COLUMBIA COLLEGE
EVENING CAMPUS
UNDERGRADUATE CATALOG
2007-2008

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

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

STATEMENT OF MISSION

Columbia College assists individuals in gaining a broad understanding of the liberal arts and sciences through exemplary teaching. Learning is made possible by the discovery, acquisition, and application of knowledge, diverse learning experiences, and the totality of interaction among faculty, staff and students. In both undergraduate and graduate education, the College encourages intellectual growth, preparation for the world of work, involved citizenship and lifelong learning in order to pursue excellence in human endeavor.

Approved by the Board of Trustees
May 17, 1996

DESCRIPTION

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

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

Classification: Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie Foundation classification: Baccalaureate Colleges II.

Location: Home campus in Columbia, Missouri (population 88,000 plus over 25,000 students at three separate colleges) on Interstate 70, halfway between St. Louis and Kansas City. Air service via major airline to Columbia Regional Airport. Nationwide campuses located throughout the United States and Cuba: Alabama: Redstone Arsenal; California: Coast Guard Island, Lemoore, Los Alamitos, San Luis Obispo; Colorado: Aurora; Cuba: Guantanamo Bay. Florida: Jacksonville, Orlando, Patrick Air Force Base; Georgia: Fort Stewart, Hunter Army Air Field; Illinois: Crystal Lake, Elgin, Freeport, Lake County; Missouri: Christian County, Fort Leonard Wood, Jefferson City, Kansas City, Lake Ozark, Moberly, Rolla, St. Louis; New York: Fort Drum Hancock Field; Texas: Fort Worth; Utah: Salt Lake City; Washington: Marysville, Whidbey Island.

Degrees Conferred: Associate in Arts, Associate in Science, Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, Master of Arts in Teaching, Master of Business Administration, and Master of Science in Criminal Justice.

Campus: 19 buildings on a 30-acre campus four blocks from Columbia's downtown area.

Library: 70,000 volumes, 500 periodicals, nearly 2,500 audio-visual items, access to on-line resources. Member of MOBIUS statewide electronic consortium.

Enrollment: More than 1000 full and part-time day students, representing 25 states and 27 foreign countries; more than 1700 evening students, and more than 9,000 Nationwide and Online students.

Athletics: Member, American Midwest Conference of the NAIA (men's soccer, and basketball; women's volleyball, basketball and softball) and a variety of intramural sports.

Accreditation: Accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Approved for teacher preparation by the Missouri State Department of Elementary and Secondary Education. Associate in Science degree in Nursing accredited by the Missouri State Board of Nursing and the National League for Nursing.

The Higher Learning Commission
North Central Association of Colleges and Schools
Commission on Institutions
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Telephone: 312/263-0456 or 1-800/621-7440
E-mail: info@ncacihc.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
Missouri State Board of Nursing
3605 Missouri Boulevard
P.O. Box 656
Jefferson City, MO 65102-0656
Telephone: 573/751-0681
E-mail: http://www.ecodev.state.mo.us/pr/nursing

National League for Nursing Accrediting Commission (NLNAC)
61 Broadway--33rd floor
New York, NY 10006
Telephone: 212/363-5555 ext. 153
or 1-800/669-1656 ext. 153
E-mail: www.nlnac.org
THE HOME CAMPUS

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

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

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

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

Buchanan Hall. Constructed in 1977 and named for Genevieve Koontz Buchanan, class of 1938, because of her generosity. This building provides general classrooms and student computer labs and houses the administrative computer and technology services centers.

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

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

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

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

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

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

Missouri Hall. Completed in 1920 and renovated in 2006, Missouri Hall houses admissions, registration financial services, student records and transcripts. Also located within are Student Support Services, evaluations, payroll offices, the Writing and Math Centers and the Evening Campus offices.
**Nursing Education Center.** Located at 709 North Eighth Street. This building houses the Nursing practice laboratory, classrooms and faculty offices.

**Online Education Building.** Located at 710 Rangeline Street, this building houses the offices of the Director and staff of the online education program and one general classroom.

**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.


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

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

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

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

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

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

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

ACADEMIC ADVISOR

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

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

INTERNSHIPS

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

As learning experiences, internships are coordinated by faculty working in conjunction with a designated supervisor in the agency or organization. A formal contract is developed in cooperation with the student, the faculty member, and the agency supervisor. This contract defines the nature and objectives of the learning experience and the responsibilities of each party involved. Specific requirements vary with the academic programs and agencies involved.

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

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

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

OVERLOAD POLICY

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

COURSE PREREQUISITES

Course prerequisites are established to ensure that a student has adequate academic preparation to succeed in a particular course. Staff members will attempt to 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.

Major Field Test

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

The MFT will be administered during the capstone course.

MAPP Test (The Measure of Academic Proficiency and Progress)

The MAPP test is a nationally normed standardized test taken by thousands of students at colleges and universities throughout the United States. The MAPP test focuses on skills developed in introductory courses in the humanities, social sciences, and natural sciences. It concentrates on issues, themes, and ideas.

ATTENDANCE AND LACK-OF-EFFORT POLICIES

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

Students are directly responsible to instructors for class attendance and for work missed during an absence for any cause. If absences jeopardize progress in a course, the student’s instructor will submit an attendance warning letter promptly to the Student Records Office. An instructor may drop such a student from the course; and any drop initiated during the semester or session by an instructor for a student’s lack of attendance or lack of effort is recorded on the student’s permanent record as grades F or W at the discretion of the instructor. Columbia College reserves the right to drop or withdraw students from courses due to lack of attendance. This information may be reported to various government agencies.

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

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

CATALOG CHANGES AND TIME LIMIT FOR COMPLETING DEGREE

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

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

ADDING A COURSE

Evening students may add courses until 5:00 p.m. on the fifth class day of the session (Saturdays not included). Forms are available in the Registration and Financial Services Office. The forms must be returned to the Registration and Financial Services Office before the end of the add period for the courses. At that time, courses are added to the students’ schedules if space is available in the class.

DROPPING A COURSE

Evening students must drop courses by the sixth class day (by 5:00 p.m.) of the session (Saturdays and Sundays not included) to avoid academic penal-
ty and financial liability. Drop forms are available in
the Registration and Financial Services Office.
Advisors’ signatures are not required for Evening stu-
dents.

STUDENT CONDUCT

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

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

1. Treat all members of the College community
with courtesy, respect and dignity.

2. Comply with directions of College officials acting
in the performance of their duties.

3. Treat the campus itself with respect, including
buildings, grounds and furnishings.

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 encourage responsible
conduct in others.

7. Respect the prohibition of possession,
consumption, distribution and provision of
alcohol on campus and the illegal possession,
use, distribution and provision of controlled
substances.

8. Abide by all published policies including but not
limited to those that appear in the College
Catalog, Student Handbook, Residential Life

9. Refrain from any contact with firearms on
campus and from tampering with fire safety
equipment in College buildings.

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
preceding guidelines outlining the adjudication of
conduct-related offenses, applies to all Columbia
College students.

Academic Integrity

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

1. Knowingly furnishing false or misleading
information.

2. Falsification, alteration or misuse of college
forms or records.

3. Any joint effort in examinations, assignments, or
other academic activity unless authorized by the
instructor.

4. Plagiarism in any form; using another’s phrase,
sentence, or paragraph without quotation marks;
using another’s ideas or structure without
properly identifying the source; or using the work
of someone else and submitting it as one’s own.

5. Willfully aiding another in any act of academic
dishonesty. Columbia College is equally
concerned about the interpersonal social
relationships that affect the learning
environment. Respect for the conditions
necessary to enhance learning is, therefore,
required.

Procedures:

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

1. The faculty member who, upon investigation,
suspects academic misconduct will, if
possible, confer with the student suspected.

   a. If the faculty member determines the
      student is not responsible for engaging in
      academic misconduct, the matter will be
      dropped.
b. If the faculty member determines the unacceptable behavior was unintentional, the violation will be explained and an alternative penalty will be imposed at the discretion of the investigating faculty member. The Vice President for Adult Higher Education must be notified in writing of the incident and the outcome.

c. If the student admits responsibility for academic misconduct, or if the faculty member determines there was intentional unacceptable behavior, the faculty member may impose the penalty stated in the course syllabus. In the absence of a penalty stated in the syllabus, the penalty will be a grade of F on that activity, which will be factored into the final grade. The Associate Dean for Adult Learning and the Vice President for Adult Higher Education must be notified in writing of the incident and the action taken.

2. A student wishing to challenge or appeal the accusation of academic misconduct should seek the counsel of the Director of the Evening Campus. The Vice President for Adult Higher Education must be notified of the results of this informal disposition.

3. If either the student or the faculty member is not satisfied with the informal disposition, he/she may request a formal hearing. The individual must initiate the hearing procedure by filing an Appeal Request Form with the Vice President for Adult Higher Education within one (1) school day after the informal disposition meeting.

4. The Vice President for Adult Higher Education will review the request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the decisions. All parties involved will be notified.

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

Class Conduct

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

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

Personal Conduct

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

Procedures:

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

1. The Vice President for Adult Higher Education or another appropriate college official will investigate the situation and review it with the student. If it is determined that no violation occurred, then the matter will be dropped. If the student admits responsibility or the Vice President for Adult Higher Education determines there was a violation, college disciplinary action will ensue. The student will be notified in writing of the finding of fact and the recommended disciplinary sanction recommended by the Vice President for Adult Higher Education.

2. If facing disciplinary action, the student has the right to accept the Vice President's
finding of fact and recommended sanction, at which time the matter is closed; or the student may appeal to the Vice President for Adult Higher Education for a review of the finding of fact and/or the recommended sanction.

3. To initiate an appeal, the student must file an Appeal Request Form with the Vice President for Adult Higher Education within one (1) school day of the informal disposition meeting with the Vice President for Adult Higher Education. The Vice President for Adult Higher Education will review the request and determine if there are sufficient grounds for appeal and if evidence submitted warrants reconsideration of the decision. All parties will be notified.

4. If a decision is made to reconsider, a campus hearing board will be empaneled to hear the matter. Decisions are final.

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

**RESIDENCE CREDIT**

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

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

**GRADING SYSTEM**

Academic progress is reported at the session’s end.

**GRADES AND NOTATIONS**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Superior</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Inferior</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete: Unfinished work to be completed without further class attendance.</td>
</tr>
<tr>
<td>N</td>
<td>Audit: Did not complete course.</td>
</tr>
<tr>
<td>S/U</td>
<td>Satisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory. An option that can be used as a grade for MATH 104, MATH 106, and ESOL 101, 102, 103, 104, 105, and ENGL 107.</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>WE</td>
<td>Excused from the course for extraordinar} circumstances.*</td>
</tr>
<tr>
<td>Y</td>
<td>Audit: Completed course. No official credit recorded on transcript.</td>
</tr>
</tbody>
</table>

*Extraordinary Circumstances*

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

**APPEALS**

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

1. Discuss the problem with the faculty member (instructor) involved.
2. If not satisfied with that faculty member’s explanation, seek mediation from the Director of the Evening Campus.
3. Failing resolution of the problem, student makes an appeal to the Vice President for Adult Higher Education by requesting a grade appeal hearing. This request is filed in writing with the Vice President for Adult Higher Education within 60 calendar days after grades have been issued by the Registrar. The Vice President for Adult Higher Education may inform the student that materials submitted do not support the request for change in grade and/or forward the appeal to the Campus Hearing Board. The decision of the Campus Hearing Board is final. The chair of the Campus Hearing Board communicates this decision in writing to the student, the Vice President for Adult Higher Education, the Dean for Campus Life, and any other parties involved in the appeal. If a change in grade or academic standing results, the chair of the Campus Hearing Board notifies the Registrar of the new grade or change in standing.
4. In the event that new evidence becomes available, a request may be made in writing to the Vice President for Adult Higher Education, who determines whether the appeal is to be reconsidered. If a question arises regarding procedural correctness or impartiality, the issue may be brought to the Vice President for Adult Higher Education who has the final authority in passing judgment on such matters.

AUDIT

Students may audit a regularly scheduled class for no grade and no credit. However, participation in the course is noted on their official record. Auditing provides students the opportunity to pursue an interest in a particular subject without being graded. Acceptable performance, attitude, and attendance, as defined by the instructor for the course, are expected. Audit enrollments do not fulfill requirements for course work for degree completion, requirements for load considerations by the Veterans Administration for educational benefits, or requirements for financial aid awards. If students enroll for an audit course, they are subject to regular enrollment procedures and a $75 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>. . .3</td>
<td>. . .3(B)</td>
<td>. . . . .9</td>
</tr>
<tr>
<td>Principles of Biology</td>
<td>. . .3</td>
<td>. . .4(A)</td>
<td>. . . .12</td>
</tr>
<tr>
<td>Biology Laboratory</td>
<td>. . .2</td>
<td>. . .2(C)</td>
<td>. . . . .4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>. . . . .8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>. . . . .25</td>
</tr>
</tbody>
</table>

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

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

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

CHANGES OF GRADE

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

CLASSIFICATION

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

<table>
<thead>
<tr>
<th>Credits</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 23.9</td>
<td>Freshman</td>
</tr>
<tr>
<td>24 - 51.9</td>
<td>Sophomore</td>
</tr>
<tr>
<td>52 - 83.9</td>
<td>Junior</td>
</tr>
<tr>
<td>84 - 120+</td>
<td>Senior</td>
</tr>
</tbody>
</table>

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

DIRECTED STUDY

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

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

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

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

**INCOMPLETE COURSEWORK**

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

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

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

**PASS/FAIL**

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

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

**REPEATING A COURSE**

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

**Withdrawal From a Course**

If students withdraw from courses between the end of the drop period and the end of the 6th week of class they receive a Withdraw (W) grade. Beginning with the 7th week of classes withdrawals may occur only if extraordinary circumstances are applicable. Students do not receive grade points for Withdraw (W) grades, but a notation appears on the transcript. See the explanation of extraordinary circumstances in the Grading System.

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

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

CANDIDACY FOR DEGREE

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

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

Guidelines for July Graduates to Participate in the May Commencement Ceremony

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

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

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

PROBATION, SUSPENSION, DISMISSAL, AND READMISSION

PROBATION

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

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

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

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

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

SUSPENSION

1. A suspension is imposed on students who do not earn sufficient quality points to bring their GPA to the standards stated above. This occurs at the end of one probationary term for the following regular academic term(s) (the next two evening sessions). Students may appeal the academic suspension action. The Admissions Review Committee reviews appeals on a timely basis.

2. Regular-admit students completing their first semester or session at Columbia College with a GPA of 0 may be suspended for one semester (Day student) or two sessions (Online or Evening student). Summer-admit students completing courses with a GPA of 0 may be suspended for two sessions.

3. Students admitted by the Admissions Review Committee (see Admissions section of this catalog) and who do not earn a 2.0 GPA may be suspended (see below).

DISMISSAL

Students may be dismissed from Columbia College if they are granted readmittance after their suspension and fail to achieve a satisfactory cumulative grade-point average in the next session. Academically dismissed students may be reviewed for readmission to Columbia College only after a three-year period has elapsed.

Please see Readmission After Suspension section (p. 94) for details on the readmission process.

READMISSION

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

NON-DEGREE SEEKING STUDENTS

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

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

STUDENT’S RIGHT TO PRIVACY

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

1. The right to inspect and review their education record within 45 days of the day the College receives a request for access. Students should submit to the Registrar or Executive Vice President and Dean for Academic Affairs written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.

2. The right to request the amendment of that part of a student’s education record that the student believes is inaccurate or misleading. The student should write to the Registrar, clearly identifying the part of the record he/she wants changed and specifying why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
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.

TRANSCRIPTS AND STUDENT RECORDS

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

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

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

Requests must include the student’s full name, maiden or former name if applicable, dates of attendance, ID or SSN, birth date, the student’s current address and phone number, the address where the transcript should be sent, the number of copies to be issued and the payment. If payment is to be made via credit card, the card number, expiration date and a daytime phone number by which the student may be contacted must be included. A student’s current account balance must be clear prior to the release of the Transcript.

VETERANS GUIDELINES

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

DEGREES AND MAJORS OFFERED

ASSOCIATE IN ARTS

ASSOCIATE IN GENERAL STUDIES

ASSOCIATE IN SCIENCE in:
- Business Administration
- Computer Information Systems
- Criminal Justice Administration
- Environmental Studies
- Fire Service Administration (offered through the Evening, Online and Missouri AHE Campuses)
- Human Services
- Nursing
- Pre-Communication Science and Disorders

BACHELOR OF ARTS with majors in:
- American Studies
- Art
  - Majors:
    - Ceramics
    - Graphic Design
    - Illustration
    - Painting and Drawing
    - Photography
    - Printmaking
- Biology
- Business Administration
  - Majors:
    - Accounting
    - Financial Services
    - Human Resource Management
    - International Business Management
    - Marketing
- Chemistry
- Criminal Justice Administration
- English
- Environmental Studies
- History
- Human Services
- Philosophy and Religious Studies
- Political Science
- Psychology
- Sociology
- Speech Communication

BACHELOR OF FINE ARTS with a major in:
- Art
  - Majors:
    - Ceramics
    - Graphic Design
    - Illustration
    - Painting and Drawing
    - Photography
    - Printmaking

BACHELOR OF GENERAL STUDIES

BACHELOR OF SCIENCE with majors in:
- Art
  - Majors:
    - Ceramics
    - Graphic Design
    - Illustration
    - Painting and Drawing
    - Photography
    - Printmaking
- Biology
- Business Administration
  - Majors:
    - Accounting
    - Financial Services
    - Human Resource Management
    - International Business Management
    - Marketing
- Computer Information Systems
- Computer Science
- Criminal Justice Administration
- Forensic Science
- Human Services
- Management Information Systems
- Mathematics

BACHELOR'S WITH DISTINCTION
- Bachelor of Arts with Distinction
- Bachelor of General Studies with Distinction
- Bachelor of Science with Distinction
- Bachelor of Fine Arts with Distinction
ACADEMIC DEPARTMENTS
OF THE COLLEGE

Academic instruction is offered by faculty in eight academic departments:

- Art
- Business Administration
- Computer and Mathematical Sciences
- Criminal Justice Administration and Human Services
- Education
- History and Social Sciences
- Humanities
- Science

DECLARATION OF MAJOR

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

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

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

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

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

DOUBLE MAJOR

A double major is defined as a single degree with two majors. A double major may be earned if requirements for both declared majors are completed. No additional residency requirement is required. Majors and minors may not be added to an already earned degree.

DUAL DEGREES

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

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

FOCUSED BACCALAUREATE ACADEMIC SEQUENCE

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

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

MINORS

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

Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 semester hours. The Education Certification Minors require a grade point average of 2.8 within the minor and between 43-76 semester hours depending on the individual minor.

Courses for the minor may also meet general education or major requirements, and at least 9 of the 18 semester hours must be earned in Columbia
College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.) Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit.

**SPECIFIC REQUIREMENTS FOR MINORS:**

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

**ART (STUDIO):** Art Principles (101), Drawing (120); Painting (130); 9 additional semester hours of Studio Art courses. Studio art courses are those (such as painting, graphic design, photography, printmaking, and ceramics) in which students produce a product. Such courses contrast with, for example, those concerning the history or appreciation of art.

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

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

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

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

**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.

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

**CRIMINOLOGY (18 hrs)**

**Required Courses**

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

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

**EDUCATION CERTIFICATION:** The Education Certification Minors (Art Education K-12, Elementary Education, Middle Level Education, Secondary Education, Special Education K-12) require a grade point average of 2.8 within the minor and between 43-76 semester hours depending on the individual minor. See pages 48-51 for specific requirements.

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

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

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

- **ENVS/BIOL 115 Introduction to Environmental Science**
  - 3 hrs
- **ENVS/BIOL 115L Introduction to Environmental Science Laboratory**
  - 2 hrs
- **ENVS/BIOL 320 Ecology**
  - 3 hrs
- **CHEM 110 Chemistry I**
  - 3 hrs

**B. Electives (7 hrs)**

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

- **BIOL 110 Principles of Biology I**
  - 3 hrs
- **BIOL 110L Principles of Biology I Lab**
  - 2 hrs
- **CHEM 110L Chemistry I Laboratory**
  - 2 hrs
- **BIOL 222 Biodiversity**
  - 3 hrs
- **BIOL 342 Genetics**
  - 4 hrs
- **BIOL 410 Molecular Biotechnology**
  - 3 hrs
- **CHEM 330 Environmental Chemistry**
  - 3 hrs
- **BIOL/ENVS 300 Evolution**
  - 3 hrs
- **ENVS/GEOG 220 Introduction to Atmospheric Sciences**
  - 3 hrs
- **ENVS/GEOG 251 Resource Management**
  - 3 hrs
- **ENVS 390 Culminating Experience in Environmental Studies**
  - 1 hr
- **ENVS 233/333/433 Topics**
  - 3 hrs

**ENVIRONMENTAL STUDIES:** The Environmental Studies Program is designed to increase ecological literacy and environmental awareness by providing an interdisciplinary approach to the
study of relationships between humans, their societies, and the environment. Students earning a minor in Environmental Studies will gain insight into and a broad understanding of environmental issues, preparing them for graduate programs, career choices and informed citizenry.

Note: Completion of this minor may require that some courses are taken online.

A. Required Courses (9 hrs)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVS/BIOL 115</td>
<td>Introduction to Environmental Science</td>
<td>3 hrs</td>
</tr>
<tr>
<td>ENVS/BIOL 115L</td>
<td>Introduction to Environmental Science Laboratory</td>
<td>2 hrs</td>
</tr>
<tr>
<td>ENVS 272</td>
<td>Introduction to Environmental Literature</td>
<td>3 hrs</td>
</tr>
<tr>
<td>ENVS 390</td>
<td>Culminating Experience in Environmental Studies</td>
<td>1 hr</td>
</tr>
</tbody>
</table>

B. Electives (9 hrs)

One course must be selected from each of the areas listed below:

Human Culture Perspective (3 hrs)
- ENGL 360 Readings in the Novel: Environmental Novels 3 hrs
- ENVS/EDUC 372 Environmental Education 3 hrs
- ENVS/HIST 352 American Environmental History 3 hrs
- HIST/PHIL 303 History and Philosophy of Modern Science 3 hrs

Policy Perspective (3 hrs)
- ENVS/GEOG 251 Resource Management 3 hrs
- ENVS/ECON 310 Environmental and Resource Economics 3 hrs
- ENVS/POSC 312 Environmental Politics 3 hrs
- POSC/MGMT 311 Public Administration and Policy 3 hrs

Science Perspective (3 hrs)
- CHEM 330 Environmental Chemistry 3 hrs
- ENVS/GEOG 220 Introduction to Atmospheric Sciences 3 hrs
- ENVS/GEOG 223 Environmental Disasters 3 hrs

C. Philosophy (6 hrs)

Chosen from the following courses:
- PHIL/HIST 303 History & Philosophy of Modern Science 3 hrs
- PHIL 321 Major Figures/Schools: Ancient to Medieval 3 hrs
- PHIL 322 Major Figures/Schools: Early Modern to Modern 3 hrs
- PHIL/ENV 332 Environmental Ethics 3 hrs
- PHIL 333 Topics 3 hrs
- PHIL/HIST 340 Philosophy of Revolution 3 hrs
- PHIL 358 Existentialism 3 hrs
- PHIL/POSC 400 Political Philosophy 3 hrs
- PHIL 401 Significant Philosophers 3 hrs
- PHIL 433 Topics 3 hrs
- PHIL 460 Biomedical Ethics 3 hrs

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

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

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

HUMAN SERVICES:

A. Required Courses (12 hrs)
- HUMS 105 Introduction to Human Services 3 hrs
- HUMS 250 Working with Individuals 3 hrs
- HUMS 335 Working with Groups 3 hrs
- HUMS 340 Working with Families 3 hrs

B. Three hours from one of the following
- HUMS 300 Exploring Research 3 hrs
- HUMS 365/SOCI 365 American Social Policy 3 hrs
- HUMS 435 Working with Communities and Organizations 3 hrs
- SOCI 270 Minority Cultures and Relations 3 hrs

C. Human Services Elective 3 hrs

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

A. Required Courses (6 hrs)
- POFC 292 International Relations
- POFC 326 International Law and Organization

B. Comparative Political Systems (6 hrs)
Choose a minimum of two courses from this category.
- POFC 317 Politics of Russia and Eurasia
- POFC 321 Politics of Developing Nations
- POFC 331 European Politics

POFC 353 Asian Politics
POFC 333 Topics: "Area of Study" *

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

C. Electives (6 hrs)
Choose a minimum of two courses from this category. Up to five semester hours of foreign language credit can be applied toward the electives requirement. Students may count a maximum of 6 semester hours for both their major and their minor.
- ENGL 234 World Literature II
- FINC 495 International Finance
- HIST 232 History of Russia From 1825 to Present
- HIST 312 American Diplomatic History
- HIST 314 Modern China
- HIST 316 Modern Japan
- HIST 331 Contemporary Europe
- HIST/PHIL 340 Philosophy of Revolution
- POFC 360 U.S. Foreign Policy
- MGMT 339 Cross-Cultural Management
- MGMT 338 International Business
- MKTG 410 Global Marketing
- PHIL/RELI 202 Introduction to Eastern Philosophies and Religions
- RELI 201 Religious Classic Texts
- SOCI/WMST 336 Global Perspectives on Women and Development

LEGAL STUDIES:

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

A. Required Courses (6 hrs)
- PHIL 210 Logic 3 hrs
- POFC 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

C. Analytical Focus (6 hrs)
Choose a minimum of two courses from this category:
- COMM 323 Advanced Public Speaking and Persuasion 3 hrs
- CJAD/POFC 233/333 Mock Trial 1 hr
- ENGL 331 Ethical Issues in Literature 3 hrs
PHIL 201 Introduction to Western Philosophy 3 hrs
POSC 440 Constitutional Law 3 hrs

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

MARKETING: Eighteen semester hours of courses with a MKTG field code including MKTG 310 Principles of Marketing. Twelve of the eighteen hours must be upper-level.

MATHEMATICS: Eighteen semester hours of mathematics courses at the level of 180 and above including MATH 201 and MATH 222 (or MATH 215 and MATH 226 and MATH 235 and MATH 245) and at least 6 semester hours of 300- or 400-level coursework.

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

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.

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

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

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

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

WOMEN’S STUDIES:
A. Required Courses (9 hrs)
Students must take the following three courses in order to fulfill the Women’s Studies minor. Students pursuing a Women’s Studies minor are strongly encouraged to take SOCI 111 General Sociology.

