomore standing.

HUMS 325 Case Management 3 hours

Introduction to case management theory, models of case management and skills necessary to function effectively as case managers. Content includes the use and case management implications of psychotropic medications. Students develop abilities to serve special populations in a case management role. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).

HUMS 335 Working with Groups 3 hours

Theoretical foundations, knowledge, values and skills of human service practice as they apply to working with groups. Prerequisite: HUMS 105 or PSYC 101.

HUMS 340 Working with Families 3 hours

Examination of family function and assessment using the major models, theories and perspectives of family and family therapy. Students learn how to apply those theories and perspectives to assess families in conjunction with other assessment tools such as ecomaps and genograms. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).

HUMS 345 Working with Communities and Organizations 3 hours

The values, knowledge and skills of human service practice in the context of communities and organizations. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite).

HUMS 350 Social Gerontology 3 hours

Social, psychological and physical aspects of aging, including the consequences of the societal demo-

graphic shifts toward an increasingly aged society. Investigates the research on death and dying and the role of the elderly in our society. Additionally, generates an understanding of the theoretical perspectives on aging. Cross-listed as SOCI 350. Prerequisite: Junior standing.

HUMS 365 American Social Policy 3 hours
nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social policy issues including family policy, health care policy, drug policy, tax policy and other topical issues. Cross-listed as So CI 365. Prerequisite: Junior standing.

HUMS 375 Disabilities 3 hours
Examination of issues faced by persons with disabilities and the social injustice which they have historically experienced. Different theories or approaches used to understand the situation of persons with disabilities are examined. Particular issues and areas of need experienced by individuals having different types of disabilities (mobility, sensory, cognitive, etc.) are explored. It considers the consequences and dynamics of systemic barriers that threaten to compromise or exclude the participation of persons with disabilities in social, economic, and political processes. Various perspectives on equality are explored from the point of view of their impact on this vulnerable population. Prerequisite: Sophomore standing.

HUMS 380 Substance Abuse 3 hours
examination of substance use and abuse and the progressive nature of addiction. Factors leading to regular and problematic use are explored. An overview of the pharmacological effects of drugs within major drug categories, theories of addiction, intervention, treatment methods and prevention are examined. Prerequisite: Sophomore standing.

HUMS 385 Mental Health 3 hours
This course provides a look at mental health problems from the practice arena. Students learn theories of mental health, psychotropic medications and the role of case manager with persons who have mental illness. Prerequisite: PSYC 101.

HUMS 390 Child Welfare 3 hours
This course begins with an historical overview of child welfare services in American society, establishes a framework for both policy and practice, and examines current trends in the field of child welfare. Special emphasis is placed on evaluating the needs of high risk populations of children/youth and families. Prerequisite: Sophomore standing.

HUMS 495 Senior Seminar 3 hours
Required as a culminating experience prior to graduation. Capstone course integrating prior learning while exploring current research, contemporary issues and areas of practice theories in human services. Grade of C or higher is required. Writing intensive. Emphases include exploration of self, 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).

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.

INTRODUCTION TO COLUMBIA COLLEGE (INCC)

Freshman Experience

INCC 123 Strategies for Success 3 hours in College

This course is designed to prepare adult students to participate knowledgeably, meaningfully, and successfully in higher education. The emphasis is on acquiring the appropriate values, knowledge, and skills to take part in educational experience as an informed participant.

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.

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 mSCI, aSCI, and nSCI 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.

MANAGEMENT (MGMT)

Business Administration Department

**Denotes a course that may carry any business administration code.*

MGMT 150 Introduction to Business 3 hours
Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized.

MGMT 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.

(*) 233 Topics 1-3 hours
Specialized inquiry into topics not covered in the curriculum.

MGMT 254 Business Communication 3 hours
Development of written, oral and interpersonal skills for effective communication in the business world. emphasis on clear, effective business correspondence, improved interpersonal skills and public speaking. Students learn appropriate real-world skills and strategies to increase their abilities to use this knowledge. Prerequisite: ENGL 112.

MGMT 265 Business Law I 3 hours
Fundamental principles of law relating to business activity and court systems. extensive use of cases. Prerequisite: Sophomore standing.

MGMT 311 Public Administration and Policy 3 hours
Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. Cross-listed as PADM/POSC 311. Prerequisite: POSC 111.

MGMT 330 Principles of Management 3 hours
Survey of principles of management. Familiarity with the history and evolution of the field and with modern

principles and their application. Prerequisites: MGMT 150, junior standing.

MGMT 338 International Business 3 hours
exploration of the challenges involved in multinational and international business. Prerequisites: Junior standing, mGmt 330. *Course meets Multicultural graduation requirement.*

MGMT 339 Cross-Cultural Management 3 hours
Emphasis on interpersonal skills needed to manage across national borders and show how cultural factors influence behavior in the workplace and the negotiation process. Prerequisite: MGMT 330. *Course meets Multicultural graduation requirement.*

MGMT 340 Introduction to Healthcare Management 3 hours
Overview of the basic structures and operations of the U.S. healthcare system. Prerequisite: MGMT 330.

MGMT 341 Introduction to Entrepreneurship 3 hours
The focus of this course is to explore the development of innovative thinking, opportunity recognition, and idea generation as it pertains to the creation of new businesses. Prerequisite: MGMT 150.

MGMT 353 Legal and Ethical Aspects of Healthcare 3 hours
An overview of key laws and ethical issues that affect the delivery of health care. Prerequisites: MGMT 265, mGmt 368.

MGMT 360 Organizational Theory 3 hours
examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. Prerequisite: MGMT 330.

MGMT 361 Human Resource Management 3 hours
Design, implementation, and administration of human resource management programs. Practices used in developing effective professional habits useful in dealing with executive responsibilities are also examined. Prerequisite: MGMT 150.

MGMT 362 Organizational Behavior 3 hours
Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. Prerequisite: MGMT 330 or PSYC 101.

MGMT 363 Productions and Operations Management 3 hours
Emphasis on techniques and skill for manufacturing. Prerequisite: MGMT 330.

MGMT 364 Workforce Planning and 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.

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.

MGMT 367 Business Law II 3 hours

Continuation of Business Law I. Prerequisite: MGMT 265.

MGMT 368 Business Ethics 3 hours

analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General education ethics requirement for Business administration and Computer Information Systems majors. Prerequisite: MGMT 330.

MGMT 371 History of American Business 3 hours

analysis of American business from the colonial period to the present. The course traces the 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.

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.

MGMT 375 Labor Relations 3 hours

Study of management approaches to collective labor agreements. extensive study of negotiation, grievances and agreement administration. Prerequisite: mGmt 361.

MGMT 393 Business Information Systems 3 hours

emphasis on management and technical concepts fundamental to business applications and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. Prerequisites: ACCT 281, CISS 170, MGMT 330 (may be taken concurrently), and junior standing.

MGMT 422 New Venture Creation 3 hours

Students will create a business plan in accordance with Small Business Association (SBA) guidelines. Students will learn how to pitch their plan to various types of stakeholders. Prerequisite: MGMT 341.

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.

(*) 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.

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.

MARKETING (MKTG)

Business Administration Department

MKTG 310 Principles of Marketing **3 hours**
 Survey of principles for choosing target markets, assessing their needs, developing products and services and delivering them at a value to the customer and a profit to the company. Prerequisite: Junior standing.

MKTG 327 Retail Management and Strategies **3 hours**
 Development of policies, methods, and managerial strategies to accommodate the rapidly changing retail environment. Prerequisites: MGMT 150, junior standing.

MKTG 331 Consumer Behavior **3 hours**
 Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement and control marketing activities. Prerequisite: MKTG 310.

MKTG 332 Public Relations **3 hours**
 Policies, strategies and procedures available to an enterprise in establishing and controlling its communications with its many publics. Prerequisites: MGMT 254 or ENGL 204, and MKTG 310.

MKTG 335 Advertising and Sales Promotion **3 hours**
 Study of marketing activities that stimulate consumer purchasing and dealer effectiveness. emphasis on elements and process of developing effective advertising programs using integrated marketing communications. Prerequisite: MKTG 310.

MKTG 352 Personal Selling and Sales Management **3 hours**
 Emphasis on techniques and skills of personal selling. Sales presentations required. Prerequisite: MKTG 310.