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

B. Electives (9 hrs)
Students must take a minimum of nine hours from the following list of courses.

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

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

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

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

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

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

12 hrs

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

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

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

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

Arts and Humanities
ARTS 105 Art Appreciation
ARTS 111 Art and Ideas I
ARTS 112 Art and Ideas II
COMM 203 Understanding Human Communication
ENGL 123 Introduction to Mythology and Folklore
ENGL 210 Introduction to Fiction
ENGL 211 Introduction to Poetry
ENGL 212 Introduction to Drama
ENGL 231 English Literature I
ENGL 232 English Literature II
ENGL 241 American Literature I
ENGL 242 American Literature II
ENGL 263 World Literature I
ENGL 264 World Literature II
MUSI 122 Music Appreciation
PHIL 201 Introduction to Western Philosophy
PHIL 202 Introduction to Eastern Philosophies and Religions
PHIL 210 Logic
RELI 101 Religion and Human Experience
RELI 202 Introduction to Eastern Philosophies and Religions

Natural Sciences and Mathematics
Students may elect to take two science lecture courses, or a mathematics course and a science lecture course, or a science lecture and associated lab course totalling not less than five hours, to satisfy the Natural Sciences and Mathematics portion of the requirement.
ASTR 108 Introduction to Astronomy
BIOL 108 Human Biology
BIOL 110 Principles of Biology I
BIOL 110L Principles of Biology I Laboratory (2)
BIOL 115 Introduction to Environmental Science
BIOL 115L Introduction to Environmental Science Laboratory (2)
CHEM 108 Physical Science Survey
CHEM 108L Physical Science Survey Laboratory (2)
CHEM 110 Chemistry I
CHEM 110L Chemistry I Laboratory (2)
ENVS 115 Introduction to Environmental Science
ENVS 115L Introduction to Environmental Science Laboratory (2)
GEOL 110 Introduction to Physical Geology
GEOL 110L Introduction to Physical Geology
MATH 180 Precalculus
MATH 180 Precalculus
MATH 201 Calculus and Analytical Geometry I or MATH 215 and MATH 226 (taken as a pair) (5)
MATH 250 Statistics I
PHYS 108 Physical Science Survey
PHYS 108L Physical Science Survey Laboratory (2)
PHYS 111 College Physics I
PHYS 111L Physics I Laboratory (2)

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

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

PHIL 330 Ethics or approved Departmental ethics course.

OPTIONAL PROGRAM OF STUDY FOR QUALIFYING TRANSFER STUDENTS

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

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

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

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

1 23-26 hrs

2 38-41 hrs

12 hrs
History

The student must complete 6 hours, including at least one Western Civilization course.

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

Arts and Humanities

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

Natural Sciences and Mathematics

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

ASTR 108 Introduction to Astronomy
BIOL 108 Human Biology
BIOL 110 Principles of Biology I
BIOL 110L Principles of Biology I Laboratory (2)
CHEM 108 Physical Science Survey
CHEM 108L Physical Science Survey Laboratory (2)
CHEM 110 Chemistry I
CHEM 110L Chemistry I Laboratory (2)
ENVS 115 Introduction to Environmental Science
ENVS 115L Introduction to Environmental Science Laboratory (2)
GEOL 110 Introduction to Physical Geology
GEOL 110L Introduction to Physical Geology Laboratory (2)
MATH 180 Precalculus
MATH 201 Calculus and Analytical Geometry or MATH 215 and MATH 226 (taken as a pair) (5)
MATH 250 Statistics I
PHYS 108 Physical Science Survey
PHYS 108L Physical Science Survey Laboratory (2)
PHYS 111 College Physics I
PHYS 111L College Physics I Laboratory (2)

Social and Behavioral Sciences

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

Ethics

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

38-41 hrs

ETHICS COURSE REQUIREMENT

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

The courses listed below satisfy the requirement for specialized majors/programs.

BEACON/DAYSTAR Programs:

EDUC 200 Law, Ethics and Education

Biology Majors:

ENVS/PHIL 332 Environmental Ethics
PHIL 460 Biomedical Ethics

Business Administration Majors:

MGMT 368 Business Ethics

Computer Information Systems Majors:

MGMT 368 Business Ethics

Criminal Justice Administration Majors:

CJAD 345 Ethics and Morality in Criminal Justice

English Majors:

ENGL 331 Ethical Issues on Literature

Environmental Studies Majors:

ENVS/PHIL 332 Environmental Ethics

Forensic Science Majors:

CJAD 345 Ethics and Morality in Criminal Justice

Management Information Systems Majors:

MGMT 368 Business Ethics

GENERAL EDUCATION COURSES BY AREA

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

Art (ARTS)

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

Astronomy (ASTR)

ASTR 108 Introduction to Astronomy

Biology (BIOL)

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

Communication (COMM)
COMM 110 Introduction to Speech
COMM 203 Understanding Human Communication

Computer Information Systems (CISS)
CISS 170 Introduction to Computer Information Systems

Economics (ECON)
ECON 293 Macroeconomics
ECON 294 Microeconomics

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

Environmental Studies (ENVS)
ENVS 115 Introduction to Environmental Science
ENVS 115L Introduction to Environmental Science Laboratory (2) (when taken with or following ENVS 115)

Geography (GEOG)
GEOG 101 Introduction to Geography

Geology (GEOL)
GEOL 110 Introduction to Physical Geology
GEOL 110L Introduction to Physical Geology Laboratory

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

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

Music (MUSI)
MUSI 122 Music Appreciation

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

Physics (PHYS)
PHYS 108 Physical Science Survey
PHYS 108L Physical Science Survey Laboratory (2) (when taken prior to or with PHYS 108)
PHYS 111 College Physics I
PHYS 111L Physics I Laboratory (2) (when taken with or following PHYS 111)

Political Science (POSC)
POSC 111 American National Government

Psychology (PSYC)
PSYC 101 General Psychology

Religious Studies (RELI)
RELI 101 Religion and Human Experience
RELI 202 Introduction to Eastern Philosophies and Religions

Sociology (SOCI)
SOCI 111 General Sociology
SOCI 112 General Anthropology
SOCI 270 Minority Cultures and Relations

WORLD/EASTERN CULTURE REQUIREMENT

Every student who graduates from Columbia College must complete a course in World and/or Eastern culture. Three semester hours of a foreign language, excluding American Sign Language, or three semester hours of a Culture and Society course satisfies this requirement. In addition, the following courses satisfy this requirement.

ARTS 111 Art and Ideas I
COMM 303 Intercultural Communication
ECON 293 Macroeconomics
ENGL 123 Intro. to Mythology & Folklore
ENGL 190 The Short Story
ENGL 263 World Literature I
ENGL 264 World Literature II
ENGL 280 Film and Literature
ENGL 323 The Hero in Mythology
GEOG 101 Introduction to Geography
HIST 231 Imperial Russia
HIST 314 Modern China
HIST 316 Modern Japan
JAPA 101 Beginning Japanese I
JAPA 102 Beginning Japanese II
MATH 330 History of Mathematics
MGMT 338 International Business
MKTG 410 Global Marketing
PHIL 202 Introduction to Eastern Philosophies and Religions
PHIL 400 Political Philosophy
POSC 292 International Relations
POSC 400 Political Philosophy
RELI 202 Introduction to Eastern Philosophies and Religions
SOCI 111 General Sociology
SOCI 112 General Anthropology
SOCI 214 Family
SOCI 270 Minority Cultures and Relations
SOCI 336 Global Perspectives on Women and Development
SPAN 101 Elementary Spanish I
SPAN 102 Elementary Spanish II
WMST 336 Global Perspectives on Women and Development

THE 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 better. ENGL 111 English Composition I with a grade of “C” or better, or an acceptable equivalent must be completed as a prerequisite before the student may take ENGL 112. These courses should be completed during the first 60 hours of course work at Columbia College. 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 I (the remaining 3 credit hours are used as elective credit) ENGL 112 English Composition II may not be met with CLEP credit. An English Placement Examination is administered to determine student placement in English courses.
PERSONAL CURRICULUM GUIDE

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

GENERAL EDUCATION

<table>
<thead>
<tr>
<th>COURSES</th>
<th>DATE COMPLETED OR EXEMPTED</th>
<th>GRADE EARNED</th>
<th>CREDIT HOURS EARNED</th>
<th>UPPER LEVEL</th>
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<td>MATH 150, 170, 180, 215 and 216 combined, 180, 201 or 250</td>
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<td><strong>NATURAL SCIENCES AND MATHEMATICS</strong> (Two Science courses or one Science and one Mathematics)</td>
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<td>COURSES</td>
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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 World or Eastern Culture coursework;
6. attained a minimum cumulative grade-point average of 2.0;
7. fulfilled the residency requirement—at least 24 of the last 36 semester hours taken with Columbia College. (In the case of special programs and/or agreements such as the one with Service-member’s Opportunity College, this requirement may be modified to meet the constraints of such programs. However, special arrangements and/or programs must be approved by the Executive Vice President and Dean for Academic Affairs. Waivers for individual students may be granted by following institutional procedures for petition and waiver);
8. fulfilled all requirements for a culminating experience specified for the major;
9. satisfied all financial obligations;
10. applied for graduation through the Evaluations Office the semester before expected date of graduation; and
11. if seeking a Bachelor of Arts degree, completed successfully six semester hours of a single foreign language, AHE (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of Culture and Society Sequence Courses.

AMERICAN STUDIES

Department: History and Social Sciences

Chairperson: David Roebuck, Ph.D.

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

Degree: Bachelor of Arts in American Studies

Minors: Criminal Justice
Criminology
English
History
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 38-41 sem. hrs

Requirements

Ethics Course Requirement 3 hrs
PHIL 330 Ethics

B. Foreign Language Requirement 6 sem. hrs

C. Core Requirements 27 sem. hrs

AMST 490 American Studies Senior Seminar 3 hrs
ECON 293 Macroeconomics 3 hrs
ENGL 241 American Literature I 3 hrs
ENGL 242 American Literature II 3 hrs
HIST 121 American History to 1877 3 hrs
HIST 122 American History Since 1877 3 hrs
POSC 111 American National Government 3 hrs
POSC 215 State and Local Government 3 hrs
SOCI 216 American Social Problems 3 hrs

D. Electives 27 sem. hrs

At least 24 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. Six hours of electives may be taken as 233/333/433 (Topics) from any of the academic disciplines listed below if those topics are relevant to American Studies. Electives must be taken from at least five academic areas chosen from the following courses:

- CJAD 421 Organized Crime 3 hrs
- ENGLISH
  - ENGL 360, 361, or 362 Readings (American Literature Topics) 3 hrs
  - ENGL 450 Minority and Ethnic Literature of the United States 3 hrs
- ENVIRONMENTAL STUDIES
  - ENVS 352 American Environmental History 3 hrs
- HISTORY
  - HIST 312 Twentieth Century American Diplomatic History 3 hrs
  - HIST 321 History of Modern U.S. 3 hrs
  - HIST 342 American Civil War 3 hrs
  - HIST 350 American Revolution 3 hrs
  - HIST 352 American Environmental History 3 hrs
  - HIST 362 History of the American West 3 hrs
  - HIST 371 History of American Business 3 hrs
  - HIST 372 American Indian History 3 hrs
- MANAGEMENT
  - MGMT 311 Public Administration and Management 3 hrs
  - MGMT 371 History of American Business 3 hrs
- MUSIC
  - MUSI 323 Music of the United States 3 hrs
- PHILOSOPHY
  - PHIL 401 Significant Philosophers (American Topics) 3 hrs
- POLITICAL SCIENCE
  - POSC 311 Public Administration and Policy 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
- SOCIOLOGY
  - SOCI 270 Minority Cultures and Relations 3 hrs
  - SOCI 310 Women in Society 3 hrs
  - SOCI 365 American Social Policy 3 hrs
  - SOCI 401 Theories of Community 3 hrs
  - SOCI 430 Sociology of Sports 3 hrs
- WOMEN’S STUDIES
  - WMST 310 Women in Society 3 hrs
E. Other Electives 13-22 sem. hrs
Students are encouraged to use the remaining semester hours to earn a minor in one of the academic areas listed for the major or in an area related to American Studies.

120 sem. hrs

BIOLOGY

Department: Science
Chairperson: Julie Estabrooks, Ph.D.
Full-Time Faculty: Elizabeth Critser, Ph.D. Julie Estabrooks, Ph.D. Alan James, Ph.D. James McAllister, Ph.D. Nathan Means, Ph.D. Frank Somer, Ph.D.

Degrees: Bachelor of Arts in Biology Bachelor of Science in Biology Associate in Science in Environmental Studies Associate in Science in Pre-Communication Science and Disorders Associate in Science in Nursing

Major: Biology
Minors: Biology Chemistry Environmental Sciences Environmental Studies

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 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 38-41 sem. hrs
Requirements

Ethics Course Requirement 3 hrs
ENVS/PHIL 332 Environmental Ethics or BIOL 460 Biomedical Ethics or PHIL 330 Ethics

B. Foreign Language Requirement 6 sem. hrs

C. Core Requirements 29 sem. hrs
(All courses must be completed with a grade of C or better).

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 342 Genetics 3 hrs
BIOL 342L Genetics Laboratory 2 hrs
BIOL 395 Research Design in the Sciences 3 hrs
BIOL 490 Senior Seminar 3 hrs
MATH 250 Statistics I 3 hrs or PSYC/SOCI 324 Statistics for the Behavioral Sciences

CHEM 110 Chemistry I 3 hrs
CHEM 110L Chemistry I Laboratory 2 hrs

D. Biology Electives 21 sem. hrs
At least one lecture course from each of the following three groups. In addition, for two of these courses, the laboratory for that course must be taken (5 hour courses include a laboratory).
1. Group One: Organismal Biology
   - BIOL 211 Zoology 5 hrs
   - BIOL 212 Botany 5 hrs
   - BIOL 323 Anatomy 3 hrs
   - BIOL 323L Anatomy Laboratory 2 hrs

2. Group Two: Cellular/Molecular Biology
   - BIOL 312 Microbiology 3 hrs
   - BIOL 312L Microbiology Laboratory 2 hrs
   - BIOL 380 Developmental Biology 3 hrs
   - BIOL 390 Cell Biology 3 hrs
   - BIOL 390L Cell Biology Laboratory 2 hrs
   - BIOL 410 Molecular Biotechnology 3 hrs
   - BIOL 410L Methods in Molecular Biotechnology 2 hrs

3. Group Three: Biological Processes
   - BIOL 222 Biodiversity 3 hrs
   - BIOL 300 Evolution 3 hrs
   - BIOL 320 Ecology 3 hrs
   - BIOL 326 Physiology 3 hrs
   - BIOL 326L Physiology Laboratory 2 hrs

   Eight additional hours in biology are chosen by the student with the approval of the advisor. These hours must be in upper-level courses.

E. Electives 23-26 sem. hrs
   120 sem. hrs

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

BACHELOR OF SCIENCE IN BIOLOGY

A. General Education 38-41 sem. hrs

   Ethics Course Requirement 3 hrs
   - ENVS/PHIL 332 Environmental Ethics
   - or BIOL/PHIL 460 Biomedical Ethics
   - or PHIL 330 Ethics

B. Core Requirements 42 sem. hrs
   (All courses must be completed with a grade of C or better).
   - 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 342 Genetics 3 hrs
   - BIOL 342L Genetics Laboratory 2 hrs
   - BIOL 395 Research Design in the Sciences 3 hrs
   - BIOL 420 Biochemistry 3 hrs
   - BIOL 420L Biochemistry Laboratory 2 hrs
   - BIOL 490 Senior Seminar 3 hrs
   - MATH 250 Statistics I 3 hrs
   - or PSYC/SOCI 324 Statistics for the Behavioral Sciences
   - CHEM 110 Chemistry I 3 hrs
   - CHEM 110L Chemistry I Laboratory 2 hrs
   - CHEM 112 Chemistry II 3 hrs
   - CHEM 112L Chemistry II Laboratory 2 hrs
   - CHEM 210 Organic Chemistry I 3 hrs

C. Biology Electives 21 sem. hrs
   At least one lecture course from each of the following three groups. In addition, for two of these courses, the laboratory for that course must be taken (5-hour courses include a laboratory).

   1. Group One: Organismal Biology
      - BIOL 211 Zoology 5 hrs
      - BIOL 212 Botany 5 hrs
      - BIOL 323 Anatomy 3 hrs
      - BIOL 323L Anatomy Laboratory 2 hrs

   2. Group Two: Cellular/Molecular Biology
      - BIOL 312 Microbiology 3 hrs
      - BIOL 312L Microbiology Laboratory 2 hrs
      - BIOL 380 Developmental Biology 3 hrs
      - BIOL 390 Cell Biology 3 hrs
      - BIOL 390L Cell Biology Laboratory 2 hrs
      - BIOL 410 Molecular Biotechnology 3 hrs
      - BIOL 410L Methods in Molecular Biotechnology 2 hrs
      - BIOL 415 Immunology 3 hrs

   3. Group Three: Biological Processes
      - BIOL 222 Biodiversity 3 hrs
      - BIOL 300 Evolution 3 hrs
      - BIOL 320 Ecology 3 hrs
      - BIOL 326 Physiology 3 hrs
      - BIOL 326L Physiology Laboratory 2 hrs

      Eight additional hours in biology are chosen by the student with the approval of the biology advisor. These hours must be in upper-level courses.

D. Electives 16-19 sem. hrs
   120 sem. hrs

E. Culminating Experience: All students must complete BIOL 490 Senior Seminar with a grade of C or better.

BUSINESS ADMINISTRATION

Department: Business Administration
Chairperson: Ken Middleton, Ph.D.
Full-Time Faculty: William Burmeister, Ph.D.
Hoyt Hayes, Ph.D.
Timothy Ireland, Ph.D.
Angela Kinworthy
Ken Middleton, 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
- Human Resources
  Management (some courses are offered only in the Evening and Online Programs)
- International Business
- Management
- Marketing
- Sports Management (Bachelor of Arts only)

Minors:
- Accounting
- Business
- Computer Information Systems
- Finance
- International Relations
- Management
- Marketing

Culminating Experience Course:
- MGMT 479 Strategic Management

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

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

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

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

**BACHELOR OF ARTS IN BUSINESS ADMINISTRATION**

**A. General Education Requirements**

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

**B. Foreign Language Requirement**

6 sem. hrs

**C. Core Requirements**

- ACCT 280 Accounting I 3 hrs
- ACCT 281 Accounting II 3 hrs
- ECON 293 Macroeconomics 3 hrs
- ECON 294 Microeconomics 3 hrs
- FINC 350 Business Finance 3 hrs
- MATH 250 Statistics I or PSYC/SOCI 324 Statistics for the Behavioral Sciences 3 hrs
- MGMT 254 Business Communication 3 hrs
- MGMT 265 Business Law I 3 hrs
- MGMT 330 Principles of Management 3 hrs
- MGMT 338 International Business 3 hrs
- MGMT 368 Business Ethics 3 hrs
MGMT 393 Business Info. Systems 3 hrs  
MGMT 479 Strategic Management 3 hrs  
MKTG 310 Principles of Marketing 3 hrs

D. Major Requirements 18 sem. hrs  
(Optional)

E. Electives 13-16 sem. hrs  
120 sem. hrs

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

A. General Education Requirements 38-41 sem. hrs  
Ethics Course Requirement:  
MGMT368 Business Ethics or 3 hrs  
PHIL 330 Ethics

B. Core Requirements 42 sem. hrs  
ACCT 280 Accounting I 3 hrs  
ACCT 281 Accounting II 3 hrs  
ECON 293 Macroeconomics 3 hrs  
ECON 294 Microeconomics 3 hrs  
FINC 350 Business Finance 3 hrs  
MATH 250 Statistics I or 3 hrs  
PSYC/SOCI 324 Statistics for the Behavioral Sciences  
MGMT 254 Business Communication 3 hrs  
MGMT 265 Business Law I 3 hrs  
MGMT 330 Principles of Management 3 hrs  
MGMT 338 International Business 3 hrs  
MGMT 368 Business Ethics 3 hrs  
MGMT 393 Business Information Systems 3 hrs  
MGMT 479 Strategic Management 3 hrs  
MKTG 310 Principles of Marketing 3 hrs

C. 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.

D. Electives 16-19 sem. hrs  
120 sem. hrs

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

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

ACCOUNTING MAJOR

Students who elect to earn a major in Accounting must complete nine semester hours of required courses and nine semester hours of elective courses drawn from the courses listed below.

Required Courses 9 hrs  
ACCT 382 Intermediate Accounting I 3 hrs  
ACCT 383 Intermediate Accounting II 3 hrs  
ACCT 386 Managerial and Cost Accounting 3 hrs

Elective Courses 9 hrs  
ACCT 381 Federal Income Tax—Individuals 3 hrs  
ACCT 384 Intermediate Accounting III 3 hrs  
ACCT 385 Accounting Information Systems 3 hrs  
ACCT 481 Federal Income Tax—Corporations 3 hrs  
ACCT 485 Fund and Government Accounting 3 hrs  
ACCT 488 Advanced Financial Accounting 3 hrs  
ACCT 489 Auditing I 3 hrs  
ACCT 490 Auditing II 3 hrs  
FINC 396 Corporate Finance 3 hrs

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

FINANCIAL SERVICES MAJOR

Students who elect to earn a major in Financial Services must complete nine semester hours of required courses and nine semester hours of elective courses drawn from the courses listed below.

Required Courses 9 hrs  
FINC 354 Investments 3 hrs  
FINC 395 Financial Markets and Institutions 3 hrs  
FINC 498 Comprehensive Financial Planning 3 hrs

Elective Courses 9 hrs  
ACCT 381 Federal Income Tax— 3 hrs
Individual
ACCT 386 Managerial and Cost Accounting 3 hrs
FINC 295 Risk and Insurance 3 hrs
FINC 298 Personal Financial Planning 3 hrs
FINC 396 Corporate Finance 3 hrs
FINC 397 Principles of Real Estate 3 hrs
FINC 433 Topics 3 hrs
FINC 495 International Finance 3 hrs
(maximum)

HUMAN RESOURCE MANAGEMENT MAJOR
(Some courses must be taken Online or via the Evening Campus).
Students who elect to earn a major in Human Resource Management must complete twelve hours of required courses and six hours of elective courses drawn from the courses listed below.

Required Courses 12 hrs
MGMT 361 Human Resource Management 3 hrs
MGMT 362 Organizational Behavior 3 hrs
MGMT 364 Workforce Planning and Employment 3 hrs
MGMT 365 Compensation and Benefit Systems 3 hrs

Elective Courses 6 hrs
COMM 303 Intercultural Communication 3 hrs
MGMT 339 Cross-Cultural Management 3 hrs
MGMT 360 Organizational Theory 3 hrs
MGMT 367 Business Law II 3 hrs
MGMT 375 Labor Relations 3 hrs
MGMT 430 Management Science 3 hrs
MGMT 461 Human Resource Development 3 hrs
POSC 326 International Law and Organizations 3 hrs
PSYC 336 Industrial/Organizational Psychology 3 hrs
PSYC/SOCI 360 Social Psychology 3 hrs

INTERNATIONAL BUSINESS MAJOR
Students who elect to earn a major in International Business must complete twelve hours of required courses and six hours of elective courses drawn from the courses listed below.

Required Courses 12 hrs
MGMT 338 International Business 3 hrs
MGMT 339 Cross-Cultural Management 3 hrs
MKTG 410 Global Marketing 3 hrs
FINC 495 International Finance 3 hrs

Elective Courses 6 hrs
COMM 303 Intercultural Communication 3 hrs
POSC 292 International Relations 3 hrs
POSC 321 Politics of Developing Nations 3 hrs
POSC 322 International Law and Organization 3 hrs
POSC 360 U.S. Foreign Policy 3 hrs

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

MANAGEMENT MAJOR
Students who elect to earn a major in management must complete nine hours of required courses; and nine elective hours with a MGMT prefix, three hours of which must be 300-400 level courses.

Required Courses 9 hrs
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.

Required Courses 9 hrs
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 410 Global Marketing 3 hrs
MKTG 399/499 Internship

or
3 hrs
SPORTS MANAGEMENT MAJOR
(BACHELOR OF ARTS ONLY)

Students who elect to earn a major in Sports Management must complete twelve hours of required courses and nine elective hours. Students should choose their elective hours carefully based on their employment goals.

Required Courses  
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td>FINC 410</td>
<td>Quantitative Methods for Sports Management</td>
<td>3 hrs</td>
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<tr>
<td>MGMT 341</td>
<td>Small Business Management</td>
<td>3 hrs</td>
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<tr>
<td>MGMT 499</td>
<td>Internship</td>
<td>3 hrs</td>
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<tr>
<td>MKTG 480</td>
<td>Sports and Event Marketing</td>
<td>3 hrs</td>
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Elective Courses  
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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td>BIOL 323</td>
<td>Anatomy</td>
<td>3 hrs</td>
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<tr>
<td>BIOL 323L</td>
<td>Anatomy Laboratory</td>
<td>2 hrs</td>
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<tr>
<td>BIOL 326</td>
<td>Physiology</td>
<td>3 hrs</td>
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<tr>
<td>BIOL 326L</td>
<td>Physiology Laboratory</td>
<td>2 hrs</td>
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<tr>
<td>EDUC 233</td>
<td>Topics: Theory of Coaching</td>
<td>2 hrs</td>
</tr>
<tr>
<td>MGMT 361</td>
<td>Human Resource Management</td>
<td>3 hrs</td>
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<tr>
<td>MGMT 362</td>
<td>Organizational Behavior</td>
<td>3 hrs</td>
</tr>
<tr>
<td>MKTG 332</td>
<td>Public Relations</td>
<td>3 hrs</td>
</tr>
<tr>
<td>MKTG 335</td>
<td>Advertising and Sales Promotion</td>
<td>3 hrs</td>
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<tr>
<td>PHED 100</td>
<td>Integrated Fitness I</td>
<td>.5 hr</td>
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<tr>
<td>PHED 101</td>
<td>Integrated Fitness II</td>
<td>.5 hr</td>
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<tr>
<td>PHED 140</td>
<td>First Aid and Cardio-Pulmonary Resuscitation (CPR)</td>
<td>2 hrs</td>
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<tr>
<td>PHED 150</td>
<td>Basic Care &amp; Prevention of Athletic Injuries</td>
<td>2 hrs</td>
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<tr>
<td>PHED 350</td>
<td>Advanced Care, Prevention and Rehabilitation of Athletic Injuries and Illnesses</td>
<td>3 hrs</td>
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<tr>
<td>SOCI 430</td>
<td>The Sociology of Sport</td>
<td>3 hrs</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BIOL 323</td>
<td>Anatomy</td>
<td>3 hrs</td>
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<tr>
<td>BIOL 323L</td>
<td>Anatomy Laboratory</td>
<td>2 hrs</td>
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<tr>
<td>BIOL 326</td>
<td>Physiology</td>
<td>3 hrs</td>
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<tr>
<td>BIOL 326L</td>
<td>Physiology Laboratory</td>
<td>2 hrs</td>
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ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

See degree requirements, page 61.

CHEMISTRY

Department: Science
Chairperson: Julie Estabrooks, Ph.D.
Full-Time Faculty: Elizabeth Critser, Ph.D.
                Julie Estabrooks, Ph.D.
                Alan James, Ph.D.
                James McAllister, Ph.D.
                Nathan Means, Ph.D.
                Frank Somer, Ph.D.