MKTG 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.

MKTG 360 E-Marketing **3 hours**
 This course explores how the Internet can be used effectively to enhance the marketing activities of corporate enterprises, non-profits and government agencies. Prerequisites: CISS 170 and MKTG 310.

MKTG 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, implement, and control marketing activities. Prerequisite: MKTG 310.

MKTG 399 Internship 1-3 hours

MKTG 410 Global Marketing 3 hours
Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. Prerequisite: MKTG 310. *Course meets Multicultural graduation requirements.*

MKTG 441 Marketing Research 3 hours
a managerial approach to this highly technical and quantitative field. Prerequisites: MKTG 310, MATH 250.

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.

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. Casework is used. Prerequisite: MKTG 310.

MKTG 480 Sports and Event Marketing 3 hours
Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. Prerequisite: MKTG 310.

MKTG 499 Internship 1-3 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.

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.

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.

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.

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. **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).

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).

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 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 grade on the Columbia College math placement exam. **G.E.**

MATH 180 Precalculus 3 hours

Precalculus is a preparatory course for calculus and covers the following topics: algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions; trigonometric equations and trigonometric identities. Prerequisite: Grade of 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. **G.E.**

MATH 200 Calculus for Business and Finance 3 hours

Introduction to analytic geometry; limits, derivatives, definite integrals and their applications. Cross-listed as MGMT 200. Prerequisite: Grade of C or higher in math 150 or math 180; or a score of 23 or higher on math portion of the ACT or 540 or above SAT score.

MATH 201 Calculus and Analytic Geometry I 5 hours

The first part of the three-part calculus series. Topics include: review of algebra and trigonometry; functions and limits; derivatives and their applications; the integrals and their applications. Prerequisite: Grade of C or higher in math 180 or a score of 26 or higher on the math portion of the ACT or 590 or above SAT score. **G.E.**

MATH 222 Calculus and Analytic Geometry II 5 hours

The second part of the three-part calculus series. Topics include: transcendental functions, techniques of integration, improper integrals, infinite series and power series, parametrized curves and polar coordinates. Prerequisite: MATH 201 with grade of C or higher.

MATH 225 Discrete Mathematics I 3 hours

This course provides a foundation in formal mathematics and theorem-proving. Topics include functions, relations, sets, simple proof techniques, Boolean algebra, propositional logic, elementary number theory, the fundamentals of counting, recursion, and an introduction to algorithms. Prerequisite: Grade of C or higher in math 201.

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. **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.

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.

MATH 303 Linear Algebra 3 hours

Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry and other selected topics. Prerequisite: Grade of C or higher in MATH 201.

MATH 304 Introduction to Abstract Algebra 3 hours

Introduction to algebraic systems, their motivation, definitions and basic properties. Primary emphasis is on group theory (permutation and cyclic groups, subgroups, homomorphism, quotient groups) and is followed by a brief survey of rings, integral domains and fields. Prerequisites: Grade of C or higher in both math 222 and math 225.

MATH 305 Number Theory 3 hours
 The goal of this course is to provide a modern treatment of number theory. The student learns more about integers and their properties, important number-theoretical ideas and their applications. The course emphasizes reading and writing proofs. Prerequisites: Grade of C or higher in both MATH 222 and math 225.

MATH 325 Discrete Mathematics II 3 hours
 This course continues the discussion begun in Discrete Mathematics I (MATH 225) and serves to develop students' understanding of the discrete mathematical concepts that underlie computer science. Topics in this second course include recurrence relations, graphs, paths and circuits, trees and optimization and matching theory. Prerequisite: Grade of C or higher in math 225.

MATH 330 History of Mathematics 3 hours
 The goals of this course are to develop knowledge of the contributions made by mathematicians and the influence these contributions have made to the development of human thought and culture over time. The course provides a chronological tracing of mathematics from the ancient Chinese into modern times, with an emphasis on problems and the individuals who formulated and solved them. Prerequisite: Grade of C or higher in MATH 222. *Course meets Multicultural graduation requirement.*

MATH 331 Foundations of Geometry 3 hours
 This course provides students with the opportunity to broaden and deepen their understanding of euclidean Geometry usually encountered in a high school geometry course. The course extends the geometric experience to non-euclidean topics and serves to unify the study of geometry as the result of a system of axioms. Prerequisite: Grade of C or higher in math 222.

MATH 338 Mathematical Statistics and Probability 3 hours
 A calculus-based introduction to statistical methods starting with basic probability, distribution theory, confidence intervals, hypothesis tests and sampling. Prerequisite: MATH 222 or MATH 235.

MATH 340 Introduction to Probability Theory 3 hours
 Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. Prerequisite: Grade of C or higher in MATH 222.

MATH 362 Introduction to Automata Theory, Languages and Computation 3 hours
 The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Cross-listed as CISS 362. Prerequisites: MATH 225 and CISS 240.

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.

MATH 371 Introduction to Complex Variables 3 hours
 Introduction to the basic tools of the theory of complex variables, such as complex differentiation and the Cauchy-Riemann equations, analytic functions, complex series, complex contour integration, residues, poles and conformal mapping. Prerequisite: Grade of C or higher in math 222.

MATH 380 Advanced Calculus I 3 hours
 Rigorous development of some central ideas in analysis including limits, continuity and differentiability. Prerequisite: Grade of C or higher in MATH 222 or math 235.

MATH 381 Advanced Calculus II 3 hours
 A second course in mathematical analysis on the real line. Topics include: the Riemann integral, infinite series, and sequences and series of functions. Prerequisite: MATH 380.

MATH 390 Introduction to Topology 3 hours
 Introduction to the topological concepts that underlie analysis. Included are metric spaces, topological spaces, separation, compactness, convergence, completeness and connectedness. Prerequisite: Grade of C or higher in math 222. math 380 recommended.

MATH 433 Topics 1-3 hours

MATH 451 Introduction to Cryptography and Computer Security 3 hours
 An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Cross-listed as CISS451. Prerequisites: math 225; CISS 245 or CISS 243.

MATH 493 Senior Seminar in Mathematics for Teachers 3 hours

A seminar course required as a culminating experience for mathematics majors who are seeking certification to teach at the elementary, middle or secondary levels. Students analyze problems from elementary, middle and high school mathematics from an advanced perspective and explicitly make connections between the concepts taught in elementary, middle and secondary and their more abstract analogues encountered in undergraduate mathematical courses. a grade of C or higher is required. Prerequisites: Senior standing, admission to the Teacher Certification Program, EDUC 358 or eDUC 359 or eDUC 360.

MATH 494 Senior Seminar in Mathematics 3 hours

A seminar course required as a culminating experience for mathematics majors. Students prepare and present a portfolio following departmental guidelines to document achievement of the learning goals for the mathematics major. Additionally, students present a lecture on a topic not covered in core courses in consultation with the instructor and take the Major Field Test for mathematics. Grade of C or higher required. Prerequisite: Senior standing.

MILITARY SCIENCE (MSCI)

Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used by the university.

MSCI 1100 Foundations of Officership 1 hour
Introduces students to issues and competencies that are central to a commissioned officer's responsibilities. Establish framework for understanding officership, leadership, and Army values followed and "life skills" such as physical fitness and time management.

MSCI 1110 Introductory Military Science Laboratory I 1 hour

Field application of skills taught in MSCI 1100 to include leadership, land navigation, tactical skills and basic soldier skills.

MSCI 1120 Basic Leadership 1 hour

establishes foundation of basic leadership fundamentals such as problem solving, communication, briefings and effective writing, goal setting, techniques for improving listening and speaking skills and an introduction to counseling.

MSCI 1130 Introductory Military Science Laboratory II 1 hour

Field application of skills taught in MSCI 1120 to include leadership, land navigation, tactical skills and basic soldier skills.

MSCI 2160 Topics in Military Science 1-2 hours

Organized study of selected military science topics. Subjects and credit vary semester to semester. Repeatable once with departmental consent. Prerequisites: departmental consent.

MSCI 2200 Individual Leadership Studies 2 hours

Study of military leadership, practical application of critical reasoning and individual judgement with emphasis on developing leaders. application of physical fitness plan, land navigation and confidence skills. Introduction to military orders. Written and oral presentations required.

MSCI 2210 Intermediate Military Science Laboratory I 1 hour

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as squad-level offensive and defensive operations. first aid topics and drill and ceremony are also taught.

MSCI 2220 Leadership and Teamwork 2 hours

Introduction to values and ethics with emphasis on developing leaders. Students learn officer duties including counseling and mentoring techniques. Practical application of confidence skills and marksmanship. further study of military orders. Written and oral presentations required.

MSCI 2230 Intermediate Military Science Laboratory II 1 hour

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as platoon level offensive and defensive operations. first aid topics and drill and ceremony are also taught.

MSCI 3160 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.

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 criti-

cally about war and the use of military power to settle differences between nations.

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.

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.

MSCI 3230 Leadership and Problem Solving 3 hours
 Students conduct self-assessment of leadership style, develop personal fitness regimen, and learn to plan and conduct individual/ small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities.

MSCI 3240 Leadership and Ethics 3 hours
 Examines the role communications, values and ethics play in effective leadership. Topics include ethical decision-making, considerations of others, spirituality in the military, and survey army leadership doctrine. Emphasis on improving oral and written communication ability.

MSCI 3250 Leadership and Management 3 hours
 Develops student proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective staff collaboration, and developmental counseling techniques.

MSCI 3260 Officership 3 hours
 Study includes case study analysis of military law and practical exercises on establishing an ethical command climate, service as an officer; capstone exercise. Leadership lab: Students must complete a semester-long Senior Leadership Project that requires them to plan, organize, collaborate, analyze, and demonstrate their leadership skills. Prerequisite: MSCI 3250.

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: MSCI 2200, mSCI 3230.

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: MSCI 1100, mSCI 2200, mSCI 3230, mSCI 3250 or department head permission.

MUSIC (MUSI)

Humanities Department

MUSI 102 Music Fundamentals 3 hours
 An introduction to the elements of music, including study of the musical staff, key signatures, scales, time signatures, notation, meter and rhythm, major and minor chords, song writing techniques, application of music theory at the keyboard, and rhythmic, melodic and harmonic ear training. Prerequisite: ability to read music.

MUSI 122 Music Appreciation 3 hours
 A musical appreciation course focusing on European and American works since 1500. **G.E.**

MUSI 160, 360 Jane Froman Singers 3 hours
 Select group requiring travel and performance; by audition.

MUSI 233 Topics 1-3 hours

MUSI 322 Masterpieces of Music 3 hours
 In-depth study of the lives and musical styles of great composers. No knowledge of music is required and students are not expected to perform in front of the class.

MUSI 323 Music of the United States 3 hours
 Overview of the various types of music that have evolved through folk, popular, and classical traditions in America from the Pilgrims to the present.

MUSI 433 Topics 1-3 hours

Applied Music

Instrumental study must be taken in sequence with the same instrument.

MUSI 171, 172, 273, 274 Piano 1 hour

MUSI 181, 182, 283, 284 Voice 1 hour

MUSI 183 Broadway Music Voice Class 1 hour

Class instruction in voice using appropriate music from the American Broadway Musical Theater repertoire. Prerequisite: Ability to match pitch.

**MUSI 255, 256, 257, 355, 356, 357, 455, 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 not C 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 not C.

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. 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. (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; nUr S 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. (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. 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: nUr S 212.

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 various body systems and disease states. Legal aspects of drug administration, including nursing safeguards, are included. 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; nUr S 210. Corequisite: nUr S 211.

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. 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. (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. 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; nUr S 210, nUr S 211, nUr S 212, nUr S 213. (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-ethic concepts, patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. 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; nUr S 210, nUr S 211, NURS 212, NURS 213, NURS 214. (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. 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; nUr S 210, nUr S 211, NURS 212, NURS 213, NURS 214, NURS 215. (2nd 8 weeks) and Spring (2nd 8 weeks).

PHILOSOPHY (PHIL)**Humanities Department****PHIL 201 Introduction to Western Philosophy 3 hours**

An introduction to the matter and method of philosophy. topics include the purpose of human existence, the nature of the good life, and the existence of God, the purpose of government, the conditions and extent of knowledge, and the relationship between human existence and reality.

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 re LI 202. *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. **G.E.**

PHIL 233 Topics 1-3 hours**PHIL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****PHIL 303 History and Philosophy of Modern Science 3 hours**

evolution of scientific thought from 1600 a.D. to the present. Cross-listed as HIST 303. Prerequisite: hISt 102.

PHIL 310 Symbolic Logic 3 hours

Study of the principles and methods of formal symbolic logic. emphasizes on derivations for sentence and predicate logic.

PHIL 321 Ancient Philosophy 3 hours

Intensive study of treatises by major philosophers in the ancient world.

PHIL 322 Modern Philosophy 3 hours

Intensive study of treatises by major philosophers.

PHIL 323 Marx and Marxism 3 hours

A careful study of the works of Marx, Engels, Lenin, Guevara and others. Focus will be on understanding and evaluating textual arguments and on understanding the lasting impact of marxism on intellectual traditions. Prerequisites: ENGL 112, POSC 111, HIST 102, or PHIL 201.

PHIL 330 Ethics 3 hours

examination of various moral philosophers' attempts to prescribe ethical norms applicable to all mankind. Prerequisite: Junior standing.

PHIL 332 Environmental Ethics 3 hours

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as en VS 332.

PHIL 340 Philosophy of Revolution 3 hours
examination of the nature of revolution – intellectual, philosophical, economic and political. Cross-listed as hISt 340.

PHIL 350 Philosophy of Religion 3 hours
Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. Cross-listed as re LI 350. Prerequisite: PHIL 201 or RELI 101.

PHIL 358 Existentialism 3 hours
an investigation of the philosophy of existentialism through works of philosophy and fiction. The class will consider the different views of the self in existentialist thought, the relationship of the self to the world and to others, and the nature of human freedom and responsibility. Prerequisite: Junior standing.

PHIL 390 The Buddha and Buddhism 3 hours
Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India—the heravada and mahavana, 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 re LI 390. Prerequisite: Junior standing.

PHIL 401 Significant Philosophers 3 hours
Careful study of one significant philosopher who has had a major impact on the history of philosophy. Students concentrate on understanding the philosopher as well as placing him or her in an historical context. Emphasis is on systematic thinkers. May be repeated with instructor's permission. Prerequisite: PHIL 321 or PHIL 322.

PHIL 402 Classical Political Philosophy 3 hours
Study of major writers in political philosophy from Plato to Machiavelli. Cross-listed as POSC 402. Prerequisite: Junior standing.

PHIL 403 Modern Political Philosophy 3 hours
Study of major writers in political philosophy from Hobbes to the present. Cross-listed as POSC 403. Prerequisite: Junior standing.

PHIL 430 Philosophy of Law 3 hours
Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e., what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as POSC 430. Prerequisite: Junior standing.

PHIL 460 Biomedical Ethics 3 hours
Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. Prerequisite: Junior standing.

PHIL 490 Thematic Seminar in Philosophy 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.

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. **G.E.**

PHYS 108L Physical Science Survey Laboratory 2 hours
Laboratory experience to complement PHYS 108. Lab fee. Cross-listed as CHEM 108L. Prerequisite: PHYS 108 or concurrent enrollment. PHYS 108 must be completed before PHYS 108L can be used for **G.E.** credit. **G.E.**

PHYS 111 College Physics I 3 hours
First of a two-part algebra-based college physics sequence. Topics include: linear, circular and rotational motion; statics, elasticity, vibrations, waves and sound. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: MATH 150 or math 170 or math 180. **G.E.**

PHYS 111L Physics I Laboratory 2 hours
Laboratory experiences to complement PHYS 111. Lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisites: MATH 150 or MATH 170 or MATH 180; PHYS 111 (may be taken concurrently). **G.E.** when taken with PHYS 111.

PHYS 112 College Physics II 3 hours
Second of a two-part algebra-based college physics sequence. Topics include: fluids, electricity, thermodynamics, magnetism, optics, modern physics and astrophysics (optional). Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111.

PHYS 112L Physics II Laboratory 2 hours
Laboratory experiences to complement PHYS 112.

Lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111.

PHYS 211 Calculus-Based Physics I 5 hours
First part of a two-part calculus-based college physics sequence. The course covers the following major areas of physics: linear, circular and rotational motion; statics; elasticity; vibrations; waves and sound. Lab fee. Prerequisite: MATH 201.