Degrees: Bachelor of Arts in Chemistry
         Associate in Science in Nursing (Evening Campus only)
         Associate in Science in Pre-Communication Science and Disorders

Major: Chemistry
Minors: Biology
Chemistry
Environmental Science
Environmental Studies

Culminating Experience Course:
CHEM 490 Senior Seminar

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

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

BACHELOR OF ARTS IN CHEMISTRY

A. General Education 38-41 sem. hrs
   Ethics Course Requirement 3 hrs
   PHIL 330 Ethics

B. Foreign Language Requirement 6 sem. hrs

C. Core Requirements 46 sem. hrs
   (All courses must be completed with a grade of C or better)
   CHEM 110 Chemistry I 3 hrs
   CHEM 110L Chemistry I Laboratory 2 hrs
   CHEM 112 Chemistry II 3 hrs
   CHEM 112L Chemistry II Laboratory 2 hrs
   CHEM 210 Organic Chemistry I 3 hrs
   CHEM 210L Organic Chemistry I Laboratory 2 hrs
   CHEM 212 Organic Chemistry II 3 hrs
   CHEM 212L Organic Chemistry II Laboratory 2 hrs
   CHEM 301 Quantitative Analysis 5 hrs
   CHEM 401 Physical Chemistry 3 hrs
   CHEM 490 Senior Seminar in Chemistry 3 hrs
   MATH 201 Calculus and Analytic Geometry I 5 hrs
   PHYS 111 College Physics I 3 hrs
   PHYS 111L Physics I Laboratory 2 hrs
   PHYS 112 College Physics II 3 hrs
   PHYS 112L Physics II Laboratory 2 hrs

D. Chemistry Electives 5 sem. hrs
   CHEM 203 Chemistry of Hazardous Materials 3 hrs
   CHEM 322 Inorganic Chemistry 3 hrs
   CHEM 330 Environmental Chemistry 3 hrs
   CHEM 420 Biochemistry 3 hrs
   CHEM 420L Biochemistry Laboratory 2 hrs
   CHEM 433 Topics 3 hrs
   CHEM Directed Study 255,256,355,356,357,455,456,457 1-5 hrs

E. Electives 22-25 sem. hrs

F. MATH 222 Calculus and Analytic Geometry II or MATH 235 and MATH 245 recommended for students planning to pursue graduate study in chemistry.

COMPUTER INFORMATION SYSTEMS/SCIENCE

Department: Computer and Mathematical Sciences

Chair: Lawrence West, Ph.D.

Full-Time Faculty: Arlin Epperson, Re.D.
Yihsiang Liow, Ph.D.
Lawrence West, Ph.D.
Youlong Zhuang, Ph.D.

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

Minors:
Business Computer Information Systems Mathematics

Culminating Experience Courses:
CISS 493 Senior Seminar in Computer Information Systems
CISS 494 Senior Seminar in Computer Science

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

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

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

A. General Education Requirements 38-41 sem. hrs

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

B. Core Requirements 42 sem. hrs

CISS 240 Introduction to Programming and
CISS 245 Advanced Programming 4 hrs
CISS 241 Programming I 3 hrs
CISS 242 Programming II 3 hrs
CISS 243 Programming III 3 hrs
CISS 280 Systems Analysis and Design I or
CISS 285 Structured Systems Analysis & Design 3 hrs
CISS 320 Systems Analysis and Design II or
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
CISS 430 Introduction to Database Systems 3 hrs
CISS 493 Senior Seminar in Computer Information Systems 3 hrs
ACCT 280 Accounting I 3 hrs
ACCT 281 Accounting II 3 hrs
MGMT 330 Principles of Management 3 hrs
FINC 350 Business Finance 3 hrs
MATH 250 Statistics I 3 hrs

C. Computer Information Systems Electives 18 sem. hrs

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

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

D. Electives 20-23 sem. hrs

E. 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. Core Requirements 46 sem. hrs

CISS 240 Introduction to Programming and Advanced Programming 4 hrs
CISS 245 or Programming I and Programming II
CISS 241 Programming I 3 hrs
CISS 242 Programming II 3 hrs
CISS 243 Programming III 3 hrs
CISS 280 Systems Analysis and Design I or Structured Systems 3 hrs
CISS 285

CISS 320 Systems Analysis and Design II or
CISS 325 Systems Analysis, Design and Implementation Projects 3 hrs
CISS 350 Advanced Algorithms and Data Structures or
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 or
MATH 215 Calculus and Analytic Geometry IA and
MATH 226 Calculus and Analytic Geometry IB 3 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
CISS 236 COBOL Programming or
CISS 238 Java Programming
CISS 355 Directed Study 3 hrs
CISS 352 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
Academic Programs

D. Electives 18-21 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, pages 57-58.

ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS

See degree requirements, pages 62.

CRIMINAL JUSTICE ADMINISTRATION

Department: Criminal Justice Administration and Human Services
Chairperson: Barry Langford, J.D.
Full-Time Faculty: Joseph Carrier, Ph.D.
Barry Langford, J.D.
Michael Lyman, Ph.D.

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

Minors: Criminal Justice Administration
Criminology
Legal Studies

Culminating Experience Course:
CJAD 495 Integrative Seminar

The Criminal Justice Administration Program is designed to permit the pursuit of different profession-
al 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 38-41 sem. hrs

Requirements

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

B. Foreign Language Requirement 6 sem. hrs

C. Core Requirements 42 sem. hrs

CJAD 101 Introduction to Criminal Justice Administration 3 hrs
CJAD 301 Criminal Law 3 hrs
CJAD 311 Police in a Democratic Society 3 hrs
CJAD 320 Cultural Diversity in Criminal Justice 3 hrs
CJAD 325 Juvenile Justice System and Procedures 3 hrs
CJAD 345 Ethics and Morality in Criminal Justice 3 hrs
CJAD 350 Corrections and Penology 3 hrs
CJAD 405 Laws of Criminal Evidence 3 hrs
CJAD 415 Criminal Procedures 3 hrs
CJAD 451 Management of Criminal Justice Agencies 3 hrs
CJAD 495 Integrative Seminar 3 hrs
HUMS 300 Exploring Research 3 hrs

OR
Academic Programs

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

A. General Education 38-41 sem. hrs

Requirements

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

B. Core Requirements 51 sem. hrs

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
PSYC/SOCI 324 Statistics for the Behavioral Sciences 3 hrs
PSYC/SOCI 325 Research Design 3 hrs
SOCI 312 Criminology or 3 hrs
SOCI 331 Juvenile Delinquency 3 hrs
Note: A grade of C or higher in PSYC 324 is a prerequisite for PSYC 325.

C. Behavioral and Social Sciences Electives 9 sem. hrs

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

D. Electives 19-22 sem. hrs

120 sem. hrs

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  3 hrs
 Society
CJAD 415  Criminal Procedures  3 hrs

Criminal Justice lower-level  9 sem. hrs
 electives

General electives  6 sem. hrs

The equivalency policy is effective based on the following provisions:

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

2. Students who complete a basic law enforcement academy of 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 crossover training program for the other, then as long as the original academy training meets the eligibility rules for acceptance, the students may choose which program (PiLE or PiC) for which to be awarded credit. Students cannot be awarded credit for both programs.

5. If a student has completed basic academy training for both programs but neither training meets the eligibility rules for PiLE or PiC, then the student may be eligible to earn up to twelve semester hours of criminal justice elective credit in which one semester hour will be awarded for twenty hours of basic law enforcement and corrections academy training. Total credit may not exceed twelve semester hours.

6. Students must have successfully completed fifteen semester hours of college coursework at Columbia College before equivalencies may be applied. Students must notify the Evaluations Office when they are eligible for credit to be applied.

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

PARTNERS IN CORRECTIONS PROGRAM

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

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

Core Equivalencies  6 sem. hrs

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

Criminal Justice lower-level  9 sem. hrs
 electives

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: Becky Widener, Ph.D.

Full-Time Faculty: Donna Begley, Ph.D.
W. Paul Hanna, Ph.D.
Kristina Miller, Ph.D.
Linda Morrow, Ph.D.
Becky Widener, Ph.D.

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

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

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

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

Admission to the Teacher Certification Program

Education courses listed below 300-level are open to all students. Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail course by the Department. Admission to the program is required prior to enrollment in all education courses 300 and above (excluding EDUC 390 Education and Psychology of the Exceptional Child, 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 101 and 251;
- 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 aver-
age on the ACT or equivalent standardized and nationally normed test. Current required scores are available from teacher certification program advisors, the department chair, or the certification officer; [ACT or equivalent may be waived if CBASE composite score is 300 or above (passing all sections)];

- Demonstrated competency in the areas of English, Mathematics, Science and Social Sciences as verified by passing scores on all sections of the Missouri College Basic Academic Skills Examination (CBASE). All sections of the CBASE must be passed within two years from the semester that the test was first taken or all sections of the test expire and must be repeated. [If the student’s ACT score is below the national average, they must pass all sections of the CBASE with a minimum composite score of 300.];

- Completed application materials for admission to the Teacher Certification Program (to be obtained from the Certification Officer by appointment) and will include: Request for Admission, GPA worksheet and two letters of recommendation (one from the Education Department and one from outside the Education Department);

- All students fully admitted to the Teacher Certification Program will be reviewed on a yearly basis until they have completed or withdrawn from the program. Areas for review could include:
  - GPA (overall, in content area and education coursework);
  - Reports from faculty members regarding conduct and progress of student.

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

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

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

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

**Retention Criteria:**

- Complete at least six hours of professional education each year
- Complete Field Experiences (251, 350, 351) 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.

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

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

**BEACON ELEMENTARY EDUCATION (1-6) CERTIFICATION**

**General Education 38-41 hrs**

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

I. Basic Studies
   1. MATH 115 - Math for Elementary Teachers
   2. MATH 150 - College Algebra

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

III. Social and Behavioral Sciences
   1. PSYC 101 - General Psychology
   2. ECON 293 - Macroeconomics
   3. GEOG 101 - Introduction to Geography

Liberal Arts and Science Degree  39-63 hrs

Students seeking certification in Elementary Education may choose from the following recommended degree areas:
   BA - American Studies
   BA - Art
   BS - Art
   BA - English
   BA - Environmental Studies
   BA - History
   BS - Mathematics
   BA - Psychology
   BA - Sociology

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

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

Elementary Education  55 hrs

Certification Minor

Fifty-two semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 55 hours of Education coursework. Students must complete at least half of the education coursework through Columbia College and maintain a 2.8 GPA.

EDUC 101 Intro to Education (1 hr)
   (Must be taken within first 9 hrs of EDUC classes)
EDUC 105 Human Health (3 hrs)
EDUC 200 Law, Ethics, and Education (3 hrs)
   (Meets college Ethics requirement)
EDUC 230 Educational Psychology (3 hrs)
EDUC 270 Literature for Children & Adolescents (3 hrs)
EDUC 300 Techniques of Teaching (3 hrs)
   *(NOTE: Must be admitted to Teacher Certification Program prior to enrolling in this course)
EDUC 302 Teaching Skills (3 hrs)
EDUC 311 Classroom Management Techniques (3 hrs)
EDUC 331 Teaching of Reading (3 hrs)
EDUC 336 Creative and Language Arts in Elementary & Middle Schools (3 hrs)
EDUC 358 Teaching Math in the Elementary School (3 hrs)
   (Course will include one hour of field experience: 15 hr placement)
EDUC 380 Diagnostic and Corrective Reading (3 hrs)
EDUC 390 Education & Psychology of the Exceptional Child (3 hrs)
EDUC 391 Child Psychology (3 hrs)
EDUC 400 Senior Portfolio (1 hr)
   (This course is to be taken concurrently with EDUC 420)
SOCI 270 Minority Cultures and Relations (3 hrs)

Field Experience Coursework
EDUC 251 Beginning Field Experiences (1 hr)
   (To be taken concurrently with EDUC 101)
EDUC 350/351 Advanced Field Experience I & II (2 hrs)
EDUC 420 Student Teaching in the Elementary Schools (8 hrs) [12 wks]
   (Must receive a "B" or higher for certification)

*See "Admission to Teacher Certification" on page 46.

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

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

Middle Level Content Area
Students seeking Middle Level Education Certification may choose from the following content areas:
- English/Language Arts
- Mathematics
- Science
- Social Studies

The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the chosen content area. Students must contact the Education Office for the specific courses required for their content area.

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

EDUC 101 Intro to Education (1 hr)
(Must be taken w/in first 9 hrs of EDUC classes)
EDUC 200 Law, Ethics, and Education (3 hrs)
(Meets college Ethics requirement)
EDUC 230 Educational Psychology (3 hrs)
EDUC 300 Techniques of Teaching (3 hrs)
*(NOTE: Must be admitted to Teacher Certification Program prior to enrolling in this course)
EDUC 311 Classroom Management Techniques (3 hrs)
EDUC 322 Educational Measurement & Assessment (3 hrs)
EDUC 326 Middle School Methods (3 hrs)
(Course includes one hour of field experience: 15 hour placement)
EDUC 331 Teaching of Reading (3 hrs)
EDUC 336 Creative and Language Arts for Children (3 hrs)
EDUC 338 Teaching Reading in the Content Areas & Sec. Schools (3 hrs)
Teaching Methods Course: (3 hrs):
- Math-359; Social Studies-362;
- Science-365; English-367;
(Methods course will include one hour of field experience: 15 hour placement)
EDUC 390 Education & Psychology of the Exceptional Child (3 hrs)

EDUC 392 Adolescent Psychology (3 hrs)
EDUC 400 Senior Seminar (1 hr)
*(To be taken concurrently with EDUC 424)
SOCI 270 Minority Cultures and Relations (3 hrs)

Field Experience Coursework
EDUC 251 Beginning Field Experience (1 hr)
*(To be taken concurrently with EDUC 101)
EDUC 350/351 Advanced Field Experience I & II (2 hrs)
EDUC 424 Student Teaching in Middle Level Schools (8 hrs) [12 wks]
(Must receive a "B" or higher for certification)

*See “Admission to Teacher Certification” on page 46.

BEACON SECONDARY EDUCATION
(9-12) CERTIFICATION

General Education 38-41 hrs
The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

Liberal Arts and Science Degree 40-63 hrs
Students seeking certification in Secondary Education may choose from the following recommended degree areas:
- BA - Biology
- BS - Biology
- BA - Business Administration
- BS - Business Administration
- BA - Chemistry
- BA - English
- BA - Environmental Studies
- BA - History
- BA - Mathematics

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
Students seeking Secondary Education Certification may choose from the following content areas:
- Biology
- Business (Non-Vocational)
- Chemistry
- English
- General Science
- Mathematics
- Social Studies
The Missouri Department of Elementary and Secondary Education (DESE) requires a certain number of hours in the chosen content area. Students must contact the Education Office for the specific courses required for their content area.

**Secondary Education 43 hrs Certification Minor**

Forty semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 43 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA.

- **EDUC 101** Introduction to Education (1 hr)
  (Must be taken within first 9 hrs of EDUC classes)
- **EDUC 200** Law, Ethics, and Education (3 hrs)
  (Meets college Ethics requirement)
- **EDUC 230** Educational Psychology (3 hrs)
- **EDUC 300** Techniques of Teaching (3 hrs)
  *(NOTE: Must be admitted to Teacher Certification Program prior to enrolling in this course)*
- **EDUC 311** Classroom Management Techniques (3 hrs)
- **EDUC 322** Educational Measurement & Assessment (3 hrs)
- **EDUC 338** Teaching Reading in the Content Areas & Sec. Schools (3 hrs)
- **EDUC 390** Education & Psychology of the Exceptional Child (3 hrs)
- **EDUC 392** Adolescent Psychology (3 hrs)
- **EDUC 400** Senior Seminar (1 hr)
  *(This course is to be taken concurrently with EDUC 422)*
- **SOCI 270** Minority Cultures and Relations (3 hrs)

**Field Experience Coursework**

- **EDUC 251** Beginning Field Experiences (1 hr)
  *(To be taken concurrently with EDUC 101)*
- **EDUC 350/351** Advanced Field Experience I & II (2 hrs)
- **EDUC 422** Student Teaching in the Secondary Schools (8 hrs) [12 wks]
  *(Must receive a "B" or higher for certification)*

*See “Admission to Teacher Certification” on page 46.

**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. A minimum of 30 hours in Art is required.

**I. Design & Composition**

1. ARTS 101 - Art Principles or ARTS 140 - 2-Dimensional Design or ARTS 141 - 3-Dimensional Design

**II. Two-Dimensional Art**

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

**III. Three-Dimensional Art**

1. ARTS 141 - 3-Dimensional Design
2. ARTS 271 - Ceramics I
3. EDUC 342 - Art for Elementary Schools
4. EDUC 345 - Teaching Art K-12

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

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

**V. Art for Elementary Grades**

1. EDUC 342 - Art for Elementary Schools

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

**Art Education K-12 46 hrs Certification Minor**

Forty-three semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 46 hours of coursework. Students must complete at least half of the Education
coursework through Columbia College and maintain a 2.8 GPA.

EDUC 101  Introduction to Education (1 hr)  
(Must be taken within first 9 hrs of EDUC classes)
EDUC 200  Law, Ethics, and Education (3 hrs)  
(Meets college Ethics requirement)
EDUC 230  Educational Psychology (3 hrs)
EDUC 300  Techniques of Teaching (3 hrs)  
*(NOTE: Must be admitted to Teacher Certification Program prior to enrolling in this course)
EDUC 311  Classroom Management Techniques (3 hrs)
EDUC 322  Educational Measurement & Assessment (2 hrs)
EDUC 338  Teaching Reading in the Content Areas & Sec. Schools (3 hrs)
EDUC 342  Art for Elementary (3 hrs)  
(Methods course will include 1 hr of field experience: 15 hr placement)
EDUC 345  Teaching Art (3 hrs)
EDUC 390  Education & Psychology of the Exceptional Child (3 hrs)
EDUC 392  Adolescent Psychology (3 hrs)
EDUC 400  Senior Seminar (1 hr)  
(This course is to be taken concurrently with EDUC 422)
SOCI 270  Minority Cultures and Relations (3 hrs)

Field Experience Coursework
EDUC 251  Beginning Field Experiences (1 hr)  
(To be taken concurrently with EDUC 101)
EDUC 350/351  Advanced Field Experiences I & II (2 hrs)
EDUC 422  Student Teaching in the Secondary Schools (8 hrs) [12 wks]  
(Must receive a "B" or higher for certification)  
(Two placements [1:K-6 & 1:7-12] 6 wks each for Art K-12 majors)

*See "Admission to Teacher Certification" on page 46.

BEACON SPECIAL EDUCATION (K-12) 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
1. MATH 115 - Mathematics for the Elementary School Teacher
2. MATH 150 - College Algebra

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

III. Social and Behavioral Sciences
1. PSYC 101 - General Psychology
2. ECON 293 - Macroeconomics
3. GEOG 101 - Introduction to Geography

Liberal Arts and Science Degree 37-54 hrs
Students seeking certification in Special Education may choose from one of the following recommended degree areas:
BA - American Studies
BA - Psychology
BA - Sociology

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

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

Special Education K-12 76 hrs
Certification Minor
Seventy semester hours of courses with an EDUC field code plus PSYC 330 and SOCI 270. Minor is restricted to the following 76 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA within the minor.

EDUC 101  Introduction to Education (1 hr)  
(Must be taken within first 9 hrs of EDUC classes)
EDUC 105  Human Health (3 hrs)
EDUC 200  Law, Ethics, and Education (3 hrs)  
(Meets college Ethics requirement)
EDUC 230  Educational Psychology (3 hrs)
EDUC 270  Literature for Children & Adolescents (3 hrs)
EDUC 300  Techniques of Teaching (3 hrs)  
*(NOTE: Must be admitted to Teacher Certification Program** prior to enrolling in this course)
EDUC 302  Teaching Skills (3 hrs)
EDUC 311  Classroom Management
52  Academic Programs

Techniques (3 hrs)
PSYC 330 Lifespan Developmental Psychology (3 hrs)
EDUC 331 Teaching of Reading (3 hrs)
EDUC 336 Creative and Language Arts for Children (3 hrs)
EDUC 358 Teaching Math in the Elementary School (3 hrs) (Course includes one hour of field experience: 15 hour placement).
EDUC 370 Intro to Mild/Moderate Cross Categorical (3 hrs)
EDUC 380 Diagnostic and Corrective Reading (3 hrs)
EDUC 382 Counseling for the Special Educator (3 hrs)
EDUC 384 Assessment, Diag. & Eval for Special Needs (3 hrs)
EDUC 386 Methods of Mild/Moderate Cross Categorical (3 hrs) (Methods course will include 1 hr of field experience: 15 hour placement)
EDUC 390 Education & Psychology of the Exceptional Child (3 hrs)
EDUC 393 Mathematics for the Special Needs Population (3 hrs)
EDUC 394 Transition/Career Counseling (3 hrs)
EDUC 400 Senior Seminar (1 hr) (This course is to be taken concurrently with EDUC 426)
SOCI 270 Minority Cultures and Relations (3 hrs)

Field Experience Coursework
EDUC 251 Beginning Field Experience (1 hr)
EDUC 350/351 Advanced Field Experience I and II (2 hrs)
EDUC 426 Student Teaching in Special Education (8 hrs) [12 wks] (Must receive a “B” or higher for certification)

*See “Admission to Teacher Certification” on page 48.

ENGLISH

Department: Humanities
Chairperson: Mark Price, Ph.D.
Full-Time Faculty: Danny Camptell, Ph.D.
Lisa Ford-Brown, Ph.D.
Pamela A. McClure, Ph.D.

Lizbeth Metscher
Carla Mettling, Ph.D.

Degree: Bachelor of Arts in English
Minors: English
Music
Spanish
Speech Communication
Women’s Studies

Culminating Experience Course:
ENGL 431 Senior Seminar

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

BACHELOR OF ARTS IN ENGLISH

A. General Education 38-41 sem. hrs

Requirements

Ethics Course Requirement 3 hrs
ENGL 331 Ethical Issues in Literature or
PHIL 330 Ethics

B. Foreign Language Requirement 6 hrs

C. Choice of Literature or Creative Writing Emphasis

40 sem. hrs

1. Literature Emphasis Core 25 sem. hrs

Requirements
ENGL 221 Sophomore Seminar 3 hrs
ENGL 324 English Major Opportunities 1 hr
ENGL 431 Senior Seminar 3 hrs
ENGL 490 Literary and Critical Theory 3 hrs

Students must choose two courses from the following three courses:
ENGL 360 Readings in Fiction 3 hrs
ENGL 361 Reading in Poetry 3 hrs
ENGL 362 Readings in Drama 3 hrs

Nine semester hours selected from the following:
ENGL 231 English Literature I 3 hrs
ENGL 232 English Literature II 3 hrs
ENGL 241 American Literature I 3 hrs
ENGL 242 American Literature II 3 hrs
ENGL 263 World Literature I 3 hrs
or ENGL 264 World Literature II 3 hrs

Literature Emphasis Electives 15 sem. hrs

Fifteen semester hours selected from the following:

*See “Admission to Teacher Certification” on page 48.
ENGL 204 Technical Writing 3 hrs
ENGL 207 Creative Writing I – Fiction 3 hrs
ENGL 208 Creative Writing I – Poetry 3 hrs
ENGL 311 Descriptive Grammar of the English Language 3 hrs
ENGL 312 The History of the English Language 3 hrs
ENGL 350 Major Literary Figures 3 hrs
ENGL 351 Readings in Shakespeare 3 hrs
ENGL 370 Major Literary Periods 3 hrs
ENGL 433 Topics 1-3 hrs

Students may choose one of the following courses to serve as one emphasis elective:
ENGL 210 Introduction to Fiction 3 hrs
ENGL 211 Introduction to Poetry 3 hrs
ENGL 212 Introduction to Drama 3 hrs

2. Creative Writing Emphasis 25 sem. hrs

Core Requirements
ENGL 207 Creative Writing I – Fiction 3 hrs
ENGL 208 Creative Writing I – Poetry 3 hrs
ENGL 221 Sophomore Seminar 3 hrs
ENGL 310 Creative Writing – Genre 3 hrs
ENGL 324 English Major Opportunities 1 hr
ENGL 420 Advanced Editing and Revision Seminar 3 hrs
ENGL 431 Senior Seminar 3 hrs

Six semester hours selected from the following:
ENGL 360 Readings in Fiction 3 hrs
ENGL 361 Readings in Poetry 3 hrs
ENGL 362 Readings in Drama 3 hrs

Creative Writing Emphasis 15 sem. hrs

Electives
Fifteen hours selected from the following:
ENGL 204 Technical Writing 3 hrs
ENGL 311 Descriptive Grammar of the English Language 3 hrs
ENGL 312 The History of the English Language 3 hrs
ENGL 350 Major Literary Figures 3 hrs
ENGL 351 Readings in Shakespeare 3 hrs
ENGL 370 Major Literary Periods 3 hrs
ENGL 408 Advanced Creative Writing 3 hrs (This course can be taken two times)
ENGL 433 Topics 1-3 hrs
COMM 360 Oral Interpretation of Literature 3 hrs
COMM 380 Performance Studies 3 hrs

Students may choose one of the following courses to serve as one emphasis elective:
ENGL 210 Introduction to Fiction 3 hrs
ENGL 211 Introduction to Poetry 3 hrs
ENGL 212 Introduction to Drama 3 hrs

D. Open Electives: 33-36 sem. hrs

Recommend more courses in upper-level English and/or Journalism 120 sem. hrs

E. 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 Seminar as a culminating evaluative experience.

FORENSIC SCIENCE

Department: Criminal Justice Administration and Human Services

Chairperson: Barry Langford, J.D.

Coordinator: Michael Lyman, Ph.D.

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

Degree: Bachelor of Science in Forensic Science

Minors: Biology
Chemistry
Criminal Justice Administration
Criminology

Culminating Experience Course:
BIOL 490 Senior Seminar
or CHEM 490 Senior Seminar.

The major in Forensic Science is designed to provide training for students seeking to work in the forensic science laboratories or who are planning to pursue careers in the field of forensic science. The major draws from the biological sciences, physics and chemistry as well as from the fields of criminal justice and the law.

The degree is generated from a cross-disciplinary perspective, blending faculty expertise from both the criminal justice and science program areas. A principal focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions in the criminal justice and science areas. The faculty encourages wide and varied preparation in both the liberal arts and sciences to provide students with an appreciation of the scientific and social environment of crime and criminal justice.
As students prepare for a career in forensic sciences, they should be reasonably informed on which area to focus. For example, if one wishes to work in a crime laboratory, most positions are of the “criminalist” category, but various areas will require specific coursework. Examples are as follows:

**Criminalist I - Physical Evidence.** Coursework should include at least two natural science classes, algebra, and trigonometry (coursework in calculus can be substituted for the algebra and trigonometry).

**Criminalist I - DNA.** Coursework should include 20 semester hours in biology (course credit in genetics, biochemistry, molecular biology, recombinant DNA technology or other subjects which provide a basic understanding of the foundations of forensic DNA analysis should be included in hours).

**Criminalist I - Trace Evidence.** Coursework should include at least 20 hours of chemistry (organic and inorganic).

**Criminalist I - Toxicology.** Coursework should include at least 20 hours of chemistry including two semesters of general chemistry and two semesters of organic chemistry, and one semester of quantitative analysis, with a minimum acceptable grade of C.

**Criminalist I - Latent Prints.** Coursework should include at least two natural science classes, with a minimum acceptable grade of C.

**Criminalist I - Questioned Documents.** Baccalaureate degree should be in one of the Natural Sciences or Criminal Justice.

Students majoring in this degree should work closely with their academic advisor to ensure proper coursework is taken for the student’s preferred career option.