PHYS 212 Calculus-Based Physics II 5 hours
This is the second of a two-part calculus-based college physics sequence. The course covers the following: electricity, magnetism, optics, modern physics and astrophysics (optional). This course includes laboratory experiences based on the above topics. Lab fee. Prerequisite: PHYS 211.

PHYS 233 Topics 1-3 hours

PHYS 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours

PHYS 401 Introduction to Physical Chemistry/Chemical Physics 3 hours

Introduction to physical principles underlying chemical science. Topics include: 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).

PHYS 433 Topics 1-3 hours

POLITICAL SCIENCE (POSC)

History and Political Science Department

POSC 111 American National Government 3 hours

Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and the economic system. **G.E.**

POSC 215 State and Local Government 3 hours
To survey American governments on the sub-national level to increase awareness of the impact those governments have over citizens' lives.

POSC 233, 333, 433 Topics 1-3 hours

POSC 233 Topics: Mock Trial 1 hour
Available to members of the Columbia College Mock Trial team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as CJAD 233. Prerequisite: Must be a full-time

Columbia College student. **Course may be repeated five times for a total of six semester hours.**

POSC 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.

POSC 292 International Relations 3 hours
Theory and practice of how nations relate to each other. *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.

POSC 312 Environmental Politics 3 hours
Study of environmental issues and policies from both a national and global perspective. Cross-listed as en VS 312. Prerequisite: POSC 111.

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.

POSC 317 Politics of Russia and Eurasia 3 hours
Study of the government and politics of Russia and other countries of the former Soviet Union. The course will examine the historical legacy of communism and analyze the process of political and economic transition since the collapse of the Soviet Union. *Course meets Multicultural graduation requirement.*

POSC 321 Politics of Developing Nations 3 hours
Analysis of the governmental structures and roles played by developing nations in contemporary world affairs. *Course meets Multicultural graduation requirement.*

POSC 326 International Law and Organizations 3 hours
Study of the evolution of international law and organizations and their role in global politics in areas such

as human rights, environmental protection, collective security and global trade. Prerequisite: POSC 292.

POSC 330 Media and Politics 3 hours
examination of the impact of the media on political discourse and public opinion in America, as well as examine the ways in which the media is shaped and affected by political forces. Prerequisite: POSC 111.

POSC 331 European Politics 3 hours
Analysis of the government and politics of the major European powers, including Britain, France and Germany, as well as the European Union. *Course meets Multicultural graduation requirement.*

POSC 332 The American Presidency 3 hours
Presidential powers and their use and impact on American political life. Prerequisite: POSC 111.

POSC 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.

POSC 350 Legislative Process 3 hours
Study of Congress, its structure, procedures, role, and impact in American government. Prerequisite: POSC 111.

POSC 353 Asian Politics 3 hours
analysis of the government and politics of selected Asian countries and their economic and social systems. *Course meets Multicultural graduation requirement.*

POSC 360 U.S. Foreign Policy 3 hours
examination of the historical context of U.S. foreign policy, the institutions and processes of foreign policy-making and contemporary foreign policy issues and challenges. Prerequisite: POSC 292.

POSC 361 American Political Parties 3 hours
Practical and theoretical study of the American party system. Prerequisite: POSC 111 or HIST 121 and HIST 122.

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 motiva-

tions, organization and strategies; and explores ways in which countries can respond to the threat of terrorism. Cross-listed as CJaD 370.

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.

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.

POSC 402 Classical Political Philosophy 3 hours
Study of major writers in political philosophy from Plato to Machiavelli. Cross-listed as PHIL 402. Prerequisite: Junior standing.

POSC 403 Modern Political Philosophy 3 hours
Study of major writers in political philosophy from Hobbes to the present. Cross-listed as PHIL 403. Prerequisite: Junior standing.

POSC 430 Philosophy of Law 3 hours
Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e. what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as PHIL 430. Prerequisite: Junior standing.

POSC 440 Constitutional Law 3 hours
Study of the Constitution's evolution through Supreme Court decisions. Prerequisite: POSC 111.

POSC 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. r equires original research project and final paper. Grade of C or higher required. Prerequisite: POSC/PADM 395.

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. t he 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.

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. G.E.**

PSYC 230 Educational Psychology 3 hours
t he 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.

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.

PSYC 260 Introduction to Applied Psychology 3 hours

An introduction to Applied Psychology, including uses of psychology in personal adjustment across the lifespan, in education, interpersonal relationships, marriage, family and parenting, work, physical and psychological health, and in identifying and treating psychopathology. a service learning component may be

used as a means of providing students with practical experience with applied psychology. Students are exposed to major theoretical perspectives in applied psychology and methods and findings based in scientific psychology.

PSYC 270 Psychology of Emotion 3 hours
Study of major theories of emotion and their emergence from cognitive, behavioral, physiological, social and evolutionary perspectives in 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.

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. Prerequisites: 6 hrs. of PSYC courses and junior standing.

PSYC 309 Animal Behavior 3 hours
Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. Cross-listed as BIOL 309. Prerequisite: Six hours of PSYC coursework or six hours of BIOL coursework.

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.

PSYC 324 Statistics for the Behavioral and Natural Sciences 3 hours
t he 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.

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 So CI 325. Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324; junior standing.

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.

PSYC 328 Independent Research 3 hours

Applying qualitative and/or quantitative research methods in applied research to produce manuscripts and academic conference presentations. Conducting archival and experimental or field research to answer research questions. Using appropriate research skills, producing written research findings in APA style and presenting research findings at a conference of academic peers. Cross-listed as So CI 328. Prerequisite: Junior standing, 3.0 GPA, PSYC 324, PSYC 325.

PSYC 330 Lifespan Developmental Psychology 3 hours

the study of physiological, environmental, and interactive variables influencing human development from conception to death. Prerequisite: PSYC 101.

PSYC 336 Industrial/Organizational Psychology 3 hours

Examination of humans and work. Investigates both theoretical models and application of principles in relation to personnel, psychology, organizational psychology, and the work environment. Prerequisite: PSYC 101.

PSYC 360 Social Psychology 3 hours

theories, methods and research on the nature and causes of individual behavior in social situations. Cross-listed as SOCI 360. Prerequisite: Six hours of PSYC and/or SOCI courses.

PSYC 362 Political Psychology 3 hours

Political psychology uses psychology as a lens to examine political processes and people. the course will cover concepts of personality, emotion, cognition, identity, group dynamics, decision making, leadership, media influence, and race & gender, and will explore how those areas influence and are influ-

enced by politics. Prerequisite: PSYC 101.

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 Blo L courses.

PSYC 372 Sensation and Perception 3 hours

Introduction to the study of human senses and higher order perceptual processes. Cross-listed as Blo L 372. Prerequisites: Six hours of BIOL or six hours of PSYC courses, and junior standing.

PSYC 381 History and Systems of Psychology 3 hours

Overview of historical antecedents and major theoretical and historical systems within psychology. **Students majoring in Psychology must earn a grade of C or higher.** Prerequisites: PSYC 101 and sophomore standing.

PSYC 385 Human Sexuality 3 hours

exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. 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 So CI 111.

PSYC 391 Child Psychology 3 hours

the study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as eDUC 391. Prerequisite: PSYC 101.

PSYC 392 Adolescent Psychology 3 hours

the study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as eDUC 392. Prerequisite: PSYC 101.

PSYC 395 Adult Psychology 3 hours

Physiological, behavioral and cognitive changes that occur in adulthood and old age, discussed from a psychological/developmental perspective Prerequisite: PSYC 101.

PSYC 399 Psychology Internship 1-3 hours

An opportunity for students to practice acquired skills under close supervision in a professional environ-

ment. 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.

PSYC 410 Learning Theories 3 hours

In-depth study of major theories of learning, including classical, operant, social, experiential and constructivist theories and their relationship to applied and theoretical psychology. Prerequisites: Six hours of PSYC coursework and junior standing.

PSYC 420 Cognitive Psychology 3 hours

a study of human mental processes. the course covers concepts such as neurocognition, pattern recognition and attention, the function (and malfunction) of memory in its various forms, language, decision making, and problem solving. Prerequisites: Junior standing and six hours of PSYC courses.