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**BACHELOR OF SCIENCE IN FORENSIC SCIENCE**

**A. General Education**

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics Course Requirement</td>
<td>3</td>
</tr>
<tr>
<td>CJAD 345 Ethics &amp; Morality in Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>PHIL 330 Ethics</td>
<td></td>
</tr>
</tbody>
</table>

**B. Core Requirements for all**

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110 Principles of Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 110L Principles of Biology I Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>BIOL/CHEM/ENVS 395 Research Design in the Sciences</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 110 Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 110L Chemistry I Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 112 Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 112L Chemistry II Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 210 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 210L Organic Chemistry I Lab</td>
<td>2</td>
</tr>
<tr>
<td>CJAD 335 Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>CJAD 335L Criminalistics Laboratory</td>
<td></td>
</tr>
<tr>
<td>MATH 201 Calculus &amp; Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 222 Calculus &amp; Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 111 College Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 211L Calculus-based Physics I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 490 Senior Seminar</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 490 Senior Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

**In addition to successful completion of the core requirements listed above, students seeking a Bachelor of Science in Forensic Science degree must complete one of two tracks:** Chemistry or Biology. The decision to choose one of these two options is based on the student’s career objectives which can be very specific about which coursework is required. Therefore, it is incumbent upon the student to be familiar with their targeted career track to ensure they have taken the correct coursework to be a competitive candidate for the position desired.

*Please note: As you schedule your classes, please ensure that you have a sufficient number of upper-level hours to satisfy the 39 upper-level requirement.*

**C. Chemistry Track**

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 212 Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 212L Organic Chemistry II Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 301 Quantitative Analysis</td>
<td>5</td>
</tr>
<tr>
<td>PHY 112L College Physics II and</td>
<td>3</td>
</tr>
<tr>
<td>PHY 112L College Physics II Laboratory or</td>
<td></td>
</tr>
<tr>
<td>PHY 212L Calculus-Based Physics II</td>
<td>5</td>
</tr>
</tbody>
</table>

**D. Biology Track**

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 342 Genetics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 342L Genetics Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 410 Molecular Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 410L Methods in Molecular Biotechnology</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 420 Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 420L Biochemistry Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>MATH 250 Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 324 Statistics for the Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

**E. Electives for Chemistry & Biology Tracks**

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 420 Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 420L Biochemistry Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 301 Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 322 Inorganic Chemistry</td>
<td>3</td>
</tr>
</tbody>
</table>
CHEM/PHYS 401 Introduction to Physical Chemistry/Chemical Physics 3 hrs
CJAD 406 Expert and Scientific Evidence 3 hrs
MATH 380 Advanced Calculus 3 hrs

F. General Forensic Science 12-18 sem. hrs
Area Electives
BIOL 312 Microbiology 3 hrs
BIOL 312L Microbiology Laboratory 2 hrs
BIOL 323 Anatomy 3 hrs
BIOL 323L Anatomy Laboratory 2 hrs
CJAD 101 Introduction to Criminal Justice Administration 3 hrs
CJAD 201 Criminal Investigation 3 hrs
CJAD 203 Crime Scene Investigation 3 hrs
CJAD 303 Crime Scene Photography 3 hrs
CJAD 305 Forensic Anthropology 3 hrs
CJAD 413 Bloodstain Evidence 3 hrs
CJAD 415 Criminal Procedures 3 hrs
CJAD 445 Forensic Pathology 3 hrs
CJAD 499 Criminal Justice Internship 1-3 hrs
PHIL 210 Logic 3 hrs
PHIL/HIST 303 History & Philosophy of Modern Science 3 hrs
PSYC 450 Abnormal Psychology 3 hrs

G. A candidate for a baccalaureate degree with a major in Forensic Science must pass, with a satisfactory rating (grade of C or better), BIOL 490 Senior Seminar or CHEM 490 Senior Seminar, as a culminating evaluative experience.

H. TOTAL 123-140 sem. hrs

GENERAL STUDIES

BACHELOR OF GENERAL STUDIES

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

A. General Education 38-41 sem. hrs

Requirements

B. Ethics Course Requirement 3 hrs
   PHIL 330 Ethics

C. Electives 79-82 sem. hrs

ASSOCIATE IN GENERAL STUDIES

Associate in General Studies degree requirements, pages 64.

HISTORY

Department: History and Social Sciences
Chairperson: David Roebuck, Ph.D.
Full-Time Faculty: Anthony Alioto, 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, teacher education, public service and private sector careers. Internship opportunities are available.

BACHELOR OF ARTS IN HISTORY

A. General Education 38-41 sem. hrs

Requirements

Ethics Course Requirement 3 hrs
   PHIL 330 Ethics

B. Foreign Language Requirement 6 hrs

C. Core Requirements 18 sem. hrs
   HIST 101 Western Civilization I 3 hrs
   HIST 102 Western Civilization II 3 hrs
   HIST 121 American History to 1877 3 hrs
   HIST 122 American History Since 1877 3 hrs
   HIST 490 Historiography 3 hrs
   HIST 494 Historical Research & Methods 3 hrs

D. History Electives 30 sem. hrs

Twelve semester hours of History electives from the following cluster:
   HIST 312 Twentieth Century American Diplomatic History 3 hrs
   HIST 321 History of the Modern U.S. 3 hrs
   HIST 342 American Civil War 3 hrs
   HIST 350 American Revolution 3 hrs
   HIST 352 American Environmental
History 3 hrs
HIST 362 History of the American West 3 hrs
HIST 370 American Military History 3 hrs
HIST 371 History of American Business 3 hrs
HIST 372 American Indian History 3 hrs

Twelve semester hours selected from the following cluster:
HIST 303 History and Philosophy of Modern Science 3 hrs
HIST 322 History of European Society and Sexes 3 hrs
HIST 323 Modern France 3 hrs
HIST 335 Nineteenth Century Europe 3 hrs
HIST 336 Twentieth Century Europe 3 hrs
HIST 340 Philosophy of Revolution 3 hrs
HIST 345 Crime and Punishment in England 3 hrs
HIST 359 Rise and Fall of the British Empire 3 hrs
HIST 381 History of Christianity: The Early Church 3 hrs
HIST 382 Christianity in the Modern World 3 hrs

Six hours of additional History electives at or above the 200-level: At least three hours must be a comparative global history course such as HIST 231, HIST 232, HIST 234, HIST 314, HIST 316, HIST 318 or an approved Topics course in an area of study other than U.S. or European history.

E. Other Electives 25-28 sem. hrs
Elective courses in a foreign language and international studies are recommended. Electives may be used to complete a minor, or as additional general education courses, or as additional courses in the major.

120 sem. hrs

F. HIST 494, Historical Research and Methods, is the culminating evaluative course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation. A maximum of 30 semester hours of history requirements may be met in transfer. At least 6 semester hours of upper-level credit must be taken from Columbia College

Full-Time Faculty: Michael Perkins
Lia Willis

Degrees:
Bachelor of Arts in Human Services
Bachelor of Science in Human Services
Associate in Science in Human Services

Minors:
Criminology
Human Services

Culminating Experience Course:
HUMS 495 Integrative Seminar

The field of Human Services is one of the most rapidly growing sectors within the United States' economy with many career options.

The National Organization for Human Services (NOHS) defines Human Services as the profession of:

Meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations. The Human Services profession is one which promotes improved service delivery systems by addressing not only the quality of direct services, but also by seeking to improve accessibility, accountability and coordination among professionals and agencies in service delivery.

The goal of the Human Services program at Columbia College is to assist students in developing empirically-based knowledge and practice skills fundamental for responsible and effective application within the Human Services field. The program also helps prepare students for graduate studies in a variety of fields and emphasizes the need for lifelong learning.

Two baccalaureate degrees are offered in Human Services: The Bachelor of Arts and the Bachelor of Science.

For students currently working in the field of human services, or who otherwise have considerable work experience, the BA is recommended. For those desiring to enter the field, or for those with minimal work experience, the BS degree is recommended since it offers the internship experience.

BACHELOR OF ARTS IN HUMAN SERVICES

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

C. Core Requirements 33 sem. hrs
   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 365/SOCI 365 American Social Policy 3 hrs
   HUMS 495 Integrative Seminar 3 hrs
   PSYC 101 General Psychology 3 hrs
   SOCI 270 Minority Cultures & Relations 3 hrs

D. Human Services Electives 12 sem. hrs
   Chosen from below:
   HUMS 310 Military Case Work 3 hrs
   HUMS 333/433 Topics 3 hrs
   HUMS 350/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 28-31 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 better.

ASSOCIATE IN SCIENCE IN HUMAN SERVICES
See degree requirements, pages 65.

MANAGEMENT INFORMATION SYSTEMS

Department: Computer and Mathematical Sciences
Chairperson: Lawrence West, Ph.D.
Full-Time Faculty: Ann M. Bledsoe, Ph.D.
                William Burmeister, Ph.D.
                Hoyt Hayes, Ph.D.
                Timothy Ireland, Ph.D.
                Angela Kinworthy
                Natalya Latushkina, Ph.D.
                Yihsiang Liow, Ph.D.
                Kenneth Middleton, Ph.D.
                Tom Stauder
                Diane Suhler, Ph.D.
                Suzanne Tourville, Ph.D.
                Joann Wayman, Ph.D.
                Sally Wells
                Lawrence West, Ph.D.
                Youlong Zhuang, Ph.D.

Degree: Bachelor of Science in Management Information Systems
Minors:  Business
        Computer Information Systems

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

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

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

Students majoring in Computer Science or Computer Information Systems or Management Information Systems who first began attending the Columbia College day program in the fall 2003 or later are required to purchase a laptop computer no later than the semester in which they enroll in CISS 245 Advanced Programming.

BACHELOR OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS

A. General Education 38-41 sem. hrs
   Requirements

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

B. Computer Information 27-29 sem. hrs
   System Core Requirements
   Two courses selected from one of the following two options.

   Option I: (6 hours)
   CISS 234 Visual Basic 3 hrs
   CISS 236 COBOL Programming 3 hrs
   CISS 238 Java Programming 3 hrs

   Option II: (8 hours)
   CISS 240 Introduction to Programming and 4 hrs
   CISS 245 Advanced Programming or 4 hrs
   CISS 241 Programming I and 3 hrs
   CISS 242 Programming II and 3 hrs
   CISS 243 Programming III 3 hrs

   Students must complete each of the following courses:
   CISS 274 Introduction to Internet Technology and Electronic Communication 3 hrs
   CISS 280 Systems Analysis and Design I or 3 hrs
   CISS 285 Systems Design and Analysis I 3 hrs
   CISS 320 Systems Analysis and Design II or 3 hrs
   CISS 325 Systems Design and Analysis II 3 hrs
   CISS 365 Project Management 3 hrs
   CISS 430 Introduction to Database Systems 3 hrs
   CISS 472 Data Warehousing and Decision Support Systems 3 hrs
   CISS 492 Senior Seminar in Management Information Systems 3 hrs

C. Business Core Requirements 33 sem. hrs
   ACCT 280 Accounting I 3 hrs
   ACCT 281 Accounting II 3 hrs
   ECON 293 Macroeconomics 3 hrs
   ECON 294 Microeconomics 3 hrs
   FINC 350 Business Finance 3 hrs
   MATH 250 Statistics I 3 hrs
   MGMT 254 Business Communication 3 hrs
   MGMT 265 Business Law I 3 hrs
   MGMT 330 Principles of Management 3 hrs
   MGMT 338 International Business 3 hrs
   MKTG 310 Principles of Marketing 3 hrs

D. Computer Information Systems Electives 6 sem. hrs
   Six hours selected from the following courses:
   CISS 298 Web Programming 3 hrs
   CISS 390 Global Information Systems Management 3 hrs
   CISS 391 Information Systems Security 3 hrs
   CISS 465 Software Engineering 3 hrs

E. Electives 8-13 sem. hrs

120 sem. hrs
PSYCHOLOGY

Department: History and Social Sciences
Chairperson: David Roebuck, Ph.D.
Full-Time Faculty: Cheryl Hardy, Ph.D.
Graham Higgs, Ph.D.
Christopher Mazurek, Ph.D.
Degree: Bachelor of Arts in Psychology
Minor: Psychology

Culminating Experience Course: PSYC 495 Integrative Psychology

Psychology is the discipline which, through scientific study, endeavors to achieve the goals of observation, description, understanding, prediction and control of behavior and psychological processes. Topical areas of inquiry include: human development, personality theory, neuroscience, learning, memory and cognition, motivation and emotion, sensation and perception, interpersonal relationships, personal adjustment, abnormal behavior and psychotherapy. Behaviorism, social learning theory, cognitivism, humanism, existentialism, neuroscience and psychodynamics comprise the theoretical paradigms most emphasized over the course of studies.

Because knowledge of behavior and psychological processes are important to all fields of study, persons majoring in areas other than psychology should enroll in selected courses of interest. For the same reason, choosing psychology as a minor also is encouraged. Students majoring in psychology may select between two programs of study. The applied program is designed to prepare those who plan to seek employment, in either the private or public sector immediately following graduation with the bachelor degree. The academic studies program prepares students to pursue studies in psychology at the graduate school level in either practical (i.e., clinical, school, counseling) or experimental (i.e., neuroscience, developmental, cognitive, social) specializations. All psychology majors are expected to develop outcome competencies at the knowledge, comprehension, application, analysis, synthesis, and evaluation levels.

BACHELOR OF ARTS IN PSYCHOLOGY
A. General Education 38-41 sem. hrs

Requirements

Ethics Course Requirement 3 hrs
PHIL 330 Ethics

B. Foreign Language Requirement 6 hrs

C. Psychology Core 15 sem. hrs

Requirements

(All courses must be completed with a grade of C or higher)
PSYC 101 General Psychology 3 hrs
PSYC 324 Statistics for the Behavioral Sciences 3 hrs
PSYC 325 Research Design 3 hrs
PSYC 381 History and Systems of Psychology 3 hrs
PSYC 495 Integrative Psychology 3 hrs

D. Psychology Electives 24 sem. hrs

At least 12 hours chosen from:
PSYC 304 Personality Theory 3 hrs
PSYC 330 Lifespan Developmental Psychology 3 hrs
PSYC/SOCI 360 Social Psychology 3 hrs
PSYC 371 Neuroscience 3 hrs
PSYC 412 Learning and Cognition 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.

E. Electives 34-37 sem. hrs

F. Culminating Evaluative Experiences: all students must complete PSYC 495 Integrative Seminar with a grade of C or better and also a comprehensive exit interview.

SOCIOLOGY

Department: History and Social Sciences
Chairperson: David Roebuck, Ph.D.
Full-Time Faculty: Yngve Digernes, Ph.D.
Kathleen Fitzgerald, Ph.D.
Degree: Bachelor of Arts in Sociology
Minors: Criminology International Relations
Sociology
Women's Studies

Culminating Experience Course:
SOCI 495 Integrative Seminar

Sociology attempts, through systematic research methodologies, to explain and predict small- and large-scale social interactions and social organizations, from individual interactions in everyday life to collective behavior, population movement, and the highly organized behavior of business corporations, national and international organizations.

The Sociology program is designed to develop a special insight and a broad understanding of, and a critical concern for, the operation and the problems of human society including racism, sexism, classism, homophobia and environmental destruction. Additionally, a goal is to foster competencies in accurate observation, analysis and evaluation of social interaction and social organization.

A B.A. in Sociology prepares students to pursue graduate study in sociology and in other related areas such as business, law, public policy, urban planning and social work. It also develops valuable skills in data analysis, social trend research, program evaluation and organizational management that are highly marketable for entry positions and occupational advancement in business and government agencies.

BACHELOR OF ARTS IN SOCIOLOGY

A. General Education 38-41 sem. hrs
   Ethics Course Requirement 3 hrs
      PHIL 330 Ethics
   Foreign Language Requirement 6 hrs

B. Core Requirements: 18 sem. hrs
   SOCI 111 General Sociology 3 hrs
   SOCI 324 Statistics for the Behavioral Sciences 3 hrs
   SOCI 325 Research Design 3 hrs
   SOCI 460 Classical Social Theory 3 hrs
   SOCI 470 Contemporary Social Theory 3 hrs
   SOCI 495 Integrative Seminar 3 hrs

C. Sociology Electives 24 sem. hrs
   At least 18 hours chosen from below:
      SOCI 214 Family 3 hrs
      SOCI 216 American Social Problems 3 hrs
      SOCI 218 Social Deviance 3 hrs
      SOCI 270 Minority Cultures and Development 3 hrs

D. Electives 31-34 sem. hrs

F. As the Culminating Evaluative Experience, all students must complete SOCI 495 Integrative Seminar with a grade of C or better.

PRE-PROFESSIONAL PROGRAMS

PRE-ENGINEERING

The Computer and Mathematical Sciences Department offers advising to students who plan to transfer to an engineering program after one or two years of study at Columbia College. Typically, pre-engineering students should enroll in mathematics, science, and computer science courses appropriate to their chosen area of engineering, and liberal arts courses that will meet general education requirements at the transfer institution.

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.

PRE-MED

Students interested in pursuing a Pre-Med curriculum should refer to the Biology or Chemistry degrees.

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

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

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

Columbia College students may earn a minor in ROTC by completing eighteen semester hours of courses with a field code of ASCI or NSCI or MSCI.

Courses are scheduled and taught by personnel in the three respective departments of the University of Missouri-Columbia. For more information, contact Military Science (Army ROTC) at 573-882-7721, Naval Science (Navy ROTC) at 573-882-6693, or Aerospace Studies (Air Force ROTC) at 573-882-7621.

ASSOCIATE DEGREES

ASSOCIATE DEGREE REQUIREMENTS

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

1. complete a minimum of 60 semester hours;
2. complete the appropriate number of General Education courses determined by individual degree requirements;
3. complete ENGL 111 English Composition I;
4. complete all major requirements;
5. attain a minimum cumulative grade-point average of 2.0;
6. fulfill the residency requirement of at least 15 of the last 24 semester hours taken with Columbia College;
7. satisfy all financial obligations; and
8. apply for graduation through the Evaluations Office the semester before they expect to graduate.

ASSOCIATE IN ARTS

A. ENGL 111 English Composition I 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 112</td>
<td>3</td>
</tr>
<tr>
<td>CISS 170</td>
<td>3</td>
</tr>
</tbody>
</table>

CISS 170 Introduction to Computer Information Systems

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MGMT 150</td>
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</tr>
<tr>
<td>ACCT 280</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 281</td>
<td>3</td>
</tr>
<tr>
<td>FINC 350</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 310</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose at least two courses from the following:

ECON 294 Microeconomics
MGMT 254 Business Communication
MGMT 265 Business Law I
MGMT 361 Human Resource Management

D. Major Area Electives 12 sem. hrs

Choose four courses from at least two of the following areas:

- Accounting
- Computer Information Systems
- Economics
- Finance
- Management
- Marketing

60 sem. hrs

ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS

The Associate in Science in Computer Information Systems degree provides an intense exposure to computer programming and the functional applications of computers in the business world.

A. ENGL 111 English Composition I 3 hrs

B. General Education 21 sem. hrs

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 112</td>
<td>3</td>
</tr>
<tr>
<td>CISS 170</td>
<td>3</td>
</tr>
</tbody>
</table>

CISS 170 Introduction to Computer Information Systems

Arts, Humanities and History; Natural

D. Related Area Requirements 9 sem. hrs

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 280</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 281</td>
<td>3</td>
</tr>
</tbody>
</table>

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 21 sem. hrs

Requirements

<table>
<thead>
<tr>
<th>Basic Studies</th>
<th>6 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 112 English Composition II</td>
<td>3 hrs</td>
</tr>
<tr>
<td>CISS 170 Introduction to Computer Information Systems</td>
<td>3 hrs</td>
</tr>
</tbody>
</table>

Arts, Humanities and History; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas) 15 hrs

PSYC 101 General Psychology and SOCI 111 General Sociology recommended.

B. ENGL 111 English Composition I 3 hrs

C. Major General Area 24 sem. hrs

Requirements

| 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 |  |
| CJAD 405 Laws of Criminal Evidence |  |
| CJAD 410 Drug Abuse and Crime Control |  |
| CJAD 415 Criminal Procedures |  |
| CJAD 451 Management of Criminal Justice Agencies |  |
| SOCI 331 Juvenile Delinquency |  |

D. Major Area Electives 9 sem. hrs

Six semester hours must be criminal justice electives. The remaining 3 hours must be from one of the following: criminal justice, sociology, political science or psychology.

E. Open Elective 3 sem. hrs

60 sem. hrs

ASSOCIATE IN SCIENCE IN FIRE SERVICE ADMINISTRATION

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

A. General Education 27 sem. hrs

Requirements

| ENGL 112 English Composition II | 3 hrs |
| CISS 170 Introduction to Computer Information Systems | 3 hrs |
| COMM 110 Introduction to Speech | 3 hrs |
| MATH 150 College Algebra | 3 hrs |
| BIOL/ENVS 115 Introduction to Environmental Science | 3 hrs |

Students must have nine (9) hours selected from the following courses:

| PSYC 101 General Psychology | 3 hrs |
| SOCI 111 General Sociology | 3 hrs |
| POSC 111 American National Government | 3 hrs |
| HIST 121 American History to 1877 | 3 hrs |
| HIST 122 American History Since 1877 | 3 hrs |

B. ENGL 111 English Composition I 3 sem. hrs

C. Major Area Requirements 25 sem. hrs

| ECON 293 Macroeconomics | 3 hrs |
| CJAD 345 Ethics and Morality in Criminal Justice | 3 hrs |
| MGMT 368 Business Ethics | 3 hrs |
| PHIL 330 Ethics | 3 hrs |
| MGMT 254 Business Communication | 3 hrs |
| MGMT 330 Principles of Management | 3 hrs |
| FSAD 101 Fire Service Instructor I | 2 hrs |
| FSAD 110 Fire Officer I | 2 hrs |
| FSAD 120 Incident Management System | 1 hr |
| FSAD 140 Introduction to Emergency Management | 2 hrs |
| FSAD 150 Principles of Building Construction: Combustible | 1 hr |
| FSAD 155 Principles of Building Construction: Noncombustible | 1 hr |
| FSAD 210 Fire Officer II | 3 hrs |
### D. Major Area Electives 5 sem. hrs

(FSAD courses **bolded** in this section are offered at the National Fire Academy.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSAD 130</td>
<td>Incident Safety Officer</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 135</td>
<td>Health and Safety Officer</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 145</td>
<td>Introduction to Volunteer Emergency Service Mgmt.</td>
<td>2 hrs</td>
</tr>
<tr>
<td>FSAD 146</td>
<td>Executive Analysis of Fire Service Options in Emergency Management</td>
<td>3 hrs</td>
</tr>
<tr>
<td>FSAD 140</td>
<td>Fire Investigation</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 141</td>
<td>Principles of Fire Protection: Structures and Systems</td>
<td>3 hrs</td>
</tr>
<tr>
<td>FSAD 142</td>
<td>Management of Fire Prevention Programs</td>
<td>3 hrs</td>
</tr>
<tr>
<td>FSAD 143</td>
<td>Management of Arson Prevention &amp; Control</td>
<td>3 hrs</td>
</tr>
<tr>
<td>FSAD 144</td>
<td>Plans Review for Inspectors</td>
<td>3 hrs</td>
</tr>
<tr>
<td>FSAD 145</td>
<td>Strategic Analysis of Community Risk Reduction</td>
<td>3 hrs</td>
</tr>
<tr>
<td>FSAD 146</td>
<td>Introduction Wildland and Wildland/Urban Interface</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 147</td>
<td>Emergency Response to Terrorism: Company Officer</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 148</td>
<td>Emergency Response to Terrorism: EMS</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 149</td>
<td>Emergency Response to Terrorism: Hazardous Materials</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 150</td>
<td>Hazardous Materials Incident Response: Operations</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 151</td>
<td>Command &amp; Control of Fire Operations at National &amp; Man-Made Operations</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 152</td>
<td>Command &amp; Control of Fire Department Operations at Target Hazards</td>
<td>1 hr</td>
</tr>
<tr>
<td>FSAD 153</td>
<td>Fire Service Instructor II</td>
<td>2 hrs</td>
</tr>
<tr>
<td>FSAD 154</td>
<td>Challenges for Local Training Officers</td>
<td>2 hrs</td>
</tr>
<tr>
<td>FSAD 155</td>
<td>Community Education Leadership</td>
<td>3 hrs</td>
</tr>
<tr>
<td>FSAD 156</td>
<td>Managing Company Tactic: Preparation</td>
<td>1 hr</td>
</tr>
</tbody>
</table>

### 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 21 sem. hrs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 112</td>
<td>English Composition II</td>
<td>3 hrs</td>
</tr>
<tr>
<td>CISS 170</td>
<td>Introduction to Computer Information Systems</td>
<td>3 hrs</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>English Composition I</td>
<td>3 sem. hrs</td>
</tr>
</tbody>
</table>

Arts, Humanities and History; Natural Sciences and Mathematics; and Social and Behavioral Sciences (credits distributed to include each of the three areas) 15 hrs

#### B. ENGL 111 English Composition I 3 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** 21 sem. hrs

**Basic Studies:**
- ENGL 112 English Composition II 3 hrs
- CISS 170 Introduction to Computer Information Systems

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

- 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

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 through the Evening Campus at two sites: the Home Campus-Columbia and at the Lake of the Ozarks campus.

The program has been approved by the Missouri State Board of Nursing and has been accredited by the National League for Nursing Accrediting Commission (NLNAC). The program has received approval by the Missouri Coordinating Board of Higher Education.

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 Licensing Examination.*

The program is designed as a dual track Associate Degree in Nursing program that incorporates both a bridge track for Licensed Practical Nurses (LPN's) and a generic track for students with no prior nursing education. LPN's are eligible for advanced standing credits.

The curriculum consists of general education, math and science courses and specific nursing courses. Students in both tracks (generic and bridge) are required to complete all general education, math and science courses before entering any nursing course sequence.

Admission to the nursing program is on a selective basis. Selection will be made each August (deadline for application is August 1) and each January (deadline for application is January 1). The maximum number for the Home Campus-Columbia is 40 students (made up of a combination of generic and bridge track students). The maximum for the Lake Campus is 32 students (made up of a combination of generic and bridge track students).

All candidates for the nursing program are expected to meet general admission requirements to the college. Selection criteria for Nursing Course Sequence:

1. Completion of all general education, math and science courses.
2. Minimum of an overall GPA of 2.0 for the general education, math and science classes. This includes a “C” or better in all required science courses and in ENGL 112 English Composition II.
3. Be at least 18 years of age.
4. Possess the necessary functional abilities to provide safe and effective patient care.**
5. Achieve a minimum composite score of 64 on the Nurse Entrance Test (NET).
6. Bridge Track only:
• Submit an official copy of Practical Nursing transcript.
• Submit a copy of LPN license in the state of Missouri.
• Must have a current undisciplined LPN license for the state of Missouri.

7. Both tracks: Submit two acceptable references from the following:
   • Current employer.
   • Personal reference (non-relative).
Reference forms are available at the Nursing Education Center.

8. All students accepted must have a criminal background check completed.

9. All students accepted must have a urine drug test completed.

10. Selection will be based on a review of entrance test scores, GPA (based on the prerequisite courses required for the nursing program), and references.