PSYC 430 Ethics for Behavioral and Social 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/Corequisite: PHIL 330 and six hours of Psychology courses.

PSYC 433 Topics 1-3 hours

PSYC 450 Abnormal Psychology 3 hours

Major categories of behavior disorders are considered in terms of theory, etiology, symptoms and treatment. fundamental questions related to diagnosis, definitions of disorders and reaction of society are discussed. Prerequisites: Six hours of psychology courses; junior standing.

PSYC 455, 456, 457 Directed Study 3 hours

PSYC 460 Introduction to Clinical and Counseling Psychology 3 hours

Contemporary theory and practices in clinical and counseling psychology. Psychotherapy interventions are studied from the psychoanalytic, cognitive, family, behavioral and existential perspectives. research, legal and ethical issues are examined as they relate to the counselor as a person and as a professional. Prerequisites: Six hours of psychology courses and junior standing.

PSYC 472 Psychopharmacology 3 hours

Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. Cross-listed as BIOL 472. Prerequisites: Junior standing; six hours of PSYC or BIOL coursework.

PSYC 480 Group Process 3 hours

Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal and ethical issues associated with paraprofessional and professional practice. Prerequisites: PSYC 101 and PSYC 460.

PSYC 495 Integrative Psychology 3 hours
Required as a culminating experience prior to graduation.

Capstone course integrating prior learning, exploring current research and contemporary issues in psychology. Writing intensive. Students enrolled in this senior seminar are required to take the Major Field Test for Psychology. Grade of C or higher is required for this course and all prerequisite courses. Prerequisites: Senior standing, Psychology major; PSYC 101, PSYC/BIOL/SOCI 324, PSYC/SOCI 325, PSYC 381 and any additional 18 hours of Psychology courses.

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.

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 an American Government and society. Cross-listed as MGMT/POSC 311. Prerequisite: POSC 111.

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.

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/MGMT 311.

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.

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.

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.

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.

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.

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.

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. G.E.*

RELI 124 The Bible as Literature 3 hours

A literary and historical approach to major biblical selections and their influence on western literature, culture and philosophy. Cross-listed as ENGL 124.

RELI 201 Religious Classic Texts 3 hours

Introduction to the classic primary sources of world religions. From ancient Mesopotamia to modern classics of religious experience, the student reads, analyzes and compares the written accounts of

human contemplation of the divine across time and culture. *Course meets Multicultural graduation requirement.*

RELI 202 Introduction to Eastern Philosophies and Religions 3 hours

examination of philosophy, religion, and belief systems of eastern cultures, past and present. Students study the various traditional “systems of thought” from India, China, Tibet and Japan. Cross-listed as PHIL 202. **G.E.** *Course meets Multicultural graduation requirement.*

RELI 350 The Philosophy of Religion 3 hours

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. Cross-listed as PHIL 350. Prerequisite: PHIL 201 or RELI 101.

RELI 381 History of Christianity: The Early Church 3 hours

Development of Christianity from its origins to the eve of the reformation. emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the trinity, Augustine, medieval theology, heresies, etc. Cross-listed as HIST 381. Prerequisite: HIST 101.

RELI 382 Christianity in the Modern World 3 hours

Development of Christian thought from the late middle ages to the present. emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the reformation, Counter-reformation, the scientific revolution, the enlightenment, Liberal theology, the theology of Crisis, etc. Cross-listed as HIST 382. Prerequisite: HIST 102.

RELI 390 The Buddha and Buddhism 3 hours

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India—the Theravada and Mahayana – the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed as PHIL 390. Prerequisite: Junior standing.

RELI 400 Religion and Science 3 hours

a study of the contemporary encounter of science and religion in the light of their historical background, aims, methods, points of conflict and possible dialogue. Subjects include: logos and mythos, the case of Galileo, Newton, Darwinism, Einstein's

religion, creation and Big Bang, Creationism and Design, Anthropic Principle, contingency and necessity, God, secular humanism. Prerequisite: Junior standing.

SOCIOLOGY (SOCI)

Psychology and Sociology Department

SOCI 111 General Sociology 3 hours

Introductory study of small and large scale human social interaction and social organizations. **G.E.** *Course meets Multicultural graduation requirement.*

SOCI 112 General Anthropology 3 hours

Introduction to the study of human physical and cultural evolution. Cross-listed as ANTH 112. **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. **G.E.**

SOCI 214 Family 3 hours

Survey of structures, functions, processes, alternative life styles and problems in the contemporary family.

SOCI 216 American Social Problems 3 hours

nature and impact of contemporary social problems.

SOCI 218 Social Deviance 3 hours

nature, theories and models of deviant behavior. Categories and causes of deviance including violence, sexual deviance, mental illness, substance abuse, street crime and white collar crime. Societal responses to deviance. the uses of stigma to label deviants.

SOCI 230 The Sociology of Sport 3 hours

Survey of social theories and projected role of the patterns of sports and heroism in society.

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. **G.E.** *Course meets Multicultural graduation requirement.*

SOCI 310 Women and Society 3 hours

analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as WmSt 310.

SOCI 312 Organizations and Institutions 3 hours
Patterns of social organization in modern societies; organizational structures and processes; interrelation of social institutions; problems of an organizational society and its consequences for individual life experiences. Prerequisite: Junior standing.

SOCI 321 Criminology 3 hours
Theories concerning the nature, cause, control, treatment, and prevention of crime. Topics include current trends in U.S. crime rates; media coverage of crimes; patterns of victimization; characteristics of property crimes, violent crimes, corporate crimes, political crimes and victimless crimes. Critical examination of current law enforcement and correctional policies and practices is included. Prerequisite: Junior standing.

SOCI 324 Statistics for the Behavioral and Natural Sciences 3 hours
The study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included is analyses of relationship and variance, as well as effect sizes associated with each. **Students majoring in Sociology or 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.

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.

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.

SOCI 328 Independent Research 3 hours
Applying qualitative and/or quantitative research methods in applied research to produce manuscripts and academic conference presentations. Conducting archival and experimental or field research to answer research questions. Using appropriate research skills, producing written research findings in APA style and presenting research findings at a conference of academic peers. Cross-listed as PSYC 328.

Prerequisite: Junior standing, 3.0 GPA, PSYC 324, PSYC 325.

SOCI 331 Juvenile Delinquency 3 hours
Nature and extent, competing models and theories, prevention, control, treatment and research in juvenile delinquency. Prerequisite: Junior standing.

SOCI 333, 433 Topics 1-3 hours

SOCI 336 Global Perspectives on Women and Development 3 hours
Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies, including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as ANTH/WMST 336. Prerequisite: Junior standing. *Course meets Multicultural graduation requirement.*

SOCI 341 Sociology and Anthropology 3 hours of Religion
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. *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.

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.

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.

SOCI 375 Social Movements 3 hours
Examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of the twentieth century American society and their significance for American society: the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights and other racial/ethnic movements of the 1960s, as well as free speech and anti-war movements of the period. Cross-listed as AmSt 375. Prerequisite: Junior standing.

SOCI 380 Sociology of Culture and Mass Media 3 hours
Sociological theories of mass media, social impacts of mass media and popular culture on collective consciousness; structure versus agency; new media; the internet. Prerequisite: Junior standing.

SOCI 385 Human Sexuality 3 hours
exploration of sexuality from biological, psychological and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. 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.

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.

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.

SOCI 421 Class, Status, and Power 3 hours
Societal stratification systems and social inequalities, including the arenas of inequality, primarily class, race/ethnicity, gender, and sexuality, as well as the role of power in constructing and maintaining such inequality; at the creation of wealth and poverty, both in the United States and globally, consequences of racial and gender inequality, and the stratification system surrounding sexualities. Prerequisite: Junior standing.

SOCI 460 Classical Social Theory 3 hours
History and origins of major schools of thought in sociology from the enlightenment through World War II. Emphasis on the underlying principles and major works of Comte, Marx, Spencer, Weber, Durkheim, Simmel, Mannheim, DuBois, Mead, Veblen, Lukacs, Adorno, Horkheimer, Parsons. Prerequisite: Junior standing.