11. Additional requirements:
   • All candidates must complete the physical forms, including a record of immunization status.
   • All candidates must have 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.

**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. “Functional Abilities of Nursing” are described in the Associate in Science in Nursing program brochures/information document and in the Nursing Student Handbook.

A. General Education, Math and Science Requirements

<table>
<thead>
<tr>
<th>General Education (9 sem. hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISS 170 Introduction to Computer Information Systems 3 hrs</td>
</tr>
<tr>
<td>ENGL 112 English Composition II 3 hrs</td>
</tr>
<tr>
<td>PSYC 101 General Psychology 3 hrs</td>
</tr>
</tbody>
</table>

B. Nursing Sequence Courses 36 sem. hrs

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 200</td>
<td>Fundamentals of Nursing* 6 hrs</td>
</tr>
<tr>
<td>NURS 201</td>
<td>Foundations of Associate Degree Nursing 3 hrs</td>
</tr>
<tr>
<td>NURS 202</td>
<td>Pharmacology for Nursing 3 hrs</td>
</tr>
<tr>
<td>NURS 203</td>
<td>Medical/Surgical Nursing I 6 hrs</td>
</tr>
<tr>
<td>NURS 204</td>
<td>Medical/Surgical Nursing II 6 hrs</td>
</tr>
<tr>
<td>NURS 205</td>
<td>Maternal Child Nursing 6 hrs</td>
</tr>
<tr>
<td>NURS 206</td>
<td>Mental Health Nursing 6 hrs</td>
</tr>
</tbody>
</table>

*Licensed Practical Nurses (LPN’s) are not required to take NURS 200.

71 sem. hrs

A. General Education, Math and Science Requirements

<table>
<thead>
<tr>
<th>Math and Science (26 sem. hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110 Principles of Biology I 3 hrs</td>
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<tr>
<td>BIOL 110L Principles of Biology I Laboratory 2 hrs</td>
</tr>
<tr>
<td>BIOL 312 Microbiology 3 hrs</td>
</tr>
<tr>
<td>BIOL 312L Microbiology Laboratory 2 hrs</td>
</tr>
<tr>
<td>BIOL 323 Anatomy 3 hrs</td>
</tr>
<tr>
<td>BIOL 323L Anatomy Laboratory 2 hrs</td>
</tr>
<tr>
<td>BIOL 326 Physiology 3 hrs</td>
</tr>
<tr>
<td>BIOL 326L Physiology Laboratory 2 hrs</td>
</tr>
<tr>
<td>CHEM 110 Chemistry I 3 hrs</td>
</tr>
<tr>
<td>MATH 106 Intermediate Algebra 3 hrs</td>
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</tbody>
</table>
ACADEMIC HONORS

RECOGNITION OF ACADEMIC ACHIEVEMENT

Dean's List

The Dean's List is an honor accorded to students who achieve academic distinction. Students may be named to the Dean's List if they complete a minimum of 6 semester hours during each of two consecutive evening sessions with a GPA of 3.5 or higher.

A grade given to replace an Incomplete cannot be applied to Dean's List requirements. If students take ESOL 100, 101, 102, 103, 104, 105, ENGL 107, MATH 104 or MATH 106 during these two sessions they are not eligible for the Dean's List upon completion of the semester or sessions.

Courses elected by students as pass/fail or satisfactory/unsatisfactory are not included in the minimum requirement of the minimum of six semester hours.

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:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.9 and above</td>
<td>summa cum laude</td>
</tr>
<tr>
<td>3.75 to 3.89</td>
<td>magna cum laude</td>
</tr>
<tr>
<td>3.5 to 3.74</td>
<td>cum laude</td>
</tr>
</tbody>
</table>

To receive a degree with these honors, students must have completed 60 hours of credit at Columbia College.

Students who are seeking a second baccalaureate degree and received an Honors designation on a prior degree must complete an additional 60 hours in residency and earn the requisite GPA in order to be granted a second Honors designation.

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.
EVENING STUDENTS
(Adult Higher Education)

Columbia College enrolls students who have both the desire and ability to succeed in a rigorous teaching and learning environment. The College invites applications from students who have demonstrated that they are likely to complete the College’s broad general education curriculum and to master an undergraduate major. Many factors are considered in the admission decision, but previous academic achievement is the best predictor of success at Columbia College. The College does not admit applicants whose previous academic performance predicts failure. Admission requirements are moderately selective.

GENERAL ADMISSION

Applicants are individually considered for admissions based on their qualification as a whole. Admission is generally granted to high school applicants with no previous college credit (excluding high school dual enrollment) who follow a college preparatory curriculum or who rank in the top half of their class or who have an ACT or SAT score at a minimum 50th percentile and have earned at least a 2.5 cumulative high school grade point average. Admission is also generally granted to applicants with a GED score at a minimum 50th percentile and home schooled applicants who present an ACT, SAT or GED score at a minimum 50th percentile. Applicants who graduated from high school more than two years ago may not be required to submit ACT or SAT scores for admission consideration. However, these scores are also used for freshman course advising and placement.

Columbia College welcomes students with academic credit from other institutions. Transfer applicants must present a minimum 2.0 cumulative grade point average. In general, students transferring 24 or more credits accepted by Columbia College will be favorably considered for admission. Only grades of C or above are accepted in transfer. If fewer than 24 hours are accepted, transfer applicants may also be considered for admission on the basis of the high school record (class rank, ACT/SAT, grade point average) in addition to college coursework. A student who has earned more than 6 college credits after high school completion is considered a transfer student.

The Admissions Review Committee reserves the right to review any application for admission.

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 Admissions Office, or submit GED scores.
3. Request an official transcript be sent directly to the Admissions Office from each college from which credit was earned.
4. Submit either ACT or SAT scores.
5. Provide a copy of a resident alien card, if a permanent resident but not a U.S. citizen.

HOME-SCHOOLED STUDENTS

1. Submit the Columbia College undergraduate application for admission with a one-time non-refundable $35 application fee.
2. Submit an ACT or SAT score and a record of highschool-level coursework or a GED score.

TRANSFER STUDENTS

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

1. Submit the Columbia College undergraduate application for admission with a one-time non-refundable $35 application fee.
2. Request an official transcript from each college attended be sent directly to the Admissions Office.
3. If semester hours earned total fewer than 24, request official high school transcript be sent directly to the Admissions Office, or submit GED scores.
4. Provide a copy of the resident alien card, if a permanent resident but not a U.S. citizen.
   Transfer students who do not present a minimum cumulative 2.0 grade point average for previous college coursework may be considered for admission through the Admissions Review Committee process. (See Admissions Review Process, p. 98)
   Students who are on suspension from another institution are recommended to wait one semester before applying for admission to Columbia College. Students on suspension can be considered for admission only through the review process.
TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

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

An official transcript and official English language translation (if necessary) from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College campus where the applicant plans to attend. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution’s transcript.

Appeals may be made for an exception to having all transcripts/credit documents submitted prior to an evaluation. An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/disclaimer statement must also be signed by the applicant indicating that he understands that he is responsible for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising and academic level.

Appeals will not be approved or exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay transcript fees.

Applicants that are unable to obtain transcripts because the previous institution has closed, had a fire or some other records catastrophe may include a letter from the institution or the Department of Education for the state or the Ministry of Education where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College.

Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

NON-DEGREE SEEKING STATUS

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

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

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

Non-Degree Seeking international students must show proof of English proficiency: minimum TOEFL score of 500 paper-based, 173 computer-based 06 61 internet-based; an APIEL score of 3 or higher; completion of an advanced proficiency level in an accredited English as a Second (ESL) program; completion of a course equivalent to English Composition I with a grade of C or higher; or satisfactory completion of the Columbia College diagnostic test. Additionally, international students must submit a copy of a valid passport, visa, I-94 departure record and most recent I-20, if currently enrolled at another institution.

Enrollment for Non-Degree Seeking students is on a space available basis only. Course selections may be limited. Evening Campus students under this status do not meet with an advisor. (Non-Degree Seeking students must provide proof that course prerequisites have been met before enrolling in MATH 150 or higher.)

ADDITIONAL ACADEMIC INFORMATION

Although not required for admission consideration, additional academic information that may supplement an application file includes, but may not be limited to: Advanced Placement; International Baccalaureate; Excelsior (formerly Regents); ACE accredited corporate courses; military credit (DANTES, DD214, USAFI); Law Enforcement Training Institute; RN certification and LPN certifica-
tion. For use in admissions consideration or for an official evaluation of credit, all documents must be submitted directly to the Admissions Office. For additional information about the transfer of alternative credit, contact the Evaluations Office.

READMISSION

Students who wish to return to Columbia College after they have stopped enrollment for five consecutive evening 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. The Admissions Office checks academic and financial status and notifies the student of the readmission decision. Students may wish to contact the Student Financial Services Office directly to determine if there is a balance due. Students owing a balance will not be readmitted.

READMISSION AFTER SUSPENSION

Students may apply for readmission to Columbia College following a suspension of two sessions. To apply for admission after suspension, students must:

1. Complete the undergraduate application for admission and submit the non-refundable $35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Assistant Dean for Adult Higher Education requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed with the Student Financial Services Office.
4. Request official transcripts be sent directly to the Admission Office from each college attended since leaving Columbia College.
5. Await the decision by the Admissions Review Committee.

READMISSION AFTER DISMISSAL

Students may apply for readmission to Columbia College following a dismissal of three years. To apply for admission after dismissal, students must:

1. Complete the undergraduate application for admission and submit the non-refundable $35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Assistant Dean for Adult Higher Education requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed with the Student Financial Services office.
4. Request official transcripts be sent directly to the Admission Office from each college attended since leaving Columbia College.
5. Await the decision by the Admissions Review Committee.

Students who have been permanently dismissed from Columbia College may not apply for readmission.

CAMPUS TRANSFERS

Currently enrolled students who wish to change campuses (i.e., Evening to Day, Nationwide to Day, Day to Evening, Nationwide to Evening, Online to Evening, etc.) must apply for campus transfer in the Admissions Office. The Admissions Office checks academic and financial status and notifies the student of the transfer decision.

EARLY - OUT ADMISSION

Students of exceptional ability may apply for admission to Columbia College following completion of their junior year of high school and after having earned 15 hours of high school credit. Applicants for early-out admission must complete the normal procedure for regular admission as well as arrange for a personal interview. Students must show an academic record which reflects readiness for college-level work. Consent of the high school principal and parents is required. Admission is contingent upon approval by the Admissions Committee. Early-Out Admission is not recommended in the Evening Campus.

HIGH SCHOOL DUAL ENROLLMENT

High school juniors and seniors have the opportunity to take college courses for credit while completing high school. Students in high school who wish to earn credit at Columbia College must:

1. Submit the undergraduate application for admission with a one-time, non-refundable $35 fee.
2. Request an official high school transcript and ACT or SAT score be sent directly to the Admissions Office.
3. Present a 2.5 cumulative high school grade point average and a minimum 50th percentile on ACT/SAT or minimum 50th percentile class rank.
4. Provide written support from the high school principal or guidance counselor and a parent by completing the Columbia College dual enrollment form.
5. Home-schooled students should contact the Admissions Office for dual enrollment information.
The Admissions Review Committee reserves the right to review any application for admission under the dual enrollment status.

**INTERNATIONAL STUDENTS**

An international student is categorized as a foreign born person who is not a citizen, national or permanent resident of the United States.

International students seeking a SEVIS I-20 from Columbia College are eligible for undergraduate admission in the Day Campus only. International students who are accepted for admission will receive a housing contract and I-20. International students not seeking an I-20 from Columbia College may apply for admission to the Evening Campus, Nationwide campuses, Online Campus or as a part-time Day Campus student.

**NEW FRESHMEN**

International applicants are reviewed on a case-by-case basis. Students must complete a full sequence of university-preparatory studies that would qualify them for admission to university-level work in their home country. This requirement is equivalent to the twelve-year program in the United States.

**TRANSFER STUDENTS**

Columbia College welcomes international students with academic credit from other institutions. The College does not admit applicants whose previous performance predicts lack of academic success. In general, students who present a minimum 2.0 cumulative grade point average from previous college coursework are considered for admission. If a transfer student does not present a minimum cumulative grade point average of 2.0, he/she may be considered for admission through the Admissions Review Process. (See Admissions Review Process information on page 98.)

**EVIDENCE OF ENGLISH PROFICIENCY**

International students, as well as students who are non-resident or resident aliens, from a country whose native language is not English, may be asked to provide evidence of English proficiency. This can be demonstrated by the following:

1. Documented completion of ESL (English as a second language) or IEP (intensive English program) courses.
2. Minimum TOEFL score of 500 on the paper-based exam, 1713 on the computer-based exam, or 61 on the internet-based exam.

Students who meet or exceed the TOEFL or IELTS minimum requirements must sit for the Columbia College English Placement Exam to determine initial placement in English courses.

Students with no TOEFL or IELTS score, or a score below minimum requirements, may apply for admission to the English as a Second Language Program (ESL). As this program is not available in the evening, any student wishing to complete ESL courses at Columbia College must make application to that program, which is offered through the Day Campus. Students begin the ESL program at one of two proficiency levels: intermediate or advanced. Placement is determined by in-house diagnostic testing. This test is given to ESL students at the beginning of each semester.

**APPLICATION PROCESS**

To be considered for admission to Columbia College, an international student must:

1. Submit the application for admission to the Day Campus with a one-time, non-refundable $25 (U.S. dollars) application fee. Checks should be made payable to Columbia College.
2. Submit the international application for admission-SEVIS Supplement.
3. Request official original secondary school records in the native language and an official English translation be sent directly to the Admissions Office.
4. Request official original transcripts (in the native language) from each college/university attended and an official English translation be sent directly to the Admissions Office.
5. Submit official bank documents to provide evidence of adequate financial support (in U.S. dollars) for every year of study at the College.
6. Proof of English language proficiency as evidenced by a TOEFL score of at least 500 on the paper-based exam, 173 on the computer-based exam; or 61 on the internet-based exam. The minimum IELTS score required to demonstrate English language proficiency is an overall band score of 5.0 with no individual band below a 5.
7. Students transferring to Columbia College from an institution in the United States must complete a Transfer Eligibility form and furnish a copy of a valid passport, visa, I-94 and I-20 from the last school attended.
NON-DEGREE SEEKING STUDENTS

International students who are not seeking a degree from Columbia College and wish to enroll part-time may be considered for admission as Non-Degree Seeking students (See Non-Degree Seeking information). Students must be degree seeking to be eligible for a SEVIS I-20 from Columbia College. Students on an F-2 Visa must apply as non-degree seeking and enroll only in courses that are avocational or recreational in nature.

ADMISSIONS REVIEW PROCESS

Applicants who do not meet the standards described for general admittance may be considered for admission through the Admissions Review Committee process. In addition to the materials outlined, Admissions Review Committee applicants must:

1. Submit a letter that explains previous academic experiences and addresses difficulties encountered; a description of an activity, project or task at which they have persevered to completion; and a plan for success at Columbia College. Include name, address and Social Security number in letter.

   It is also strongly recommended that review committee applicants submit letters of reference from persons not related to them who can address the issues listed above.

   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 will result in suspension from the College.

   An applicant who is denied admission to the home campus programs may be granted permission to enroll through the Nationwide campuses or the Online Campus. An applicant who is denied admission to the home campus programs may appeal through the Admissions Office.

ADMISSIONS DEADLINE

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

WARRANTED DEGREE PROGRAM

Students who have an associate or baccalaureate degree from Columbia College may be eligible to participate in the Warranted Degree Program. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees, and are not in default on federal aid loans.

   Students may enroll for credit or as auditors in courses being offered during the regularly scheduled sessions, provided space is available and course pre-requisites are met. The Warranted Degree program cannot be used for graduate-level or Online Campus courses.

   Students are required to pay lab fees and for textbooks associated with the courses.

   Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.

   Students must apply for admission to be eligible to register for a warranted degree course, and no application fee is required. Warranted Degree applicants must also submit a Columbia College financial assistance application to Registration and Financial Services.

COURSE PREREQUISITES

Many courses have prerequisite/corequisite requirements. It is the student’s responsibility to fulfill prerequisite requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements may result in being dropped from the course.

ADULT HIGHER EDUCATION

The moderately selective requirements for admission to programs on the home campus are not applicable to the Columbia College extended campuses. Students seeking to enroll through the Adult Higher Education Campus should apply for admission at the respective site.

ONLINE CAMPUS

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

EVENING CAMPUS

Basic fees for 2007-2008 are explained below. Fees are reviewed on an annual basis and are subject to change without notice.

TUITION AND FEES
Tuition (per semester hour) ......................... $ 175
Tuition, Nursing Courses Only (per sem. hour) ... $ 289
Tuition, Online Campus (per sem. hour) .......... $ 205
Application Fee ......................................... $ 35
Audit Fee (per semester hour) ....................... $  75
Graduation Fee ......................................... $  55
Institutional Test-Out Fee ............................. $ 300
Lab Fee (see course descriptions) ................... $  20
Late Registration Fee ................................ $  35
Parking Fee (yearly) .................................. $  35
Returned Check Fee ................................... $  25
Testing Fee/Standardized Tests (CLEP, ACT) .. $  10
Transcript ............................................... $  7.50

All fees are subject to change without notice.

A $35 late registration fee is charged to all students registering on or after the first day of classes.

POLICIES ON PAYMENTS, CREDITS AND REFUNDS

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

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

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

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

PAYMENT

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

DEFERRED PAYMENT PLAN

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

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

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

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

1. Direct Billing: Students may register for classes and have tuition charges billed directly to their employer if a letter from the employer authorizing such an arrangement is on file in the Student Accounts Office.

2. Reimbursement: Students are required to follow the college’s regular payment procedures and then receive reimbursement from their employer according to their employer’s guidelines.

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

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

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

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

WITHDRAWAL FROM COLLEGE

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

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

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

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

STUDENT FINANCIAL SERVICES HOURS
Monday - Thursday . . .8:00 a.m.- 6:00 p.m.
Friday . . . . . . . . . . . . . .8:00 a.m.- 5:00 p.m.

NOTICE TO ALL STUDENTS

Timely payment of all tuition and fees is required to continue your attendance at the College. If unforeseen circumstances occur that preclude you from paying in a timely fashion, please contact the Student Financial Services Office to see if an alternative payment agreement can be arranged. Please be aware of the following:

Failure to make initial payment for semester/session tuition.

- Course registration is invalidated.
- Course spaces may be given to other students.
- Campus services will not be available.

Failure to meet appropriate payment dates.

The total bill becomes due immediately. An administrative fee of $35 will be charged for processing a late registration. Any collection or legal fees incurred in collecting an account will be the responsibility of the student/parent. The privilege of deferred payments in subsequent semesters may not be permitted.

Outstanding balance from a previous session.

Until the balance is paid, the student will not be allowed to:

- Register for any subsequent semester.
- Obtain a transcript of academic work.
- Apply for a residence hall room.
- Participate in graduation ceremonies.
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.ed.gov. Paper FAFSA applications may be obtained through Student Financial Services. 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, 2008 for 2008-2009 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, 2008 for 2008-2009 academic year.)
3. Check your CougarMail, the email address assigned to you by Columbia College. The Financial Aid Office corresponds with applicants primarily via email regarding the status of their financial aid application and award estimates. Notification of missing information will be sent to a student’s CougarMail account.

4. Students who are interested in applying for additional assistance through federal Stafford loan programs should complete:
   a. Loan data sheet
   b. Entrance Counseling (first time Columbia College borrower only)
   c. Stafford Loan Master Promissory Note (first time Columbia College borrower only)

5. Parents (for students who are deemed dependent according to federal financial aid guidelines) who are interested in applying for additional assistance for their student through Federal PLUS loan programs should complete
   a. PLUS loan data sheet
   b. PLUS Master Promissory Note (first time Columbia College borrower only)

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

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

**ELIGIBILITY FOR FEDERAL AND STATE FINANCIAL AID**

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

1. U.S. citizen or eligible non-citizen status.
2. Pursuing a degree and enrolling in coursework required for the degree. If a student is considered non-degree seeking, they are not eligible for financial aid.
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.

Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information. Full-time status is measured as enrollment in 12 hours or more per semester. Enrollment is determined after the add/drop period.
FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

According to United States Department of Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance (as well as some private, credit-based loans) must meet and maintain satisfactory academic progress in a degree program to receive funding.

Satisfactory progress is measured in terms of qualitative, quantitative, and maximum time standards. All prior coursework at Columbia College is applied to these standards.

QUALITATIVE MEASURE

The quality of a student's progress is measured by grade point average (cumulative GPA). The minimum cumulative GPA for Financial Aid recipients is the same as the academic standard for Columbia College:

<table>
<thead>
<tr>
<th>Cumulative Attempted Hours</th>
<th>Minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30.9</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45.9</td>
<td>1.90</td>
</tr>
<tr>
<td>46 or more</td>
<td>2.00</td>
</tr>
<tr>
<td>Graduate Program</td>
<td>3.00</td>
</tr>
</tbody>
</table>

QUANTITATIVE MEASURE

The quantity of a student's progress is measured by the Cumulative Completion Rate (hours earned divided by hours attempted). Students are required to complete 2/3 of attempted hours while at Columbia College. Students who receive an I (incomplete), F (failing), W (withdrawal), or WE (excused withdrawal) for a course in a semester or session will have those courses included in the cumulative attempted hours (for definition of grades please see academic policies, regulations, and procedures). The Cumulative Completion Rate will be calculated in December and May to determine eligibility for financial aid for the following term. All courses are included in the Cumulative Completion Rate calculated. Please note the following:

Repeated courses add total hours attempted but not hours completed; the grade is simply be replaced. The new grade is included in the cumulative calculation, which is considered when progress is again checked; therefore the repeated course is included in both qualitative and quantitative calculations.

Withdrawals, including excused withdrawals, all count toward hours attempted for the Cumulative Completion Rate as well as cumulative GPA.

Remedial, Enrichment and English as a Second Language courses count toward the Cumulative Completion Rate as well as cumulative GPA.

Audit and Pass/Fail courses count toward the Cumulative Completion Rate.

Transfer credit (including those received during consortium study) count in the calculation of both cumulative attempted credit hours and cumulative completed credit hours. Transfer credits count toward the Cumulative Completion Rate. Transfer credit does not count in the calculation of GPA.

MAXIMUM TIME 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).

At 150% the student is no longer eligible to receive the federal financial aid. The Financial Aid Office reviews the academic progress of financial aid recipients twice per academic year; once in December and again in May. A student may appeal (see appeal procedures).

FINANCIAL AID PROBATION AND SUSPENSION

Failure to meet minimum academic progress requirements will result in Financial Aid Probation and Suspension. The first time a student fails to meet the minimum (quantitative or qualitative) requirement, he/she is placed on financial aid probation. Probation is a warning, in writing, via CougarMail, that subsequent failure to meet the minimum requirement will result in financial aid suspension. The second and subsequent time a student fails to meet the minimum requirement will result in loss of financial aid for the following terms of enrollment.

If placed on Financial Aid Suspension, notification is sent to the student and all forms of Title IV federal and state aid are withdrawn for the next terms in which the student enrolls. The Financial Aid Office reviews the academic progress of financial aid recipients twice per academic year; once in December and again in May. Notification of suspension is sent via email to a student’s CougarMail address and via postal mail.
REINSTATEMENT
Financial Aid may be reinstated when one of the following conditions has been met:
1. The student completes courses in one or more terms at Columbia College with the cumulative GPA at the required standard.

OR
2. The student files an appeal and the Campus Hearing Board approves the appeal (see appeal procedures below).

It is the student’s responsibility to notify the Registration and Financial Services office when reinstatement conditions have been met.

APPEAL PROCEDURE
Students who have been suspended from financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress. Extenuating circumstances include, but are not limited to, the following:

• Death of an immediate family member
• Severe injury or illness of the student or an immediate family member
• Emergency situations such as fire or flood
• Legal separation from spouse or divorce
• Military reassignment or required job transfers or shift changes

Students who do not meet the above criteria and/or cannot thoroughly document such situations, must reestablish eligibility through reinstatement before any additional federal or state aid will be disbursed.

Students who have extenuating circumstances may appeal using the following procedure:
1. Submit a completed Appeal Packet to the Registration and Financial Services office or online at http://www.ccis.edu/offices/financialaid/appeal.asp. (see appeal packet).
2. The completed appeal packet is presented to the Campus Hearing Board for review.
3. The student is notified in writing via CougarMail of the Board’s decision and recommendations. The Board’s decision is final.

DETERMINATION OF FEDERAL FINANCIAL AID AWARD
Financial need for federal and state aid is determined in the following manner:

Financial need = Cost of Attendance minus EFC (as determined by FAFSA)
Unmet need = Cost of Attendance minus EFC minus awarded need based aid
Unmet cost = Cost of Attendance minus aid awarded (shown on awarded letter)

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

Students are responsible for reporting to the Registration and Financial Services office all assistance received from outside sources, as federal law requires that all outside assistance be considered as a part of the financial aid package. These types of assistance include such aid as Veteran’s Benefits, outside scholarships, military or corporate tuition assistance, vocational rehabilitation or other state aid. Federal guidelines require that a student not exceed the Cost of Attendance in the amount of aid they receive.

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

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

Federal Stafford Loan Annual Limits

<table>
<thead>
<tr>
<th>Dependent Undergraduate</th>
<th>Subsidized</th>
<th>Total (Subsidized &amp; Unsubsidized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-23.9 credit hours</td>
<td>$3500</td>
<td>$3500</td>
</tr>
<tr>
<td>24-51.9</td>
<td>$4500</td>
<td>$4500</td>
</tr>
<tr>
<td>52-83.9</td>
<td>$5500</td>
<td>$5500</td>
</tr>
<tr>
<td>84-120</td>
<td>$5500</td>
<td>$5500</td>
</tr>
<tr>
<td>120+</td>
<td>$5500</td>
<td>$5500</td>
</tr>
<tr>
<td>Independent Undergraduate (and dependents whose parents are unable to borrow under the Plus program)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsidized</td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>0-23.9 credit hours</td>
<td>$3500</td>
<td>$7500</td>
</tr>
<tr>
<td>24-51.9</td>
<td>$4500</td>
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<tr>
<td>52-83.9</td>
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<tr>
<td>120+</td>
<td>$5500</td>
<td>$10,500</td>
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<tr>
<td>Aggregate Limits (Limit of all loans combined)</td>
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<td></td>
</tr>
<tr>
<td>Subsidized</td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>Dependent Undergraduate</td>
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<td>$23,000</td>
</tr>
<tr>
<td>Independent Undergraduate</td>
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<td>$46,000</td>
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</table>

Cost of Attendance (from August, 2007 to May, 2008)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
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</tr>
<tr>
<td>Books</td>
<td>$720</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$9,488</td>
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<td>Transportation</td>
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<tr>
<td>Personal</td>
<td>$1,028</td>
</tr>
<tr>
<td>Total</td>
<td>$25,515</td>
</tr>
</tbody>
</table>
NOTIFICATION OF FINANCIAL AID STATUS AND AWARDS

College email addresses are assigned to all Columbia College applicants (see special academic facilities). The Financial Aid Office corresponds with students primarily via email regarding the status of their financial aid application and notification of financial aid estimated awards. Correspondence sent via email is not sent via postal mail. Students should check their college email on a regular basis and are responsible for information sent even when school is not in session

Students may access their financial aid award estimate(s) through the Eservices link on Columbia College’s website, www.ccis.edu/eservices. The financial aid electronic award notifications and associated links in the notifications discuss eligibility requirements and other important information. Students should carefully review their electronic award notifications and are responsible to read and understand all included information. Students should accept or decline the aid that is offered to them through the electronic award notification process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the award notification.