SOCI 470 Contemporary Social Theory 3 hours
Survey of contemporary social theory, beginning in post-World War II era through the current era of post-structuralism, feminist sociology, critical race theory and queer theory. Includes the study of C. Wright Mills, Jurgen Habermas, Pierre Bourdieu, Immanuel Wallerstein, Anthony Giddens, Michel Foucault, Theda Skocpol, Dorothy Smith, Adrienne Rich and Patricia Hill Collins. Prerequisite: Junior standing.

SOCI 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.

SOCI 495 Integrative Seminar 3 hours
Culminating experience for the major. A capstone course to apply prior learning to probing major areas of research in sociology. Prerequisites: Senior standing, Sociology Major, SOCI 111, 324, and 325.

SOCI 499 Internship 1-3 hours
Involves the application of the student's sociological knowledge and skills in an actual work environment under supervision. Sociology instructor's and field supervisor's permission must be obtained one

semester prior to internship. Prerequisites: Sociology major, senior standing, 3.0 or higher GPA in Sociology courses.

SPANISH (SPAN)

Humanities Department

SPAN 101 Elementary Spanish I 3 hours
Fundamentals of Spanish pronunciation, the building of basic vocabulary and patterns, oral work, studies in structure, and reading selections. Not open to native speakers or students who have had three or more years of high school Spanish. *Course meets three hours of Foreign Language graduation requirement.*

SPAN 102 Elementary Spanish II 3 hours
A continuation of Spanish I, with increased attention to grammar and writing. Not open to native speakers or students who have had four years of high school Spanish. Prerequisite: SPAN 101 with a grade of C or higher or two years of high school Spanish with grades of C or higher. *Course meets three hours of Foreign Language graduation requirement.*

SPAN 103 Elementary Spanish III 3 hours
The development of the ability to use the language by oral-aural drills and readings, and beginning emphasis on writing compositions. Native speakers enrolling in Spanish courses begin with SPAN 103. Prerequisite: SPAN 102 with a grade of C or higher.

SPAN 104 Elementary Spanish IV 3 hours
Continued development of the ability to use the language at the intermediate level, with more advanced grammar, and readings with a focus on a continued emphasis on writing in Spanish. Prerequisite: SPAN 103 with a grade of C or higher.

SPAN 110 Spanish for Medical Personnel 3 hours
Introduction to Spanish grammar with emphasis on basic communication; vocabulary for hospital use; knowledge of cultural characteristics of Spanish-speaking groups within the U.S.

SPAN 111 Spanish for Law Enforcement Personnel 3 hours
Introduction to Spanish grammar for basic communication; emphasis on law enforcement terminology, legal instructions. Introduction to cultural characteristics and heritage of Spanish-speaking groups within the U.S.

SPAN 112 Spanish for Social-Service Workers 3 hours
Introduction to Spanish grammar with emphasis on basic communication; vocabulary emphasizes social problems, government aid to the disadvan-

taged, medical health, diet and problems of consumers. occasional aid to the disadvantaged, medical health, diet and problems of consumers.

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.

SPAN 204 Spanish Composition/Conversation and Culture 3 hours
Oral and written composition; review of more difficult grammatical constructions and idioms. oral practice in everyday Spanish, discussion, idiomatic usage, listening, comprehension, speaking, as well as the introduction of elementary-level Spanish-American and Peninsular literature. Prerequisite: SPAN 104 with a grade of C or higher.

SPAN 233 Topics 1-3 hours

SPAN 255, 256, 355, 356, 455, 456 Directed Study 1-3 hours
Individual students meet with the instructor to carry out a prearranged program of specialized study.

SPAN 305 Advanced Spanish Conversation and Composition 3 hours
Intensive study of comprehension, pronunciation, and grammar, with brief written compositions and oral dialogues. Prerequisite: SPAN 102.

SPAN 306 Commercial Spanish 3 hours
Composition of Spanish business correspondence; translating technical writing and commercial documents; documentary credits; international business transactions. Prerequisite: SPAN 305.

SPAN 433 Topics 1-3 hours

SPAN 499 Internship 1-12 hours
Qualified students have the opportunity to work during the summer months in an international trade setting.

STUDY ABROAD

COLL 177 Study Tour Experiences 1 hour
Short term study abroad experience.

_ _ 277 / 377 / 477 1-3 hours
Short term study abroad experiences. Subject matter will vary within the department's field of study. Course

may be repeated. Prerequisite: Determined by instructor.

TUTORING

225 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 So CI 210. **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 So CI 310.

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 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 HIST 322. Prerequisite: Junior standing.

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. *Course meets Multicultural graduation requirement.*

WMST 343 Gender Communication 3 hours
examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as Comm 343. Prerequisite: Sophomore standing.

WMST 373 Women and Gender in American History 3 hours

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as HIST 373.

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 So CI 485. Prerequisite: Junior standing.

EVENING CAMPUS ADMINISTRATION

ADMINISTRATION – EVENING CAMPUS

S. Jane Alexander, Admissions Assistant

m.a., Regions University
B.a. Southern Christian University

Sara Clark, Assistant Director

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M.A., Southern Illinois University Edwardsville
B.A., McKendree University

Michael Garver, Senior Academic Advisor I

B.a., mBa Columbia College

David Humphrey, Director

Ph.D., University of Missouri-Columbia
m.a., Truman State University
B.S.e., Truman State University

Kerry Layman, Administrative Assistant

B.S., University of Missouri-Columbia

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B.a., University of Missouri-Columbia

Tracey Rattermann, Senior Academic Advisor I

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B.A., Central Methodist College;

M.A., Ph.D., Michigan State University

Tery Donelson, Assistant Vice President for Enrollment management

B.S., California State Polytechnic University;

M.S., Air Force Institute of Technology

Bruce E. Boyer, C.P.A., Controller/Chief Financial Officer

B.S., Bowling Green State University

Faye Burchard, Dean for Campus Life

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M.A., East Carolina University

Robert P. Burchard, Director of Athletics and Physical Recreation; Head Men's Basketball Coach

B.A., Catawba College; M.A., East Carolina

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B.S., Culver-Stockton College,

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B.S., Missouri State University

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accounting, a Da o ffice, e valuations,
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Randal Schenewerk, Bursar