ATTENDANCE

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

AID DISBURSEMENT

A student’s financial aid (except Federal Work-Study) is credited directly to their student account and applied to tuition, fees and housing costs each semester. Aid funds are credited for other charges with authorization from the student through the electronic award notification process. Federal Work-Study funds are paid in the form of a paycheck on the 15th and last workday of the month. Funds are paid for authorized hours worked.

When a student registers for courses, he/she may decruct the amount of aid that has been awarded (except Federal Work-Study) from what is owed to the college. If a student’s financial aid awards exceed his/her charges, the student will receive a refund. A student may use excess financial aid prior to the start of the session to purchase books by using a book voucher. Refund dates are posted and are available from the Registration and Financial Services office.

RETURN OF TITLE IV FUNDS

This policy applies to students who complete 60% or less of the enrollment period (i.e., Fall, Spring or Summer session) for which they received Federal Title IV aid. A student who withdraws from a class but still completes one or more classes does not require a Return of Title IV calculation. The term “Title IV aid” refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

To conform to the policy, Columbia College must determine the student’s withdrawal date. The withdrawal date is defined as the date the student began the withdrawal process or officially notified Columbia College of his/her intent to withdraw. For all other withdrawals without notification, the withdrawal date is the mid-point or the last date of attendance at an academically-related activity by a student. The last date of attendance at an academically-related activity is defined as attendance and participation in class as defined by the instructor.

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

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

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

The responsibility to repay unearned Title IV aid is shared by Columbia College and the student. For example, the calculation may require Columbia College to return a portion of federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford Loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Federal Unsubsidized loans, Federal Subsidized loans, Federal Perkins loans, Federal PLUS loans, Federal
Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

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 notifies the U.S. Department of Education of the student’s overpayment situation. The student is no longer eligible for Title IV funds until he/she enters into a satisfactory repayment agreement with the U.S. Department of Education.

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

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

U.S. Department of Education
Student Financial Assistance Programs
P.O. Box 4222
Iowa City, IA 52245
Phone: 1-800-621-3115
E-mail: DCS_HELP@ed.gov.

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Student Financial Services Office.

STATE FINANCIAL AID

Charles Gallagher Student Financial Assistance Program (formerly Missouri Grant)

This grant of up to $1500 is available to residents of Missouri and is based on financial need. Application is made by completing the FAFSA before April 1. Students must be enrolled full-time at Columbia College to be eligible.

FEDERAL FINANCIAL AID

Federal Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant available for undergraduates and ranges from $200 to $1500 per academic year based on the financial need of the student.

Federal Perkins Loan Program

Perkins Loans are low-interest (5%) loans that must be repaid. The maximum annual loan amount is $1500 for undergraduate students. This program is based on financial need.

Federal Work-Study Program

This program provides jobs for students who demonstrate financial need. Students work either on or off campus earning minimum wage or above. This program is based on the financial need of the student. Information is available from the Student Financial Services Office.

Federal Stafford Loan Program

This program provides subsidized or unsubsidized loans to students. The government pays the interest on a subsidized Stafford Loan while the student is enrolled and during their grace period. The student is responsible for paying the interest that accrues on an unsubsidized Stafford Loan. Loans must be repaid and are based on credits applicable to the student’s degree program. Students must be enrolled at least half-time (three hours per session) to be eligible. Loan application forms are available from Student Financial Services. Students may also apply electronically at www.ccis.edu/offices/financialaid.

Federal PLUS Loan Program

This is an unsubsidized loan made to parents and must be repaid. If a student’s parents do not qualify for a PLUS loan, the student may be eligible for additional Stafford Loan funds.

SUMMER AID

Financial aid is available during the summer program in the form of Federal Pell Grant, Federal Work-Study (if funding permits), Federal Perkins Program (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.

ONLINE CAMPUS

Federal financial aid may be available for Online Education. Information regarding individual eligibility is available in the Registration and Financial Services Office.
FINANCIAL AID INFORMATION

If you have any questions about the College's financial aid program, call the Student 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.

ALMM/PLA WOMEN’S ACHIEVEMENT SCHOLARSHIP
Criteria: Presented to a day, evening or nursing student who is female, age 25 or over with at least a 2.75 GPA.

ALMM/PLA WOMEN’S ACHIEVEMENT SCHOLARSHIP FOR NURSING
The Assistance League of Mid-Missouri/Professional Leaders Auxiliary Scholarship presented to female students who are Mid-Missouri residents, U.S. citizens and 25 years or older who are enrolled in the nursing program.

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

CENTURYTEL FOUNDATION SCHOLARSHIP
Presented to students who are residents of Missouri and have a cumulative grade point average of 3.5 or better. Recipients must be incoming freshmen, transfer students, or seniors.

COLUMBIA COLLEGE NURSING SCHOLARSHIP
Presented to outstanding nursing students.

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

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

FRANK WESTLING SCHOLARSHIP
This award was established in 1998 to honor and memorialize Frank S. Westling, former Dean of the Extended Studies Division of Columbia College, by his family and friends.

Criteria: Awarded to an ESD student attending a branch location at the time award is given, with a minimum cumulative GPA of 3.0, who has met the residence requirement for the degree being sought.

JACKOLYN LOIS BARNHOUSE MEMORIAL SCHOLARSHIP
This award was established in 1999 to honor and memorialize Jackolyn Lois Barnhouse who was “a woman, good without pretense, blessed with plain reason, and with sober sense.” - Alexander Pope

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

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

Criteria: Awarded to a returning female Evening student 30 years of age or older, who has a 3.0 or higher cumulative grade point average and who has earned 42 or more credit hours from Columbia College.

MARY ALICE ROBERTSON SIMON-MERIDETH SCHOLARSHIP
Criteria: Presented to a major in either mathematics or science. Student must have at least a 3.0 GPA.

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

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.

TWO-IN-FAMILY GRANT
These grants of up to $200 per academic year are available to students who apply and have an immediate family member who is also a student at Columbia College. This is not a need-based award but students must be enrolled full-time to qualify.

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
Students may receive benefits if they have served over 181 days of active duty, any part of which occurred after January 31, 1955, or if they were discharged after that date inside of 191 days because of a disability incurred while on active duty. For additional information and application materials, contact the Veterans Coordinator, Columbia College, (573) 875-7504.

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

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

ACT RESIDUAL

The ACT Residual is offered periodically throughout the year. Registration is required. Scores are not reported outside of Columbia College. The cost is $30.00 which includes a $10 administration fee. Additional information may be obtained in the Career Planning and Placement Office.

CREDIT BY COMPREHENSIVE COURSE EXAMINATION

Comprehensive tests constructed and approved by the faculty are available for some subjects. Students may obtain credit for courses through such examinations, provided they successfully pass with a grade equivalent to a C or better. Not more than 10% of the credit applied towards a degree may be granted in this form. No more than six hours of credit earned by such tests may be used to satisfy the residency requirement. A $300 nonrefundable fee is charged prior to the administration of each test to cover the cost of preparation and administration. Students who do not pass the examination may not retake it. To earn the desired credit, they must enroll in and pass the course.

CLEP

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

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

Contact the Test Administrator to take CLEP examinations.

CORRESPONDENCE CREDIT

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

CREDIT FOR PRIOR LEARNING

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

EXCELSIOR EXAMS

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

EVALUATION OF ACADEMIC TRANSFER CREDIT

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

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

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

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

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

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

Columbia College accepts credit transferred at the level granted by the transferring institution. Courses transferred from two-year colleges are not accepted for upper-level credit.

MILITARY CREDIT

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES)

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

MILITARY SERVICE

Columbia College requires certified true copies of a student’s Military Qualification Record to review for awarding of transfer credit. The documents that are acceptable for evaluation of military service, basic training, military education and military occupation include: Army, Form 2-1, and AARTS transcript; Navy, Page 4's, SMART transcript; Air Force, official transcript from CCAF; Coast Guard, Page 3 or official CG transcript from CG Institute; Marine Corps, NAVMC 118 8a, SMART transcript. Columbia College accepts the DD Form 214 (Discharge) only for evaluation of military service and basic training.

UNITED STATES ARMED FORCES INSTITUTE (USAFI)

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

CAMPUS LIFE OFFICE

The purpose of Campus Life is to create an environment enabling students to develop skills and experience relationships that promote maximum intellectual and social growth. Campus Life, through its programs, services and procedures actively strives to develop students into exemplary leaders, scholars and citizens.

INTERNATIONAL PROGRAMS

The International Programs Office strives to maintain the integrity of the College through the recruitment, admission, integration and retention of international students. The staff serves as an advocate and liaison for international students at Columbia College concerning interactions with various federal, state and local agencies as well as campus constituents. The Coordinator counsels students, faculty, staff and the administration on current global issues affecting international education. The staff disseminates up-to-date information regarding changes in the United States immigration law to students and the campus community; advises students of their responsibilities to abide by these laws and regulations; and assists students in achieving their goals within the context of the applicable laws and regulations. Information is also provided to students, faculty and staff on changes in institutional policies and practices affecting international education. Through effective and mandatory orientation activities, ongoing programming and communication, International Programs promotes an environment of cross-cultural awareness, diversity and understanding in all aspects of campus life.

STUDY ABROAD PROGRAMS

Columbia College provides study abroad opportunities. Students are encouraged to explore opportunities to study outside the United States. The College is a member of the Missouri London Consortium and the Central College (IA) study abroad consortium. The College also offers a study tour to a different country each year. Participants in the study tour may enroll for up to six hours of course credit as part of the eight-week summer session. Dr. Brian Kessel, 207 St. Clair Hall, is the Study Abroad Advisor and advises students about the availability, value and academic appropriateness of these programs.

To help defray costs to study abroad, students may apply for financial aid through the Columbia College Registration and Financial Services Office. Federal financial aid, such as the Pell Grant or student loans, can be used to help finance study abroad. Institutional grants and awards cannot be used for study abroad. Students who are interested in obtaining more information about these opportunities should contact Dr. Brian Kessel, Study Abroad Advisor, at (573) 875-7625 or email: bkessel@ccis.edu.

NEW STUDENT ORIENTATION

Evening Campus New Student Orientations will be held beginning at 5:30 p.m. on the following dates in Dulany Hall:

- August 9, 2007
- October 18, 2007
- January 10, 2008
- March 12, 2008
- May 22, 2008

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

DULANY HALL INFORMATION

Dinner is generally served in Dulany Hall from 5:30-7:00 p.m. Mondays through Thursdays and 5:00-6:00 p.m. Fridays when classes are in session. There are abbreviated hours during the months of June and July.

An “all you can eat” meal is very reasonably priced. Spouses, family and friends are welcome.

The Cougar Cafe, located in the Student Commons, is open from 7:30 a.m. - 9:00 p.m. Monday - Thursday when classes are in session. The menu consists of a variety of grab and go items. Summer hours may vary.

HEALTH SERVICES

The Health Center is located on the second floor of the Student Commons. Health services are available to all students, faculty, and staff. The Health Center is a nurse practitioner-directed clinic that, along with a consulting physician, provides care for minor illnesses and injuries, health care counseling
health promotion and community referral services. Visits to the clinic are free; however, payment of lab work, of most vaccines and of referred physician visits, is the client’s responsibility.

ATHLETICS

Columbia College sponsors five intercollegiate sports: volleyball, softball and basketball for women; basketball and soccer for men.

The College is a member of the American Midwest Conference (five Missouri colleges, one Illinois college and one Arkansas college) and the National Association of Intercollegiate Athletics (NAIA).

The College also has an active intramural program that attracts spirited participation in activities such as flag football, basketball and softball.

In addition, the college sponsors various classes in physical recreation that vary with student interest and have included aerobics, life-saving and physical fitness.

Further information is available from the Campus Life Office or Athletic Office.

RECREATION

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

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

STUDENT DEVELOPMENT
(COUGAR DEN)

The Student Development Office (Cougar Den) serves as a campus resource for all students, faculty and staff. It promotes healthy lifestyle choices and encourages balance between the mind, body and spirit. Throughout the year it sponsors workshops and seminars that focus on personal development, wellness, diversity and leadership. The Student Development Office also offers classes in various outdoor recreation areas, as well as peer advising opportunities.

The Office of Student Development is located adjacent to the Cougar Den. The Cougar Den is a wonderful place to socialize between classes or to get away from the noise and find a quiet spot to relax. It houses a small library focusing on wellness, spirituality and other health-related topics.

COUNSELING SERVICES

Counseling Services provides confidential counseling free of charge to assist students with personal, developmental or psychological concerns related to their academic progress and/or personal growth. Counseling is short-term, solution-focused with session limits set per semester. For chronic mental health issues or those that may require more extensive counseling, referrals to community resources are provided. Students may seek assistance with or assessment of the following issues: anxiety/panic, depression, stress and time management, relationships, conflict resolution, eating disorders, and drug and alcohol abuse, as well as others. Counseling sessions are available Monday through Friday by appointment. More information is available at www.ccis.edu/offices/campuslife/counseling/. If you have questions, or to make an appointment, please call Terri Zeilenga, M.A., LPC at 573-875-7423.

RELIGIOUS AFFAIRS

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

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

COMPUTER PURCHASE

Students who anticipate buying a computer for use at college are encouraged to purchase a standard laptop model through the Columbia College website, www.ccis.edu/Departments/TechnologyServices/purchasing/promotions.html.

STUDENT LAPTOP LOAN AGREEMENT

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

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

1. Borrower must be a currently enrolled Columbia College student in good status with no liens on his or her account in order to borrow a laptop computer.

2. Reservations are accepted only when the available supply of laptops is not depleted. Laptops may be reserved by telephone up to one hour in advance. The reserved laptop will be held for one hour at which time the reservation will become void.

3. Borrower must provide proper identification (Student I.D.) and adequate contact information at time of check-out.

4. Laptops may be held by borrower for up to four hours, unless laptop is borrowed within four hours of close. Should laptop be checked-out within four hours of close, the following schedule must be followed:
   - **Sunday through Thursday** – If laptop is borrowed at or later than 8:00 P.M., laptop must be returned same day no later than 11:30 P.M.
   - **Friday and Saturday** – If laptop is borrowed at or no later than 1:00 P.M., laptop must be returned same day no later than 4:30 P.M.

5. Those wishing to renew borrowing time of laptop may do so only during times of light usage. Renewals must be done in-person in the Technology Services Computing Lab. New forms must be completed at time of renewal.

6. A borrower who does not return the laptop by the appropriate time will have laptop privileges revoked on the following scale:
   - Two hours to twenty-three hours after designated return time: laptop privileges revoked for four weeks.
   - Twenty-four hours to forty-eight hours after designated return time: laptop privileges revoked for eight weeks.
   - Beyond forty-eight hours after designated return time: laptop privileges revoked completely; laptop will be considered as stolen and the proper authorities will be contacted.

7. Borrower understands that all printed documents originating from the laptop will be held in the Student Computing Lab until close of business that day. Printed documents not collected will be discarded.

8. At time of check-out, laptop will be comprehensively tested to ensure all components are in proper working order. The cost of replacement parts for any damage caused to laptop during its time of check-out (outside of normal wear and tear) will be the responsibility of the borrower. This includes damage to hardware as well as missing and stolen parts.

9. Borrower is financially responsible for lost or stolen laptops, therefore it is advisable that students do not leave a laptop unattended and do not entrust ownership to another individual.

10. Laptops are not to be removed from the Columbia College campus. If a laptop is removed from campus and an emergency situation arises disabling the borrower to return said laptop, no allowances will be made.

11. All documents saved on laptop hard drive will be deleted immediately at time of return.

12. Laptops must be turned in to a Lab Assistant in the Student Computing Lab. For the borrower’s own protection, he or she must initial the Student Loan Agreement at the time of check-in.

**CAREER SERVICES CENTER**

The Career Services Center has trained personnel to assist students with all aspects of career planning and development. Specific services designed to promote professional and personal success include a carefully guided assessment of their skills, abilities, values, achievements and interests as aids to effective career planning; a library of information about occupations, corporations, agencies and government organizations; salary surveys; employment qualifications and employment trends; development and maintenance of placement documents; listings of full-time, part-time and summer employment opportunities and internships; and services for graduate and professional school placement. Programs are provided to inform and train the individual in such areas as interviewing, resume/cover-letter construction, job hunting and sourcing, networking, decision making and salary negotiation.

**TESTING SERVICES**

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

**STUDENT HANDBOOK**

Provides detailed information about all aspects of campus life. If students wish to have a copy of the student handbook, copies are available in Evening Campus Office.

**BOOKSTORE**

The Campus bookstore, located on the main floor of the Student Commons, carries a range of textbooks, trade books, art supplies, study materials,
college memorabilia, personal grooming products and snacks. Both new and used textbooks are available.

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

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

REFUND POLICY

1. 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.
2. 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.
3. The textbook buyback period is during finals week. This is the best time to sell back textbooks.

Contact Information:
Columbia College Bookstore
Atkins-Holman Student Commons
1009 Rogers Street
Columbia, MO 65216
Phone Number: (573) 875-7341
FAX Number: (573) 442-0747
Email: ccis@bkstore.com
Website: ccis.bkstore.com

STUDENTS WITH DISABILITIES

The Rehabilitation Act of 1973 (public law 93-112) section 504, provides that "no otherwise qualified disabled individual in the United States shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

1. It is the student's responsibility to notify the institution of a disability that would require academic adjustments in accordance with the Americans with Disabilities Act (ADA) in section 504. To self-identify as a student with a disability, the student must register with the ADA Coordinator two weeks in advance of the date accommodations are needed. Although students are encouraged to discuss their needs with their instructors, registration with the ADA Coordinator is necessary in order to receive accommodations. All disabilities must be appropriately documented.
2. While students are encouraged to self-identify at the earliest possible time, students may not know or choose to self-identify, but may still receive services at any time once they self-disclose and document.
3. Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Students wishing to file a grievance must complete the Disabilities Grievance Form in its entirety, attach a description of the circumstances leading to the complaint as directed on the Disabilities Grievance Form, and submit both documents to the Campus Life Office.

Disabilities Grievance Forms are available in the Campus Life Office, the Academic Affairs Office, the ADA Coordinator's Office, and the Administrative Services Office.

PARKING PERMITS

All vehicles parked on campus property must have a valid Columbia College parking permit properly displayed at all times. Parking permits are valid from August 15 through August 14 of each academic year. Permit fees are $35 annually or $30 for one half year and will be prorated for the spring semester and summer session. All parking fees are non-refundable. Parking permits and guest permits may be obtained from the Registration and Financial Services Office located in Missouri Hall, room 205. Payment is due at the time of issuance.

POST OFFICE

Students may mail letters and packages in the mailroom on the garden level of St. Clair Hall. The College's official address is Columbia College, 1001 Rogers Street, Columbia, Missouri 65216. Mailroom hours are 8:00 a.m.-5:00 p.m., Monday through Friday.

HONOR SOCIETIES

Alpha Lambda Delta
A national scholastic honorary that recognizes superior scholastic achievement by freshmen students during their first year at Columbia College.

Alpha Phi Sigma
A national honor society for students in the criminal justice sciences. Members must rank in the top 35% of their class, have completed a minimum of four courses within the criminal justice curriculum, maintain a 3.2 GPA in their criminal justice courses as well as maintain a 3.0 cumulative GPA.
**AVS POSITION**

**Alpha Sigma Lambda**
A national honor society for adult students who, while handling their life responsibilities, achieve and maintain high scholastic standards.

**Kappa Delta Pi**
A national education honorary society, with membership limited to the top 10% of education majors. The organization encourages excellence in scholarship, personal standards and teacher preparation. Once elected to this society, membership is retained for life.

**Lambda Pi Eta**
A national honor society for students in speech communication. Eligibility for membership requires completion of sixty semester hours, a minimum cumulative GPA of 3.0, completion of twelve semester hours in communication studies and have at least a 3.25 GPA for all communication studies courses.

**Phi Alpha Theta**
Phi Alpha Theta is a professional society which promotes the study of history through the encouragement of research, good teaching, publication, and the exchange of learning among historians. Eligibility for membership is based upon a minimum GPA of at least 3.1 in 12 or more hours of history credits and a minimum of a 3.0 GPA overall.

**Sigma Beta Delta**
An international honor society in business, management and administration. Membership is open to all undergraduate and graduate students in the top 50% of their class with a minimum grade point average of 3.5 and at least thirty semester hours at Columbia College.

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

**Who's Who Among Students in American Universities and Colleges**
Each year, top upperclassmen in colleges across the country are selected by nomination for this special group. Columbia College students elected to Who's Who are announced at the annual Honors and Awards Convocation.

**OTHER ORGANIZATIONS**

**Black Student Association**
This organization seeks to promote unity, academic enrichment and career development for black students who also desire to be of service to the community.

**Criminal Justice Association**
The Criminal Justice Association provides a resource for those interested in the field to learn about its various aspects. Activities include field trips and guest speakers. Issues dealing with the criminal justice field are discussed. Membership is open to any student currently enrolled in Columbia College.

**Delta Epsilon Chi (D.E.X)**
Delta Epsilon Chi promotes students who are currently pursuing a degree in the fields of marketing or management.

**Elysium Players**
The purpose of the Elysium Players is to encourage all students, faculty and staff to participate in the art of acting and the experience of theater.

**FIESTA CLUB**
The Fiesta Club is designed to promote the study of the Spanish language at Columbia College, to promote interests in lifestyles of the Spanish speaking world and to provide a social outlet for students with an interest in Spanish.

**Horizon Gay Straight Alliance**
An inclusive organization for LGBT and open-minded students to discuss and advocate communication and progress for LGBT campus community members.

**International Club**
Open to all students, the members of this organization desire to assist and support international students in their transition to life and study in the United States. The group also promotes cultural interaction by sponsoring a variety of activities throughout the year.

**Ivy Review Literary Society**
Ivy Review Literary Society encourages all Columbia College students, faculty and staff to participate in the art and appreciation of creative writing, literary readings and in the publication of the *Ivy Review* literary magazine.

**Mock Trial Team**
The Columbia College Mock Trial Team provides students experiences in the field of law while competitively representing Columbia College in inter-collegiate competitions.
Partners in Education (PIE)

The Partners in Education organization provides support and assistance to the faculty and students at Field Elementary School through the volunteer efforts of its members.

Phi Alpha Delta (P.A.D.)

Phi Alpha Delta’s purpose is to provide an effective forum to promote the principles, ideals, and precepts of Phi Alpha Delta Law Fraternity, International; to promote the principles for the professional advancement of its members; to promote the principles of liberty and equal justice under law for all citizens; and to stimulate excellence in scholarship.

Political Science and History Club

The Political Science/History Club represents a student organization committed to the free exchange of ideas about the human condition in the present and in the past. Members participate in activities, trips, forums and conferences that underscore education and service in the fields of political science and history.

Psychology Club

Members make known and promote interest in the field of psychology and sponsor activities and gatherings for students interested in psychology.

S.I.F.E. (Students in Free Enterprise)

Open to Columbia College students interested in gaining a better understanding of the American economic system. S.I.F.E. may be taken for credit. Members compete in regional and international competitions.

Spanish Club

Open to both day and evening students, the Spanish Club is designed to promote study of the Spanish language at Columbia College, to promote interests in lifestyles of the Spanish-speaking world and to provide a social outlet for students with an interest in Spanish.

Student Leaders Advocating Teaching Excellence (S.L.A.T.E.)

S.L.A.T.E. is an organization whose members have a sincere interest in encouraging professional development as well as serving as a social group for supporting students interested in education. To achieve these goals, informal discussions, lectures, meetings, participation in educational processes and a variety of activities are held. Membership is open to anyone interested in any aspect of education.

Students for Tolerance and Active Non-Violent Direction (STAND)

Provides students who are seeking peaceful and sustainable solutions to local, national and international problems, a forum in which to constructively approach issues and have civil discourse.
SPECIAL ACADEMIC PROGRAMS

THE MATHEMATICS CENTER

THE ETHER L. BRUCE MATH CENTER

The Ether L. Bruce Math Center, located in 209 Missouri Hall, provides academic tutoring for students enrolled in most 100- or 200-level mathematics courses, from Beginning Algebra to Calculus II and Statistics I. These services are provided free of charge to students enrolled for credit in a course offered through the Computer and Mathematical Sciences Department on the Columbia College home campus and are not available to students taking online courses.

At the Center math specialist answer questions about homework or calculator use, check solutions of non-graded problems and explain concepts. Students visiting the Center also have access to the Mathematica software, Geometer’s Sketchpad and solution manuals. Students are taught skills to enable them to become independent learners. Math specialists are experts at decreasing math anxiety and increasing student success.

All services at the Bruce Math Center are offered on a walk-in basis. The Center is staffed by experienced professionals committed to helping students broaden their educational opportunities and achieve excellence in their academic careers at Columbia College.

For more information, contact Mrs. Susan Hughes at (573) 875-7618 or e-mail: sdhughes@ccis.edu. You can also check our website at www.ccis.edu/departments/mathcenter/.

SUMMER SESSION

The eight-week term held during the months of June and July is administered by the Evening Campus. Students may enroll in both day and evening hours. Students may not enroll for more than 8.9 semester hours of credit without written permission from the Director of the Evening Campus. Students must have a minimum cumulative GPA of 3.0 before they are eligible to apply for an overload of up to three hours.

TUTORING SERVICES

Professional tutors are available to enhance student learning experiences in the various academic disciplines. This free service is available on a walk-in basis at a variety of times each week.

The following services are available to all students enrolled in classes taught on the home campus:

- Help in understanding concepts and working problems.
- Discussion and study groups.
- Test preparation.
- Strategies for researching and writing papers in disciplines other than English.

For more information, contact Mrs. Katie Denehy at (573) 875-7614 or e-mail: mcdenehy@ccis.edu.

THE WRITING CENTER

The Writing Center, temporarily located in the modular unit north of Brown Hall, provides free educational support services to help students enrolled at Columbia College develop and maintain writing skills needed to meet established academic standards. These services are offered on a walk-in basis or by appointment to all students enrolled in courses taught on the home campus.

The Center offers the following services in a one-to-one or small group format:

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

To view the current tutoring schedule, please go to http://www.ccis.edu/departments/writingcenter/schedule.html.

For more information, contact Mrs. Lynda Dunham, Coordinator at (573) 875-7616 or e-mail: lmdunham@ccis.edu.
SPECIAL ACADEMIC FACILITIES

LIBRARY

The J.W. and Lois Stafford Library is housed in a facility built in 1989, with a light and open atmosphere offering an environment conducive to learning that will help students throughout their college careers. The library is open more than 80 hours per week and staff members are available to provide reference help to students at all times. Library instruction is provided on an individual basis as well as to classes.

The library’s collection of materials supports the curriculum of Columbia College with over 80,000 items (books, CDs, videos, etc.) and more than six hundred periodical, magazine and newspaper titles in paper and on microfilm. Copy machines are provided for student use.

Library computers provide access to a variety of databases and the Internet. Over fifteen online databases are available to search for full-text or indexed articles from professional journals, legal publications, newspapers and magazines. Students are able to access the databases from off campus by using their services account.

Columbia College is a member of the MOBIUS Consortium (Missouri Bibliographic Information User System). This membership provides Columbia College students access to the collections of more than fifty academic libraries in the state of Missouri. Students can borrow books by using the MOBIUS online catalog or visiting a participating library. Students taking classes at Missouri extended sites can use MOBIUS libraries in the area.

TECHNOLOGY SERVICES CENTER

The Technology Services Center offers students access to computers, network applications including the internet, and software. Lab computers contain software used in the classroom curriculum. Staff is available to help students using network services, anti-virus software and telephones in the residence halls. Lab workers provide assistance in basic computer use. More information on the services offered can be found on the website at: www.ccis.edu/departments/technologyservices

E-MAIL, INTERNET ACCESS AND ANTI-VIRUS SOFTWARE

Students are assigned email accounts for all college-related communications. Students must authenticate their accounts using their student ID number at: http://accounts.ccis.edu. An alternate path would be to click on eServices on the main page of the web site. CougarMail, an internet application, is a free service to all students and is a lifetime account for graduates. The system is accessible using any web browser from any location. Internet access is available to students for use as a resource in the student walk-in lab and lab classrooms, Stafford Library and the residence halls. A wireless network is available for laptop users. Students should bring their laptops to Technology Services for authentication to the wireless network.

Students using computers on the College network must have the latest version of anti-virus software. Technology Services will provide this software free of charge.

COMPUTER CLASSROOMS

Two classrooms for instructional use are maintained by Technology Services. Classes using computing resources, such as English, Computer Programming and Accounting, are conducted in these facilities. Students are able to complete assignments outside of class using the computer resources in the Walk-In Lab.

Walk-In Lab Use

Technology Services maintains an open lab equipped with computers, scanners, a copy machine and a high speed laser printer. This lab is available to currently enrolled students on a walk-in basis. Software used in classroom instruction is available to students for use in completing assignments. Email and internet access is also provided.

COLUMBIA COLLEGE COMPUTER USE POLICY

Use of any Columbia College (hereinafter referred to as CC) computer, CC network or other CC information system constitutes full acceptance of the terms and conditions of this policy and consent to monitoring. The consequences for not complying with the conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions including student dismissal and employee termination.

Except as noted, this policy pertains to:

- All faculty, staff, students, alumni, and others who utilize CC computers, the CC network or other CC information systems (any provision that applies exclusively to employees is italicized).
- Access to the Internet via CC computer or
This policy should be read and interpreted in conjunction with all CC policies including but not limited to policies prohibiting plagiarism, harassment, discrimination, offensive conduct or inappropriate behavior. Users are prohibited from using the system for any unethical purposes, including but not limited to plagiarism, pornography, violence, gambling, racism, harassment, or any illegal activity.

Users access the Internet at their own risk while using Columbia College facilities and equipment. Email systems and browsers may deliver unsolicited messages that contain offensive content. Columbia College is not responsible for material viewed, downloaded, or received by users nor for content that users may encounter via the Internet. When and if users make a connection with web sites containing objectionable content, they must promptly move to another site or terminate the session. Columbia College computer users who discover that they have connected with a web site that contains sexually explicit, racist, sexist, violent or other potentially offensive materials must disconnect immediately from that site. Faculty who must access such sites for research or course content purposes must have written approval from their department chair.

Users are prohibited from using the system for profit-making activities and/or for business other than Columbia College business.

Users must not intentionally write, compile, copy, propagate, execute, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any CC computer system.

Any posting to public forums such as newsgroups must include the following disclaimer that the views are those of the user and not CC: “Any views or opinions presented are solely those of the author and do not necessarily represent Columbia College.”

Users are prohibited from entering into any contract or agreement on behalf of CC through e-mail or on the Internet, except as expressly authorized. Disclosure of any information classified as confidential through e-mail to any party not entitled to that information is prohibited. In general, users should exercise the same restraint and caution in drafting and transmitting messages over e-mail as they would when writing a memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipient.

4. Mass E-Mail and distribution lists

Technology Services will create and maintain distribution lists at the request of appropriate Administrative Council members or their designee. The requesting Administrative Council member or designee will be considered the owner of the list and will authorize security privileges to individuals who send email to that list. Any mass email (one that is
sent to more than 150 users at the same time) must be sent outside of regular College business hours unless specifically authorized as “time sensitive.”

5. E-mail and Downloading Software Through the Internet

Users may need to download software or files to and from individuals through the Internet (outside of CC’s network). Users should exercise extreme caution when using the Internet in this manner. All files or software must be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into CC’s network. Users must comply with copyright and trademark laws when downloading materials from the Internet.

If the user finds that damage has occurred as a result of downloading software or files, the incident must be reported immediately to CIO.

Unless authorized, users may not install other on-line services to access the Internet on CC owned computers (e.g. America OnLine, CompuServe, Earthlink, etc.).

Columbia College Ethics Code for Computer Users

Columbia College Global Student Email Policies

Assignment of email addresses – Individuals will be issued an official Columbia College student email address (also known as CougarMail) when they apply to the College. This email account will become a lifetime account upon enrollment and subsequent attendance.

Student responsibilities – Official correspondence from faculty and staff will be communicated through the Columbia College email address. Students are responsible for the information received and are required to monitor their email account on a regular basis. Since students are required to monitor their email account, and for the student’s convenience, Columbia College email addresses may be forwarded to another email account as desired. If a student opts to forward his/her account to another email address, he/she assumes responsibility for the reliability of this address and will be held responsible for the information sent over CougarMail, even if there is a problem with the alternate email service.

Regardless of whether a student chooses to forward email or not, the student is responsible for any misuse of the account. If a student chooses to receive email at another address, he/she should forward theCougarMail account to the alternate email address. It is the student’s responsibility to monitor both accounts on a regular basis.

Users are expected to have read the Columbia College Computer User Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of this policy could result in disciplinary action including revocation of system privileges.

Student rights – Students may use their account for personal email in accordance with the Columbia College Computer Use Policy.

Security – Cougar Mail provides a secure sign-on and secure transfer or email within the Cougar Mail system. However, students should be aware that Columbia College cannot be responsible for the security of information forwarded to other accounts.

Columbia College Global Alumni Email Policies

Alumni eligibility – All alumni who have received degrees from the College are eligible to receive a lifetime email account (also known as CougarMail).

Alumni responsibilities – Official College correspondence may be communicated through the Columbia College email address. Columbia College email addresses may be forwarded to another email account as desired.

Users are expected to have read the Columbia College Computer Use Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of this policy could result in revocation of system privileges.

Alumni rights – Alumni may use their account for personal email in accordance with the Columbia College Computer Use Policy.

Security – Cougar Mail provides a secure sign-on and secure transfer or email within the Cougar Mail system. However, alumni should be aware that Columbia College cannot be responsible for the security of information forwarded to other accounts.
ONLINE CAMPUS

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

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

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

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

ACADEMICS

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

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

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

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

Alpha Sigma Lambda

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

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

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

Course Format

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

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

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

Course Schedules are prepared by the Online Campus. Copies are available on the website at http://www.ccis.edu/online/schedule or in print at the local campuses approximately two weeks before registration begins for a given session. Notification of canceled courses will be sent to the CougarMail accounts of students enrolled in the canceled course. Online course instructions & online student responsibilities are included in the printed schedule for the current session. Students who register for 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, EEG and warranted degree program are not available for online courses.

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

ADMISSIONS

Admissions Policy

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

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

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

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

Non-Degree Seeking Students

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

Readmission

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

Readmission After Suspension

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

1. Complete the online application for admission.
2. Write a letter to the Associate Vice President and Dean for the Division of Adult Higher Education requesting consideration for readmission. The letter...
should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should re-admission be approved.

3. Reconcile any financial balance owed to Columbia College.

4. Request official transcripts from each college attended since leaving Columbia College.

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

Readmission After Dismissal

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

1. Complete the online application for admission.

2. Write a letter to the Associate Vice President and Dean for the Division of Adult Higher Education requesting consideration for re-admission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should re-admission be approved.

3. Reconcile any financial balance owed to Columbia College.

4. Request official transcripts from each college attended since leaving Columbia College.

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

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

BOOKS

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

Telephone: 800-325-3252
Website: http://direct.mbsbooks.com/columbia.htm

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

DEGREES

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

- Associate in Arts
- Associate in Science in Business Administration
- Associate in Science in Criminal Justice Administration
- Associate in Science in Environmental Studies
- Associate in General Studies
- Associate in Science in Fire Service Administration
- Bachelor of Arts in American Studies
- Bachelor of Arts in Business Administration
- Bachelor of Arts in History
- Bachelor of Science in Business Administration with majors in Accounting, Financial Services, Human Resource Management, International Business, Management, & Marketing
- Bachelor of Arts in Criminal Justice Administration
- Bachelor of Arts in Individual Studies
- Bachelor of Arts in Psychology

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

FINANCIAL POLICIES

Standard Payment Policy

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

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

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

1. **Employer Tuition Assistance**

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

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

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

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

2. **Military Tuition Assistance (MTA):**  

   Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any tuition or miscellaneous fees not paid by the military and are required to follow the standard payment policy for their portion of educational fees. Students may not register for a subsequent session if in arrears for payment of their personal fees. Students may not register for a subsequent session if in arrears for payment of their personal fees if in arrears for payment of their personal fees. Students may not register for a subsequent session if in arrears for payment of their personal fees. Students may not register for a subsequent session if in arrears for payment of their personal fees. Students may not register for a subsequent session if in arrears for payment of their personal fees.

   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.

   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.

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   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.

   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.

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

**Failure to Pay**

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

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

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

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

**FINANCIAL AID**

Students who are admitted to the Online Campus and are interested in financial aid should see the financial aid section of the undergraduate catalog. Students should skip step one in the application process when applying for financial aid. Remote students are eligible for two of the scholarships listed in the financial aid section. They are the 2 in 1 family grant and the Associate Degree Transfer grant.

**REGISTRATION**

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

**Add/Drop/Withdrawal Policies**

**General:** Once enrolled in a class, a student is considered a member of that class until he or she
officially drops or withdrawals 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 Friday provided the course does not constitute an academic overload. Students may add Math classes only through Thursday of week one. Students should request their books be shipped quickly as in overnight or two day. Students should also understand that online classes start the day the session begins, and as the first week progresses, chances of student success decrease considerably.

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

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

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

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

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

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

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

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

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

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

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

2. **Partial Refund:** During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition and course charges (excluding the admission fee, lab fees, textbooks, and other academic resource materials) when she/he 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.

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

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

**Additional Information**

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

All aspects of the section of the undergraduate catalog titled **Academics, Policies, Regulations and Procedures** apply to remote students with the exception of academic advisor, audit, changes in registration, directed study, final examination policy, international students, internships, overload, registration policies and withdrawal. The exceptions apply only to full day students.

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

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

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

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

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

ACCOUNTING (ACCT)

Business Administration Department

ACCT 280 Accounting I (Financial) 3 hours
Introduction to the principles and concepts of accounting and the application of procedures relating to the complete accounting cycle. Preparation of financial statements for sole proprietorships, partnerships, and corporations is emphasized. Prerequisite: sophomore standing; MGMT 150 and MGMT 152 highly recommended. A grade of C or better 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 better 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; acquisition, disposal and depreciation of long-term assets; current and contingent liabilities; long-term liabilities; owners’ equity-contributed capital and retained earnings. Prerequisite: ACCT 282.

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

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

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

ACCT 388 Advanced Financial Accounting 3 hours
Policies and procedures used in preparing financial statements and reports. Prerequisites: ACCT 382 and ACCT 383.
ACCT 489 Auditing I 3 hours
Design, installation, and unification of accounting systems and the concepts and procedures used in auditing financial statements. Prerequisites: 12 hours of upper-level accounting including ACCT 382 and ACCT 383.

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

AMERICAN SIGN LANGUAGE (AMSL)

Humanities Department

AMSL 101 American Sign Language I 3 hours
The first course in a series of elementary courses designed to explore the fundamentals of American Sign Language including basic vocabulary, language structure and active language production. Prerequisite: Not open to native signers. Course meets three hours of Foreign Language graduation requirement.

AMSL 102 American Sign Language II 3 hours
A continuation of American Sign Language I, with increased attention to grammar. Prerequisite: AMSL 101 with a grade of C or better. Course meets three hours of Foreign Language graduation requirement.

AMERICAN STUDIES (AMST)

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: SOCI 111.

AMST 490 American Studies Senior Seminar 3 hours
A seminar course required as a culminating experience prior to graduating for all seniors majoring in American Studies. The seminar enables students to practice the various theories and methods for the academic study of the American experience. The goals of the seminar are to help students attain information and conceptual tools needed for graduate work in American Studies, and to assess the achievement of the learning goals for the undergraduate major. To accomplish the first goal, students become familiar with the field of American Studies by reading and discussing a major work chosen by the instructor. To assess achievement of learning goals for the undergraduate major, students contribute to the field’s literature by conducting original research on a topic of relevance to American Studies and composing a substantial paper on that topic. Prerequisite: Junior standing.

ART AND GRAPHIC DESIGN (ARTS)

Art Department

ARTS 101 Art Principles 3 hours
Introduction to the principles behind all visual communication production. Traditional academic drawing course with introductions to design and media application.

ARTS 104 Introduction to Computer-Assisted Art 3 hours
Introduction to digital image production techniques. Exploration of computer-graphic software packages with application in art and design.

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 World/Eastern Culture graduation requirement.

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

ARTS 120 Drawing I 3 hours
Introduction to figure drawing from direct observation. $20 lab fee.
ARTS 130 Painting I 3 hours
Introduction to the fundamentals of oil painting. Prerequisite: ARTS 101 or instructor’s permission. $20 lab fee.

ARTS 140 2-D Design 3 hours
Theoretical foundation for all fine arts. Includes the study and application of the elements and principles of 2-dimensional design. $20 lab fee. Prerequisite: ARTS 101.

ARTS 141 3-D Design 3 hours
Theoretical foundation for all 3-D fine art production. Includes the study and application of the elements and principles of 3-dimensional design. $20 lab fee. Prerequisite: ARTS 101.

ARTS 150 Creative Photography I 3 hours
Beginning black and white photo course, a foundation for all photography courses. Topics include basic camera operations, exposure, characteristics of light, concepts, composition, film processing, printing, print finishing, and discussion of the history of photography and issues related to photography. $20 lab fee. Students supply own adjustable film cameras. No digital cameras.

ARTS 211 Watercolor I 3 hours
Beginning watercolor course that uses the figure, still-life and the landscape as its subject. $20 lab fee. Prerequisite: ARTS 101.

ARTS 215 Illustration I 3 hours
Introduction to illustration and the media and techniques available. $20 lab fee. Prerequisites: Sophomore standing; ARTS 101, 120, and 140.

ARTS 216 Graphic Design I 3 hours
Explores layout and visual typography communication. Computer software including Adobe, Illustrator, InDesign and Photoshop are introduced. $20 lab fee. Prerequisites: Sophomore standing and ARTS 101 and 140, or instructor’s permission.

ARTS 222 Drawing II 3 hours
Figure drawing course using direct observation. Expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. $20 lab fee. Prerequisite: ARTS 120.

ARTS 232 Painting II 3 hours
Continuation of ARTS 130. This course continues to develop the basic understanding of the oil painting materials, techniques and color relationships with emphasis on composition. $20 lab fee. Prerequisite: ARTS 130.

ARTS 233 Topics 1-3 hours

ARTS 252 Creative Photography II 3 hours
Concentration of special techniques in 35mm and use of the zone system of photography. Topics include studio lighting, close-up photography, and a specialized method of exposure and development. Emphasis will be on improving technique and visual awareness. $20 lab fee. Students supply own adjustable film cameras. No digital cameras. Prerequisite: ARTS 150.

ARTS 262 Printmaking I 3 hours
Introduction to printmaking and basic techniques in relief printing. $20 lab fee. Prerequisites: ARTS 101 and 120.

ARTS 271 Ceramics I 3 hours
Beginning study of three-dimensional principles of ceramics open to art majors and non-majors. The techniques of hand building are introduced with an emphasis on the development of an understanding of the form and functions of utilitarian and non-functional projects in clay. The design quality and aesthetics of the project are emphasized. $20 lab fee.

ARTS 292 Jewelry I 3 hours
Introduction to metals. Exploration of the design and creation of personal jewelry forms using traditional fabrication techniques. Open to art majors and non-majors. $20 lab fee plus metal cost.

ARTS 300 Special Problems 3 hours
Advanced studies in studio art. Prerequisite: instructor’s permission. $20 lab fee.

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 or instructor’s permission.

ARTS 308 Medieval Art History 3 hours
Art of the Middle Ages. A survey of stylistic artistic developments in the Mediterranean basin and in Western Europe from 300 to 1400 A.D. Prerequisites: ARTS 111 and 112 or instructor’s permission.

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

ARTS 311 Watercolor II 3 hours
Continuation of Watercolor I, emphasizing
composition and its relation to watercolor painting. $20 lab fee. Prerequisite: ARTS 211.

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

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

ARTS 315 Illustration II 3 hours
Visual problem solving using illustration. Projects relate to the professional illustration field. Students develop advanced techniques. $20 lab fee. Prerequisite: ARTS 215.

ARTS 316 Graphic Design II 3 hours
In depth study of publication design and layout. Students work on the computer using Adobe InDesign and other graphics software. $20 lab fee. Prerequisites: ARTS 150 and 216.

ARTS 323 Drawing III 3 hours
This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. $20 lab fee. Prerequisite: ARTS 222.

ARTS 334 Painting III 3 hours
This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. Experimentation of medium, techniques and ideas is encouraged. $20 lab fee. Prerequisite: ARTS 232.

ARTS 353 Creative Photography III 3 hours
This course teaches the techniques used in the field of graphic art and creative fine art photography. The more advanced principles of lighting, composition and photo layout are covered. $20 lab fee. Prerequisite: ARTS 252.

ARTS 354 Digital Imaging 3 hours
Introduction to approaches and techniques of digital imaging with specific emphasis on the use of Adobe Photoshop. Topics include technical and practical aspects of digital software, cameras, scanners, and printers. The course explores the technical and aesthetic potential of digital photography in both graphic design and fine art. $20 lab fee. Prerequisites: ARTS 150; junior standing or instructor's permission.

ARTS 364 Printmaking II 3 hours
Development of the intaglio etching process into an art form. $20 lab fee. Prerequisite: ARTS 262.

ARTS 366 Printmaking III 3 hours
Continuation of Printmaking II. $20 lab fee. Prerequisite: ARTS 364.

ARTS 373 Ceramics II 3 hours
Continuation of the study of three-dimensional principals of ceramics. The techniques of hand building and the potter’s wheel are introduced with an emphasis on the development of an understanding of the form and functions of both hand built and wheel thrown pottery. $20 lab fee. Prerequisite: ARTS 271.

ARTS 374 Digital Filmmaking 3 hours
An introductory level digital moviemaking course that builds basic skills in video pre-production, videography techniques, sound, digital video editing and software using Final Cut Express. $20 lab fee. Prerequisites: ARTS 354; junior standing or instructor’s permission.

ARTS 375 Ceramics III 3 hours
Continuation of the study of three-dimensional principals of ceramics. Advanced techniques of the potter’s wheel, glazing, and firings are introduced with an emphasis on the development of an understanding of the form and functions of both hand building and potter’s wheel projects. $20 lab fee. Prerequisite: ARTS 373.

ARTS 394 Jewelry II 3 hours
Exploration of the design and creation of personal jewelry forms using the lost wax casting process. $20 lab fee. Prerequisite: ARTS 292.

ARTS 396 Jewelry III 3 hours
Advanced jewelry production techniques, including the exploration and experimentation of non-traditional materials and techniques in jewelry design. $20 lab fee plus metal cost. Prerequisite: ARTS 394.

ARTS 400 Special Problems II 3 hours
Advanced studies in studio art. Prerequisites: Art major; junior standing and completion of six semester hours in the discipline of the proposed study. $20 lab fee.
ARTS 403  Twentieth-Century Art History  3 hours
American and European painting, sculpture, and architecture, 1900 to present. Prerequisites: ARTS 111 and 112 or instructor's permission.

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 or instructor's permission.

ARTS 411  Watercolor III  3 hours
Continuation of Watercolor II emphasizing color in water media painting. $20 lab fee. Prerequisite: ARTS 311.

ARTS 415  Illustration III  3 hours
Production of a professional portfolio and projects dealing with students' individual interests. $20 lab fee. Prerequisite: ARTS 315.

ARTS 416  Graphic Design III  3 hours
Introduction to the basics of web design using Dream Weave software (other software may be included or substituted). Advertising design, including packaging design, product promotion and point-of-purchase is covered as well. $20 lab fee. Prerequisite: ARTS 316 and 354.

ARTS 425  Drawing IV  3 hours
Figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element. Explores a variety of media and drawing techniques. $20 lab fee. Prerequisite: ARTS 425.

ARTS 433  Topics  1-3 hours
ARTS 435  Printmaking IV  3 hours
Continuation of Printmaking III with an emphasis on advanced processes intaglio and relief printmaking. $20 lab fee. Prerequisite: ARTS 366.

ARTS 436  Painting IV  3 hours
Continuation of ARTS 334. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. $20 lab fee. Prerequisite: ARTS 334.

ARTS 445  Creative Photography IV  3 hours
This is a portfolio preparation course. It concentrates on the professional presentation using design principals, shooting and lighting techniques, color, digital knowledge, structure, and presentation skills. $20 lab fee. Prerequisite: ARTS 353. Students supply own adjustable film camera. No digital cameras.

ARTS 465  Drawing V  3 hours
This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. $20 lab fee. Prerequisite: ARTS 425.

ARTS 466  Painting V  3 hours
Continuation of ARTS 436. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. $20 lab fee. Prerequisite: ARTS 436.

ARTS 476  Ceramics IV  3 hours
Continuation of the study of three-dimensional ceramics. The emphasis is on individual expression in clay using both hand building and wheel throwing techniques. Experimentation with glazing and advanced firing techniques is encouraged. $20 lab fee. Prerequisite: ARTS 475.

ARTS 486  Watercolor IV  3 hours
The emphasis of this course is on personal expression and the study of major artists who are known for their work in watercolor. $20 lab fee. Prerequisite: ARTS 411.

ARTS 495  Integrative Seminar  3 hours
Culminating experience course for all B.A. or B.S. art majors. Students demonstrate the mastery of the manipulative skills and artistic knowledge needed to execute a personal artistic expression in the media of the student's major. Prerequisite: Senior standing.

ARTS 498  Jewelry IV  3 hours
Combination of jewelry form experimentation and research and is strictly experimental in both materials and forms with an emphasis in developing personal jewelry forms for commercial applications. $20 lab fee plus metal cost. Prerequisite: ARTS 396.

ARTS 499  Internship  1-9 hours
ASTRONOMY (ASTR)
Science Department

ASTR 108 Introduction to Astronomy  3 hours
A survey of the development of astronomy through the years. Topics covered include the historical evolution of our understanding
of our place in the universe, astronomical instruments, the Earth-Moon system, the solar system, the Sun and other stars, galaxies and cosmology. Prerequisite: MATH 106 or above.

**BIOLOGY (BIOL)**

**Science Department**

**BIOL 108 Human Biology** 3 hours
Examination of human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. G.E.

**BIOL 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 better. Prerequisite: Grade of C or better in high school biology or BIOL 108 or ACT Math and English scores above 20 (or equivalent SAT scores). G.E.

**BIOL 110L Principles of Biology I Laboratory** 2 hours
Laboratory experiences to complement BIOL 110. $20 lab fee. Prerequisite: BIOL 110 or concurrent enrollment. BIOL 110 must be completed before BIOL 110L can be used as G.E. credit. Students majoring in Biology must earn a grade of C or better. G.E.

**BIOL 112 Principles of Biology II** 3 hours
A continuation of BIOL 110. Topics to be covered include population genetics, evolution and natural selection, taxonomy, survey of plants and animals and ecology and ecosystems. Prerequisite: BIOL 110. Students majoring in Biology must earn a grade of C or better.

**BIOL 112L Principles of Biology II Laboratory** 2 hours
Laboratory experiences to complement BIOL 112. Students majoring in Biology must earn a grade of C or better. $20 lab fee. Prerequisites: BIOL 110 and BIOL 110L, BIOL 112 or concurrent enrollment.

**BIOL 115 Introduction to Environmental Science** 3 hours
Survey of environmental science, ecosystems and human impact. Cross-listed as ENVS 115. G.E.

**BIOL 115L Introduction to Environmental Science Laboratory** 2 hours
Laboratory experiences to complement BIOL/ENVS 115. $20 laboratory fee. Cross-listed as ENVS 115L. Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before BIOL/ENVS 115L can be used as G.E. credit. Offered Fall and Spring. G.E.

**BIOL 197, 198, 297, 298, 397, 398, 497, 498 Science Seminar** .5 hour
Bi-weekly science seminar at which students, faculty and outside speakers present research and topics appropriate to the natural sciences. Strongly recommended for all science majors but not available to students currently enrolled in BIOL/CHM/ENVS 395 or BIOL/CHM 490 or ENVS 490. Enrollment limited to students who have declared a major or minor within the Science Department. Evaluation is Satisfactory/Unsatisfactory. Course may not be repeated to remove a failing grade. Cross-listed as CHEM/ENVS 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department.

**BIOL 211 Zoology** 5 hours
Survey of animal phyla and vertebrate organ systems. Laboratory is included. $20 lab fee. Prerequisites: BIOL 112 and BIOL 112L; or instructor’s permission.

**BIOL 212 Botany** 5 hours
Anatomy, physiology and taxonomy of plants. Laboratory is included. $20 lab fee. Prerequisites: BIOL 112 and BIOL 112L; or instructor’s permission.

**BIOL 222 Biodiversity** 3 hours
Examination of how and why diversification occurs by linking the processes of evolution to ecology. The historical and potential future impact is examined as well. Cross-listed as ENVS 222. Prerequisite: BIOL 112.

**BIOL 233 Topics** 1-3 hours

**BIOL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study** 1-3 hours

**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 will be considered. Cross-listed as ENVS 300. Prerequisite: BIOL 112; BIOL/ENVS 222 and/or BIOL 342 recommended.
BIOL 312  Microbiology  3 hours
Survey study of microorganisms. Concurrent enrollment in BIOL 312L is required. Prerequisites: BIOL 110; sophomore standing; concurrent enrollment in BIOL 312L is required.

BIOL 312L Microbiology Laboratory  2 hours
Laboratory experiences to complement BIOL 312. $20 lab fee. Prerequisite: BIOL 110L, BIOL 312 or concurrent enrollment.

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 222 recommended.

BIOL 323  Anatomy  3 hours
Anatomy of the human body including comparison with other vertebrates. Concurrent enrollment in BIOL 323L is required. Prerequisite: BIOL 110.

BIOL 323L Anatomy Laboratory  2 hours
Laboratory experiences to complement BIOL 323. $20 lab fee. Prerequisites: BIOL 110L, BIOL 323 or concurrent enrollment.