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*Faculty Representative

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Day Classes

2014-2015 Academic Calendar

Fall Semester (14/01) August 25 – December 18, 2014

Sat.	Mar. 01	Priority date to submit 2014-2015 FAFSA
Tues.	Apr. 01	Deadline to submit 2014-2015 FAFSA for Access Missouri Grant
Fri.	May 30	Priority date for returning students to accept financial aid award
Tues.	Jul. 01	Deadline for guaranteed housing for new & returning students who are registered full-time and have completed financial arrangements
Mon.	Jul. 07	Priority date for new students to accept financial aid award
Tues.	Jul. 15	Deadline to cancel housing contract (if approved for off-campus living)
Fri.	Aug. 01	Deadline to submit housing contract; Deadline to finalize financial arrangements & make 1st payment (if applicable) to hold Fall classes (course schedules will be canceled if payment is not made)
Mon.	Aug. 04	Deadline for new student applications who are reviewed by the Admissions Review Committee
Mon.	Aug. 04	Registration begins for Non-Degree Seeking students
Mon.	Aug. 11	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)
Tues.	Aug. 19	Orientation for new faculty, 8:00 am
Wed.	Aug. 20	Faculty Fall Conference, 8:30 am; Early move-in for new residential students, 6:00 p.m.
Thurs.	Aug. 21	Freshmen & transfer students arrive, 8:00-10:00 a.m.; Residence halls open, 8:00 a.m.; Orientation for new students and parents 10:00 a.m.–5:00 p.m.; New Student Pinning, 1:15 p.m.
Sun.	Aug. 24	Last day to register before classes begin
Mon.	Aug. 25	Day classes begin, 8:00 am
Wed.	Aug. 27	Last day to add classes/register for classes (both 16 weeks and 1st 8 weeks)
Mon.	Sep. 01	Labor Day Holiday: no classes; offices & library closed (library closed Aug. 31 - Sept. 2)
Tues.	Sep. 02	Last day to drop a course (16 weeks & 1st 8 weeks) without financial liability & academic record (not applicable to total withdrawal)
Wed.	Sep. 17	Constitution Day
Wed.	Oct. 01	Priority date for students to submit FAFSA for Spring/Summer 2015
Fri.	Oct. 03	Last day to withdraw from day classes that meet during 1st eight weeks with grade of W
Fri.	Oct. 17	Midterm; Day classes end that meet during 1st eight weeks
Mon.	Oct. 20	Day classes begin that meet during 2nd eight weeks
Mon.	Oct. 20	Midterm grades for all 100- and 200-level courses entered online by 12:00 p.m.
Wed.	Oct. 22	Last day to add day classes that meet during 2nd eight weeks
Fri.	Oct. 24	Last day to drop classes that meet 2 nd 8 weeks; Fall Break: day classes do not meet, offices & library open
Mon.-Fri.	Nov. 03-07	Advising Week: Students meet with advisor to determine Spring 2015 course schedule
Mon.	Nov. 10	Registration for Spring 2015 begins for currently enrolled students
Fri.	Nov. 14	Last day to withdraw from a day class with grade of W
Fri.	Nov. 21	Residence halls close at 6:00 p.m. (except by special arrangement)
Mon.-Fri.	Nov. 24-28	Thanksgiving Break: day and graduate classes do not meet; evening classes meet Nov. 24-25; offices and library open Nov. 24-26, 8:00 a.m.-5:00 p.m., closed Nov. 27-29; library open Nov. 30, 2:00-10:00 p.m.
Sun.	Nov. 30	Residence halls open at 12:00 noon
Mon.	Dec. 01	Classes resume; last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
Mon.	Dec. 01	Deadline for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements
Mon.	Dec. 01	Deadline for new student applications who are reviewed by the Admissions Review Committee
Fri.	Dec. 12	Last day of day classes; Last day to complete a total withdrawal from all classes enrolled in
Mon.	Dec. 15	Priority date for new students to accept financial aid award for Spring/Summer 2015
Mon.	Dec. 15	Deadline for new students to submit housing contracts
Mon.-Thurs.	Dec. 15-18	Final examinations
Fri.	Dec. 19	Residence halls close at 12:00 noon (except by special arrangement)
Fri.-Sun	Dec. 19 - Jan. 11	Winter Class Break; offices and library open 8:00 am - 5:00 p.m., Monday-Friday
Sat.	Dec. 20	COMMENCEMENT DAY; Nurses' Pinning Ceremony, 2:00 p.m.
Sat.	Dec. 20	Deadline for cancelling housing contract (if approved for off-campus living)
Mon.	Dec. 22	Final grades entered by 12:00 noon; Registration for Spring 2015 begins for non-degree seeking students
Thurs.-Fri.	Dec. 24-26	Offices and library closed
Mon.	Dec. 29	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)
Thurs.	Jan. 01	Offices and library closed

Spring Semester (14/02) January 12 – May 7, 2015

Wed.	Oct. 01	Priority date for students to submit FAFSA for Spring/Summer 2015
Mon.	Dec. 01	Deadline for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements; Deadline for new student applications who are reviewed by the Admissions Review Committee
Mon.	Dec. 15	Priority date for new students to accept financial aid award for Spring/Summer 2015
Mon.	Dec. 15	Deadline for new students to submit housing contracts
Mon.	Dec. 22	Registration for Spring 2015 begins for Non-Degree Seeking Students
Mon.	Dec. 29	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)
Thurs.	Jan. 01	Deadline for finalizing financial arrangements and making final payment (if applicable) to hold Spring classes. Courses will be canceled if payment is not made.
Thurs.	Jan. 08	Early check-in for new students living in the residence halls
Thurs.	Jan. 08	Activities for new students begin: Orientation, new student pinning ceremony, and registration
Fri.	Jan. 09	Residence halls open, 8:00 am
Sun.	Jan. 11	Last day to register before Day classes begin
Mon.	Jan. 12	Day classes begin, 8:00 am
Wed.	Jan. 14	Last day to register for day classes; last day to add day classes (both 16 weeks and 1st 8 weeks)
Thurs.	Jan. 15	Charter Day Celebration, 11:00 am
Mon.	Jan. 19	Martin Luther King, Jr. Birthday observance, classes do not meet: offices and library closed
Tues.	Jan. 20	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)
Fri.	Feb. 20	Last day to withdraw from day classes that meet during 1st eight weeks with grade of W
Sun.	Mar. 01	Priority date for students to submit 2015-2016 FAFSA
Fri.	Mar. 06	Midterm; Day classes that meet during 1st eight weeks end
Mon.	Mar 09	Day classes begin that meet during 2nd eight weeks
Mon.	Mar 09	Midterm grades for all 100- and 200-level courses entered online by 12:00 p.m.
Wed.	Mar 11	Last day to add day classes that meet during 2nd eight weeks
Fri.	Mar 13	Last day to drop day classes that meet during 2nd eight weeks without academic record
Fri.	Mar 20	Residence halls close at 6:00 p.m. (except by special arrangement)
Mon.-Fri.	Mar 23-27	Spring Break: day and graduate classes do not meet; evening classes are in session
Sun.	Mar 29	Residence halls reopen at 12:00 noon
Mon.	Mar 30	Day and graduate classes resume
Wed.	Apr. 01	Deadline for students to submit 2015-2015 FAFSA for Access Missouri Grant
Fri.	Apr. 03	Last day to withdraw from classes with a grade of W
Fri.	Apr. 10	Honors and Awards Convocation, 7:00 p.m.
Mon.-Fri.	Apr. 06-10	Advising Week: Students meet with their advisor to determine Fall 2015 course schedule.
Mon.	Apr. 13	Registration for Fall 2015 begins for currently enrolled students
Fri.	Apr. 17	Last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
Fri.	May 01	Last day of classes; Last day to complete a total withdrawal from all classes enrolled in
Mon.-Thurs.	May 04-07	Final examinations
Fri.	May 08	Residence halls close at 12:00 noon (except by special arrangement)
Sat.	May 09	Ivy Chain 9:30a.m.; COMMENCEMENTS 12:00p.m. and 3:30p.m.; Nurses' Pinning Ceremony 2:00p.m.
Mon.	May 11	Final grades entered by 12:00 noon

Summer Session I (14/35) June 01 - July 25, 2015

Mon.	Apr. 20	Registration begins for returning seniors and new students
Wed.	Apr. 22	Registration begins for returning juniors
Thurs.	Apr. 23	Registration begins for returning sophomores
Fri.	Apr. 24	Registration begins for returning freshmen
Mon.	Apr. 27	Registration begins for Non-Degree Seeking students
Thurs.	May 21	Orientation for new students
Mon.	May 25	Memorial Day Holiday: offices and library closed
Sat.	May 30	Orientation for new students
Mon., Jun. 01 - Fri., July 24		Library summer hours: Mon-Thur 8:00am-10:00pm; Fri 8:00am-8:00pm; Sat 9:00am-5:00pm; Sun 2:00pm-10:00pm
Mon.	Jun. 01	M/W Classes begin
Tues.	Jun. 02	T/Th Classes begin
Fri.	Jun. 05	Last day to add classes
Mon.	Jun. 08	Last day to drop a course without academic record and financial liability
Fri.	July 03	Independence Day Holiday (no classes; offices and library closed)
Fri.	July 10	Last day to withdraw from classes with grade of W
Sat.	July 25	Classes end
Wed.	July 29	Grades entered by midnight

Graduate Classes

2014-2015 Academic Calendar

Early Fall Session (14/M31) August 25 – October 16, 2014

Mon.	July 28	Registration begins for returning and new graduate students
Mon.	Aug. 25	Graduate classes begin
Fri.	Aug. 29	Last day to add classes
Mon.	Sep. 01	Labor Day Holiday; classes do not meet, offices & library closed (library closed Aug. 31 - Sep. 2)
Tues.	Sep. 02	Last day to drop a course without academic record and financial liability
Fri.	Oct. 03	Last day to withdraw from classes with grade of W
Thurs.	Oct. 16	Classes end
Mon.	Oct. 20	Grades entered by 12:00 noon

Late Fall Session (14/M32) October 27 – December 20, 2014

Mon.	Sep. 29	Registration begins for returning and new graduate students
Mon.	Oct. 27	Graduate classes begin
Fri.	Oct. 31	Last day to add classes
Mon.	Nov. 03	Last day to drop a course without academic record and financial liability
Mon.-Fri.	Nov. 24-28	Thanksgiving Break: graduate & day classes do not meet; evening classes meet Nov. 25-26; offices & library open Nov. 25-27 8 am-5 p.m., closed Nov. 28-30; library open Dec. 1, 2 p.m. - 10 p.m.
Mon.	Dec. 01	Classes resume
Fri.	Dec. 05	Last day to withdraw from classes with grade of W
Fri.	Dec. 05	Holiday Lighting Ceremony/Reception
Thurs.	Dec. 18	Classes end
Sat.	Dec. 20	COMMENCEMENT DAY
Mon.	Dec. 22	Grades entered by 12:00 noon
Thurs.-Fri.	Dec. 25-26	Offices and library closed
Thurs.-Fri.	Jan. 01-02	Offices and library closed

Winter Session (14/M33) January 12 – March 7, 2015

Mon.	Dec. 15	Registration begins for returning and new graduate students
Mon.	Jan. 12	Graduate classes begin
Fri.	Jan. 16	Last day to add classes
Mon.	Jan. 19	Martin Luther King, Jr. Birthday observance: classes do not meet; offices and library closed
Tues.	Jan. 20	Last day to drop a course without academic record and financial liability
Fri.	Feb. 20	Last day to withdraw from classes with grade of W
Thurs.	Mar. 05	Classes end
Mon.	Mar. 09	Grades entered by 12:00 noon

Spring Session (14/M34) March 9 – May 7, 2015

Mon.	Feb. 09	Registration begins for returning and new graduate students
Mon.	Mar. 09	Graduate classes begin
Fri.	Mar. 13	Last day to add classes
Mon.	Mar. 16	Last day to drop a course without academic record and financial liability
Mon.-Fri.	Mar. 23-27	Spring Break: graduate and day classes do not meet; evening classes are in session
Fri.	Apr. 24	Last day to withdraw from classes with grade of W
Thurs.	May 07	Classes end
Sat.	May 09	COMMENCEMENT DAY, 12:00 p.m. and 3:30 p.m.
Mon.	May 11	Grades entered by 12:00 noon

Summer Session (14/M35) June 01 – July 25, 2015

Mon.	May 04	Registration begins for returning and new graduate students
Mon.	May 05	Memorial Day Holiday: offices and library closed
Mon.	Jun. 01	Graduate classes begin
Mon. Jun. 01 - Fri.	July 24	Library summer hours: Mon. - Thurs. 8 a.m. - 10 p.m.; Fri. 8 a.m. - 8 p.m.; Sat 9 am - 5 p.m.; Sun 2 p.m. - 10 p.m.
Fri.	Jun. 05	Last day to add classes
Mon.	Jun. 08	Last day to drop a course without academic record and financial liability
Fri.	July 03	Independence Day Holiday; no classes; offices and library closed
Fri.	July 10	Last day to withdraw from classes with grade of W
Thurs.	July 23	Classes end
Mon.	July 27	Grades entered by 12:00 noon

Online Education Classes

2014-2015 Academic Calendar

Early Fall Session (14/51) August 18 – October 11, 2014

Mon.	July 07	Registration begins for graduate students, seniors, military members and new students
Wed.	July 09	Registration begins for returning juniors
Thurs.	July 10	Registration begins for returning sophomores
Fri.	July 11	Registration begins for returning freshmen
Fri.	Aug. 15	Last day to register/add graduate classes
Mon.	Aug. 18	Classes begin
Fri.	Aug. 22	Last day to add undergraduate classes
Mon.	Aug. 25	Last day to drop classes without academic record and financial liability
Mon.	Sep. 01	Labor Day Holiday: offices closed
Mon.	Sep. 22	Registration for October Session begins for graduate students, seniors, military members & new students
Wed.	Sep. 24	Registration for October Session begins for returning juniors
Thurs.	Sep. 25	Registration for October Session begins for returning sophomores
Fri.	Sep. 26	Registration for October Session begins for returning freshmen
Fri.	Sep. 26	Last day to withdraw from classes with grade of W
Sat.	Oct. 11	Classes end

Late Fall Session (14/52) October 27 – December 20, 2014

Mon.	Sep. 22	Registration begins graduate students, seniors, military members and new students
Wed.	Sep. 24	Registration begins for returning juniors
Thurs.	Sep. 25	Registration begins for returning sophomores
Fri.	Sep. 26	Registration begins for returning freshmen
Fri.	Oct. 24	Last day to register/add graduate classes
Mon.	Oct. 27	Classes begin
Wed.	Oct. 29	Last day to add undergraduate classes
Mon.	Nov. 03	Last day to drop classes without academic record and financial liability
Mon.	Dec. 01	Registration for January Session begins for graduate students, seniors, military members & new students
Wed.	Dec. 03	Registration for January Session begins for returning juniors
Thurs.	Dec. 04	Registration for January Session begins for returning sophomores
Fri.	Dec. 05	Registration for January Session begins for returning freshmen
Fri.	Dec. 05	Last day to withdraw from classes with grade of W
Thurs.-Fri.	Nov. 27-28	Thanksgiving Break: offices closed
Sat.	Dec. 20	Classes end

Winter Session (14/53) January 12 – March 7, 2015

Mon.	Dec. 01	Registration begins for graduate students, seniors, military members and new students
Wed.	Dec. 03	Registration begins for returning juniors
Thurs.	Dec. 04	Registration begins for returning sophomores
Fri.	Dec. 05	Registration begins for returning freshmen
Fri.	Jan. 09	Last day to register/add graduate classes
Mon.	Jan. 12	Classes begin
Wed.	Jan. 14	Last day to add undergraduate classes
Mon.	Jan. 19	Martin Luther King Jr. Birthday observance: offices closed
Tues.	Jan. 20	Last day to drop classes without academic record and financial liability
Mon.	Feb. 16	Registration for March Session begins for graduate students, seniors, military members & new students
Wed.	Feb. 18	Registration for March Session begins for returning juniors
Thurs.	Feb. 19	Registration for March Session begins for returning sophomores
Fri.	Feb. 20	Registration for March Session begins for returning freshmen
Fri.	Feb. 20	Last day to withdraw from classes with grade of W
Sat.	Mar. 07	Classes end

Online Education Classes (continued)

Spring Session (14/54) March 23 – May 16, 2015

Mon.	Feb. 16	Registration begins graduate students, seniors, military members & new students
Wed.	Feb. 18	Registration begins for returning juniors
Thurs.	Feb. 19	Registration begins for returning sophomores
Fri.	Feb. 20	Registration begins for returning freshmen
Fri.	Mar. 20	Last day to register/add graduate classes
Mon.	Mar. 23	Classes begin
Wed.	Mar. 25	Last day to add undergraduate classes
Mon.	Mar. 30	Last day to drop classes without academic record and financial liability
Mon.	Apr. 27	Registration for summer session begins for graduate students, seniors, military members & new students
Wed.	Apr. 29	Registration for summer session begins for returning juniors
Thurs.	Apr. 30	Registration for summer session begins for returning sophomores
Fri.	May 01	Registration for summer session begins for returning freshmen
Fri.	May 01	Last day to withdraw from classes with grade of W
Sat.	May 16	Classes end

Summer Session (14/55) June 1 – July 25, 2015

Mon.	Apr. 27	Registration begins graduate students, seniors, military members and new students
Wed.	Apr. 29	Registration begins for returning juniors
Thurs.	Apr. 30	Registration begins for returning sophomores
Fri.	May 01	Registration begins for returning freshmen
Mon.	May 25	Memorial Day Holiday: offices closed
Fri.	May 29	Last day to register/add graduate classes
Mon.	Jun. 01	Classes begin
Wed.	Jun. 03	Last day to add undergraduate classes
Mon.	Jun. 08	Last day to drop classes without academic record and financial liability
Fri.	July 03	Independence Day Holiday: offices closed
Mon.	July 06	Registration for August session begins for graduate students, seniors, military members & new students
Wed.	July 08	Registration for August session begins for returning juniors
Thurs.	July 09	Registration for August session begins for returning sophomores
Fri.	July 10	Registration for August session begins for returning freshmen
Fri.	July 10	Last day to withdraw from classes with grade of W (ends close of business)
Sat.	July 25	Classes end