BIOL 326  Physiology  3 hours
Functional processes of the human organism with emphasis on regulatory mechanisms. Concurrent enrollment in BIOL 326L is required. Prerequisites: BIOL 110 and CHEM 110.

BIOL 326L Physiology Laboratory  2 hours
Laboratory experiences to complement BIOL 326. $20 lab fee. Prerequisites: BIOL 110L, BIOL 326 or concurrent enrollment.

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

BIOL 342  Genetics  3 hours
Basic principles of Mendelian and molecular genetics. Prerequisites: Sophomore standing and BIOL 110. Students majoring in Biology must earn a grade of C or better. Prerequisites: Sophomore standing and BIOL 110.

BIOL 342L Genetics Laboratory  2 hours
Laboratory experiences to complement BIOL 342; methodology and applications in classical and molecular genetics. $20 lab fee. Concurrent enrollment in BIOL 342 is required. Students majoring in Biology must earn a grade of C or better. Prerequisites: Sophomore standing and BIOL 110.

BIOL 360  Kinesiology  3 hours
Introduction to the analysis and interpretation of human motion based on anatomical relationships, muscular activity and biomechanical principles that govern movement of the human body. Prerequisites: BIOL 110 and BIOL 323.

BIOL 371  Neuroscience  3 hours
Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as PSYC 371. Prerequisites: 6 hours of PSYC courses or 6 hours of BIOL courses.

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. Designed to prepare preprofessional students for later studies. Prerequisites: BIOL 110, CHEM 110, BIOL 342.

BIOL 390  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, and division; cancer; programmed cell death. Designed to prepare preprofessional students for later studies. Prerequisites: BIOL 110, CHEM 110, BIOL 342; concurrent enrollment in BIOL 390L is strongly recommended.

BIOL 390L Cell Biology Laboratory  2 hours
Laboratory experiences to complement BIOL 390. $20 lab fee. Prerequisites: BIOL 110L, BIOL 390 or concurrent enrollment.

BIOL 395  Research Design in the Sciences  3 hours
Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and CHEM 395. Students majoring in biology, chemistry, or environmental studies must earn
a grade of C or better. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; MATH 150 or higher.

**BIO 410 Molecular Biotechnology 3 hours**
Methodology and applications in molecular biology, with a special emphasis on biotechnology. Designed to prepare pre-professional students for later studies. Prerequisites: BIOL 110, CHEM 210 and BIOL 342 (with a grade of C or better). Concurrent enrollment in BIOL 410L is strongly recommended.

**BIO 410L Methods in Molecular Biotechnology 2 hours**
Laboratory experiences to complement BIOL 410. $20 lab fee. Prerequisites: BIOL 110L, BIOL 410 or concurrent enrollment.

**BIO 415 Immunology 3 hours**
Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disorders. Designed to prepare pre-professional students for later studies. Prerequisites: BIOL 110, BIOL 312.

**BIO 420 Biochemistry 3 hours**
Basic concepts and foundations of biochemistry, including structure and function of macromolecules; bioenergetics; enzyme function and regulation; metabolic pathways. Designed to prepare pre-professional students for later studies. Cross-listed as CHEM 420. Students majoring in Biology must earn a grade of C or better. Prerequisite: BIOL 110 and CHEM 210.

**BIO 420L Biochemistry Laboratory 2 hours**
Laboratory teaching fundamental techniques in biochemistry. Cross-listed as CHEM 420L. Concurrent enrollment in BIOL 420 is required. $20 lab fee. Students majoring in Biology must earn a grade of C or better. Prerequisites: BIOL 110 and CHEM 210.

**BIO 433 Topics 1-3 hours**
**BIO 490 Senior Seminar 3 hours**
A seminar course required as a culminating experience prior to graduation for all seniors majoring in science. Students do library research project(s) in their major field. A grade of C or better is required. Prerequisites: Senior standing, ENGL 112, BIOL 395 and instructor's permission.

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**CHEMISTRY (CHEM) Science Department**

**CHEM 108 Physical Science Survey 3 hours**
Examination of the physical world and its basic underlying scientific principles. Cross-listed as PHYS 108. Prerequisite: MATH 106 or instructor's permission. G.E.

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

**CHEM 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 thermochemy. Students majoring in Biology or Chemistry must earn a grade of C or better. Prerequisite: MATH 106 or higher with a grade of C or better or grade of C or better in high school chemistry or CHEM/PHYS 108 or ACT Math score above 22 (or equivalent SAT score) or instructor’s permission. G.E.

**CHEM 110L Chemistry I Laboratory 2 hours**
An experimental introduction to the physical and chemical properties of matter to complement CHEM 110. $20 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or better. Prerequisite: CHEM 110 or concurrent enrollment. Offered Fall and Spring. G.E.

**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 better. Prerequisite: CHEM 110.

**CHEM 112L Chemistry II Laboratory 2 hours**
Laboratory experiences to complement CHEM 112 to include the qualitative analysis of compounds. $20 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or better. Prerequisite: CHEM 112 or concurrent enrollment.

**CHEM 197, 198, 297, 298, 397, 398, 497, .5 hour 498 Science Seminar**
Bi-weekly science seminar at which students, faculty and outside speakers present research and topics appropriate to the natural sciences. Strongly recommended for all science majors but not available to students currently enrolled in BIOL/ CHEM/ ENVS 395 or BIOL/ CHEM 490 or ENVS 490. Enrollment limited to students who have declared a major or minor within the Science Department. Evaluation is Satisfactory/ Unsatisfactory. Course may not be repeated to remove a failing grade. Cross-listed as BIOL/ ENVS 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department.

CHEM 203 Chemistry of Hazardous Materials 3 hours
Study of chemical characteristics and reactions related to storage, transportation, and handling of hazardous materials, i.e., flammable liquids, combustible solids, oxidizing and corrosive materials and radioactive compounds. Emphasis is on emergency situations and fire fighting and control. Prerequisite: CHEM 110.

CHEM 210 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 better. Prerequisite: CHEM 112.

CHEM 210L Organic Chemistry I Laboratory 2 hours
Laboratory experiences to complement CHEM 210 focusing on separation/purification techniques. Students majoring in Chemistry must earn a grade of C or better. $20 lab fee.

CHEM 212 Organic Chemistry II 3 hours
Continuation of CHEM 210 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 better. Prerequisite: CHEM 210.

CHEM 212L Organic Chemistry II Laboratory 2 hours
Laboratory experiences to complement CHEM 212 focusing on synthetic methods. Students majoring in Chemistry must earn a grade of C or better. $20 lab fee.

CHEM 233 Topics 1-3 hours
CHEM 297, 298, 397, 398, 497, 498 Science Seminar
Bi-weekly science seminar at which students, faculty and outside speakers present research and topics appropriate to the natural sciences. Strongly recommended for all science majors but not available to students currently enrolled in BIOL/ CHEM/ ENVS 395 or BIOL/ CHEM 490 or ENVS 490. Enrollment limited to students who have declared a major or minor within the Science Department. Evaluation is Satisfactory/ Unsatisfactory. Course may not be repeated to remove a failing grade. Cross-listed as BIOL/ ENVS 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department.

CHEM 301 Quantitative Analysis 5 hours
Standard quantitative chemical analysis covering sample treatment, data development, the basic principles of modern instrumental analysis, properties and theory. Students majoring in Chemistry must earn a grade of C or better. Laboratory work is included as part of the course. $20 lab fee. Prerequisites: CHEM 112, MATH 150 or higher.

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

CHEM 330 Environmental Chemistry 3 hours
An analytical survey of factors which affect local and global environments. Prerequisite: CHEM 212.

CHEM 395 Research Design in the Sciences 3 hours
Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and BIOL 395. Students majoring in biology, chemistry, or environmental studies must earn a grade of C or better. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; MATH 150 or higher.

CHEM 401 Introduction to Physical 3 hours
Chemistry/Chemical Physics
Introduction to physical principles underlying chemical science. Topics include kinetic theory of gases, thermodynamics and quantum mechanics. Cross-listed as PHYS 401. Prerequisites: PHYS 111 and PHYS 111L; PHYS 112 and PHYS 112L or PHYS 211 or PHYS 212; MATH 201; or instructor’s permission.

CHEM 420  Biochemistry  3 hours
Basic concepts and foundations of biochemistry, including structure and function of macromolecules; bioenergetics; enzyme function and regulation; metabolic pathways. Designed to prepare pre-professional students for later studies. Students majoring in Biology must earn a grade of C or better. Cross-listed as BIOL 420. Prerequisites: BIOL 110 and CHEM 210.

CHEM 420L  Biochemistry Laboratory  2 hours
Laboratory teaching fundamental techniques in biochemistry. $20 lab fee. Cross-listed as BIOL 420L. Concurrent enrollment in CHEM 420 is required. Prerequisites: BIOL 110 and CHEM 210.

CHEM 433  Topics  1-3 hours
CHEM 255, 256, 257, 355, 356, 357, 455, 456, 457  Directed Study  1-5 hours
CHEM 490  Senior Seminar  3 hours
A seminar course required as a culminating experience prior to graduation for all seniors majoring in science. Students do library research project(s) from the field of natural sciences. A grade of C or better is required. Prerequisites: Senior standing; ENGL 112; CHEM 395; a minimum of 26 hours of coursework with CHEM prefix and instructor’s permission.

COMMUNICATION (COMM)

Humanities Department

COMM 110  Introduction to Speech  3 hours
This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication. G.E.

COMM 203  Understanding Human Communication  3 hours
Communication theories and models applied to intrapersonal, interpersonal, small-group and public settings. Principles practiced in verbal and non-verbal forms. G.E.

COMM 214  Mass Communication in Society  3 hours
History and development of the American mass media, to include examination of media roles in society, social advantages and disadvantages of media, and the role of the spectator/consumer towards the media. Prerequisite: COMM 110.

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

COMM 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 or instructor’s permission; 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 nonverbal behavior as they relate to effective multicultural and intercultural interaction. Prerequisite: COMM 203 or instructor’s permission. Course meets World/Eastern Culture graduation requirement.

COMM 313  Interpersonal and Small Group Communication  3 hours
An introduction to the process of communication as it operates in personal and small group relationships. Prerequisite: COMM 110.

COMM 314  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 or instructor’s permission.

COMM 320 Advanced Theatre 3 hours
Performance theory and criticism supporting current staging of monologues, duets and ensemble scripts in theatre and film. This course has a significant focus on advance acting skills and theatre on the global stage. Prerequisite: COMM 220.

COMM 323 Advanced Public Speaking and Persuasion 3 hours
Detailed study and application of speech communication theory with an emphasis on the philosophical and theoretical foundations of persuasion. Prerequisite: COMM 110.

COMM 324 Film Styles and Genres: (Specific Topic) 3 hours
Intensive study of a specific body of films grouped by similarities in style, genre, period or cultural origin. Emphasis is on historical, theoretical, and critical issues. Sample topics: Documentary film; film adaptation; film authors; independent film; movie musicals. Course may be taken more than once when topic varies. Prerequisite: COMM 314 or instructor’s permission.

COMM 334 Political Economy of Film and Media 3 hours
Examination of the film industry and mass communication outlets as they pertain to political economy. Through the study of ownership as a business strategy and cultural construction, students explore the cultural influence of mass communication. Prerequisite: COMM 214 or COMM 314 or instructor’s permission.

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: COMM 230 or instructor’s permission.

COMM 344 Visual Communication and Culture 3 hours
Introduction of basic principles of perception and visual interpretation. Analysis and discussion addresses the dependent processes of rhetorical visual communication in media and film studies, cultural studies, art, literature, and photography within the public sphere. Prerequisite: COMM 214 or instructor’s permission.

COMM 360 Oral Interpretation of Literature 3 hours
Appreciation of poetry, prose and drama through oral performance. Prerequisite: COMM 110 and/or COMM 203 strongly recommended.

COMM 380 Performance Studies 3 hours
Examination of classical and contemporary views of performance as a way of constituting meaning as well as to affirm individual and cultural identity at the crossroads of race, class and gender. Prerequisite: COMM 360.

COMM 385 Performance Styles and Genres: (Specific Topic) 3 hours
Intensive study of a major performance style and genre. Emphasis is on the historical, theoretical, and critical issues. Sample topic: poetry; personal narrative; performance art; prose; drama. Course may be taken more than once when the topic varies. Prerequisite: COMM 360 or instructor’s permission.

COMM 393 Organizational Communication 3 hours
Examination of communication processes with emphasis on systems theories, leadership and interpersonal and group interaction in formal and informal organizational settings. Prerequisite: COMM 110.

COMM 399 Speech Communication Internship 3 hours
To practice acquired communicaiton skills in a professional environment. Prerequisites: GPA 3.0 or higher, junior or senior standing, and instructor’s permission.

COMM 420 Advanced Acting and Production Techniques 1-3 hours
This course exposes students to the acting, directing, and technical processes during the staging of a full-length production. Acting or managerial participation in a main stage production is a course requirement. The week prior to the performance will include 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. Prerequisites: Instructor’s permission; audition.
COMM 433 Topics 1-3 hours
COMM 495 Speech Communication 3 hours
   Integrative Seminar
   Culminating experience for the major; completion with a C or better 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 better in speech communication courses; minimum of 15 hours of 300- or 400-level communication courses; senior standing; or instructor’s permission.

COMM 499 Speech Communication 1-3 hours
   Internship
   To practice acquired communication skills in a professional environment. Prerequisites: GPA 3.0 or higher; senior standing; COMM 399; and instructor’s permission.

COMPUTER AND INFORMATION SCIENCE (CISS)

Computer and Mathematical Sciences Department

CISS 145 Introduction to Python 3 hours
   An introduction to computer programming. Students design and build a substantial system using the Python language. The system is selected from the following: 2D/3D games, CD player, image authoring tool. This course is intended for non-Computer Science majors. Prerequisite: MATH 150.

CISS 170 Introduction to Computer Information Systems 3 hours
   Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet, and data management software are used to explore use of microcomputers in business. G.E.

CISS 175 Microcomputer-Based Personal Productivity Tools 3 hours
   Use of microcomputer-based personal productivity software including operating systems, word processing, spreadsheets and database design. Prerequisite: CISS 170

CISS 234 Visual Basic 3 hours
   An introduction to programming using Visual Basic. Emphasis is on Visual Basic syntax and creating user interfaces in Visual Basic. Topics include application design, using variables and constants, the selection and repetition structures, sequential access files, menus, dialog boxes and error trapping, random access files, database access and arrays. Prerequisites: CISS 170, MATH 150.

CISS 236 COBOL Programming 3 hours
   COBOL syntax and semantics, data structures including record processing using sequential, indexed, and relative files; sorting and merging files, and other language features. Prerequisites: CISS 170 and MATH 150.

CISS 238 Java Programming 3 hours
   An introduction to programming using Java. Topics include methods, classes, objects, advanced object concepts, input, selection, repetition, arrays and strings, applets, HTML, graphics, inheritance concepts, abstract windows tool kit, file input and output. Prerequisites: CISS 170, MATH 150.

CISS 241 Introduction to Programming 3 hours
   Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types, arrays, strings, pointers, and recursion. Prerequisites: MATH 150, CISS 170

CISS 242 Programming II 3 hours
   A continuation of CISS 241. Topics include strings, pointers, recursion, classes, methods, and operator overloading. Prerequisite: Grade of “C” or better 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 better in CISS 242
CISS 274  Introduction to Internet Technology and Electronic Commerce
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 234 or CISS 238 or CISS 240.

CISS 280  System Analysis and Design I
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
Introduction to Web Programming issues associated with developing web applications and website design. Prerequisites: CISS 274; CISS 285 or CISS 280.

CISS 312  ACM Programming Contest 1 hour
Open to computer majors participating in the ACM Programming Contest. May be repeated for a total of 3 semester hours. Prerequisites: Junior standing, computer major - either CIS or CS, and instructor’s permission.

CISS 320  Systems Analysis and Design I
A continuation of CISS 280. Explores the design and implementation of information systems, selection of alternatives, object-oriented design techniques, ISO 9001 Software quality assurances mechanisms. Prerequisites: CISS 280 with a grade of “C” or better.

CISS 350  Advanced Algorithms and Data Structures
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 242 and CISS 243) with at least a grade of C.

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 242 and 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 325, CISS 245 (or CISS 242 and CISS 243).

CISS 360  Computer Systems and Assembly Language
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 242 and CISS 243).

CISS 362  Introduction to Automata Theory, Languages and Computation
The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Prerequisites: MATH 225 and CISS 240.

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. Prerequisite: CISS 320 or CISS 325.

CISS 370  Operating Systems 3 hours
The hardware, firmware and software organization of computer systems, basic operating systems concepts, concurrent processes, CPU and disk scheduling, memory management, deadlocks, systems
evaluation and simulation, and performance measurement. Prerequisites: CISS 350 or CISS 358.

**CISS 375 Compiler Construction 3 hours**
Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables, run-time storage. Prerequisite: CISS 350 or CISS 358.

**CISS 380 Computer Graphics 3 hours**
Techniques for picture development and transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems, animation techniques. Prerequisite: CISS 350 or CISS 358.

**CISS 390 Global Information Systems Management 3 hours**
Introduction to global information systems management issues associated with culture, politics and geo-economics, international IS standards and regulations, outsourcing and off-shoring. Prerequisites: CISS 274; CISS 285 or CISS 280.

**CISS 391 Information Systems Security 3 hours**
Introduction to information systems security issues associated with formal and informal systems’ protection, detection and responses. Prerequisite: CISS 274 or CISS 285 or CISS 280.

**CISS 410 Computer Networks and Communications 3 hours**
Network architecture and the OSI model. Physical protocols for data transmission and error detection/correction, data link concepts, LAN protocols, internetworking, end-to-end service and security considerations. Prerequisite: CISS 350.

**CISS 420 Computer Architecture 3 hours**
Introduces fundamental concepts of computer architecture including data representation, computer arithmetic, Boolean algebra, combinatorial logic design, sequential circuits, registers and counters, memory and programmable logic devices, instruction set architecture, CPU design, input-output, memory systems. Prerequisites: CISS 245 or CISS 242 and CISS 243; 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 consideration. Prerequisite: CISS 285 (or CISS 280).

**CISS 433 Topics 1-3 hours**
These courses will cover selected topics not offered as part of the CIS curriculum. Prerequisite: Instructor's permission.

**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 will be used as a modeling tool. Prerequisite: CISS 350 or 358.

**CISS 445 Programming Languages 3 hours**
Survey and comparison of various programming languages and the concepts used in designing, specifying and evaluating languages. Topics include formal specification, language constructs, translation, binding and binding times, logic and functional programming. Prerequisite: CISS 350 or CISS 358.

**CISS 450 Artificial Intelligence 3 hours**
Concepts and theories of intelligent computer systems. Issues of perception, learning, problem solving and knowledge representation discussed. Programming in a list processing language will be required. Applications to game playing, theorem proving, expert systems, language understanding. Prerequisite: CISS 350 or CISS 358.

**CISS 451 Introduction to Cryptography & Computer Security 3 hours**
An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Prerequisites: MATH 225, CISS 245 (or CISS 242 and 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 430.

**CISS 472 Data Warehousing and Decision Support Systems 3 hours**
An investigation of data warehousing, data mining, and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment and maintenance issues. Prerequisite: CISS 430.

**CISS 492 Senior Seminar in Management Information Systems 3 hours**
Required culminating course for graduation as a Management Information System (MIS) major. Readings from the current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 365, CISS 430, and senior standing.

**CISS 493 Senior Seminar in Computer Information Systems 3 hours**
Culminating experience 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 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 325 (or CISS 320) CISS 350, CISS 430 and senior standing.

**CISS 499 Internship 1-6 hours**
Application and use of computer knowledge and skills in a supervised work experience. Prerequisites: Senior standing, cumulative GPA of 3.0 or higher, and approval of the chair of the Computer and Mathematical Sciences Department.

**CRIMINAL JUSTICE ADMINISTRATION**

**Criminal Justice Administration and Human Services Department**

**CJAD 101 Introduction to Criminal Justice Administration 3 hours**
History and development of major components of the CJ system: police, prosecution, defense, criminal courts, institutional and community-based corrections.

**CJAD 201 Criminal Investigation 3 hours**
Provides the student with a practical working knowledge of criminal investigation principles, techniques, law, and procedure. The investigative process is studied from basic theoretical concepts to the application of the basic elements for prosecution of criminal cases. Includes a study of crime-scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime and terrorism. Prerequisite: CJAD 101.

**CJAD 203 Crime Scene Investigation 3 hours**
Techniques and methods of crime scene investigation focusing on practical suggestions as well as theoretical viewpoints of the field. Topics include fundamentals of the preliminary investigation, identification, protection, and collection of evidence, sketching and photographing the crime scene, interpreting blood stain evidence and fingerprinting techniques. $20 lab fee. Prerequisite: CJAD 101.

**CJAD 233 Topics 1-3 hours**
Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of
the mock trial season. Cross-listed as POSC 233. Prerequisite: Must be a full-time Columbia College student. **Course may be repeated five times for a total of six semester hours.**

**CJAD 301 Criminal Law 3 hours**
Examines the basic concepts and elements of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary, and robbery. Analysis of inchoate crimes involving attempt, solicitation, and conspiracy. Analysis of general principles of criminal liability, punishment, and the legal limitations of such liability based on self-defense, necessity, entrapment, diminished capacity and insanity. Prerequisites: CJAD 101 and junior standing.

**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” method. Practical exercises demonstrate the documentation of crime scenes. Major case crime scenes and autopsy procedures are specifically demonstrated. $20 lab fee. Students are not required to have equipment but may use their personal systems (digital/standard). Prerequisites: CJAD 101 and junior standing.

**CJAD 305 Forensic Anthropology 3 hours**
Anthropological principles and knowledge applied within the legal system. Examination of the basics of bone biology, methods of skeletal analysis, signs of pathology and trauma, and postmortem interval. Prerequisite: Junior standing.

**CJAD 306 Military Justice System 3 hours**
Examination of the history and principles of military justice and comparison of the military and civilian justice systems. Topics include the Uniform Code of Military Justice; military crimes; nonjudicial punishment; jurisdiction of general and special military courts; military judges and panels; self incrimination, search and seizure, pretrial confinement and restraint; plea bargaining; sentencing and appellate review in military courts. Prerequisites: CJAD 101 and junior standing.

**CJAD 310 Crisis Intervention 3 hours**
This course surveys the current crisis intervention literature and introduces 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. Cross-listed as PSYC 310. 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. Prerequisites: CJAD 101 and junior standing.

**CJAD 315 Private Security and Loss Prevention 3 hours**
A comprehensive survey of the private security field, including history, organizational and industry structure, strategies and tactics, legal and ethical issues, and employment possibilities. Prerequisite: Junior standing.

**CJAD 320 Cultural Diversity in Criminal Justice 3 hours**
Examination of current issues and social problems relating to the administration of justice in a culturally diverse society. Special focus of the course will be on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is a cross-cultural communication, implementing cultural awareness training, multicultural representation in law enforcement and criminal justice interaction with various racial and ethnic groups. Prerequisites: CJAD 101 and junior standing. Strongly recommended as prerequisite for CJAD 345 Ethics and Morality in Criminal Justice.

**CJAD 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 230 with a grad of “C” or better.

CJAD 333 Topics: Mock Trial 1 hour
Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 333. Prerequisite: Student must be a full-time Columbia College student. Course may be repeated five times for a total of six semester hours.

CJAD 335 Criminalistics 3 hours
Introduction to the scientific techniques commonly used in forensic crime solving, covering in detail all aspects of forensic science, the organization of a crime laboratory and how evidence is treated from the crime scene to the courtroom. Prerequisites: CHEM 110, BIOL 110, Junior standing or instructor’s permission.

CJAD 335L Criminalistics Laboratory 2 hours
Criminalistics laboratory supplements CJAD 335 Criminalistics and covers the basic biology, chemistry and instrumentation techniques used in the analysis of forensic evidence. $20 lab fee. Prerequisites: CJAD 335 or concurrent enrollment; CHEM 110; CHEM 110L; BIOL 110, BIOL 110L; Junior standing or instructor’s permission.

CJAD 345 Ethics and Morality in Criminal Justice 3 hours
Examination of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption and discrimination. Prerequisites: CJAD 101 and junior standing.

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. Prerequisites: CJAD 101 and junior standing.

CJAD 351 Community Based Corrections 3 hours
Examination of the philosophy, role and function of probation, parole and other community based corrections as compared to institutional corrections. Consideration and critical evaluation of special programs and recent innovations in community based corrections. Prerequisites: CJAD 101 and sophomore standing.

CJAD 352 Victims in the Justice System 3 hours
Examination of the interface between victims and the various components of the criminal justice system. Topics include the history of the victims rights movement, victim prevention and victim assistance programs, victimization patterns and trends, victim interaction with law enforcement, victim rights and remedies in the court system, victim roles under the correctional system, demographic issues and concerns involving victims and offenders, and particularized consideration of victim issues in specific offenses including stalking, domestic violence, hate crimes and sex crimes involving adults and children. Prerequisites: CJAD 101 and junior standing.

CJAD 390 Criminal Justice Practicum 3 hours
Integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Prerequisites: Completion of sixty hours of coursework with a GPA of 2.5, and permission of the Criminal Justice Administration and Human Services Department Chair one semester before the desired practicum placement. Evaluation: Satisfactory/Unsatisfactory.

CJAD 405 Laws of Criminal Evidence 3 hours
Analysis of why certain testimony, objects and materials should be admitted or rejected as evidence in criminal trials. Topics include the evolution of the laws of evidence, the trial process, privileges, hearsay, confessions and admissions, pretrial investigation and identification procedures, expert and lay opinion, scientific evidence, character evidence, presumptions, and evidence collection and preservation. Prerequisites: CJAD 101 and junior standing.

CJAD 406 Expert and Scientific Evidence 3 hours
Examination of the role and function of expert and scientific evidence in the legal system, and critical evaluation of the standards
governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized consideration of evidentiary issues connected with specific scientific techniques. Prerequisites: CJAD 101 and junior standing.

CJAD 410 Drug Abuse and Crime Control

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 or instructor's permission.

CJAD 413 Bloodstain Evidence

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

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. Prerequisites: CJAD 101 and Senior standing.

CJAD 420 Legal Issues in Criminal Justice

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 Senior standing.

CJAD 421 Organized Crime

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

Application of systems and methods of legal research to problems and issues in the justice system. Prerequisite: Junior standing.

CJAD 433 Topics

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

Examines criminal justice agencies within the context of current management principles, organizational theory and administrative practices. Prerequisites: CJAD 101 and senior standing.

CJAD 455, 456 Directed Study

CJAD 495 Integrative Seminar

Culminating course for graduation as Criminal Justice or Forensic Science major; completion with a grade of C or better required. Designed to integrate and synthesize all coursework in criminal justice and related areas so the student has a broad conceptual and practical understanding of the criminal justice career field. In addition, it is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections and juvenile justice. Prerequisites: Completion of 90 hours of coursework and senior standing.

CJAD 499 Internship in Criminal Justice Administration

Involves working as an intern in an agency under supervision of field instructor. Prerequisites: CJAD 101, GPA of 3.0 in the major, senior standing, and instructor's permission at least one semester prior to the semester in which the internship is taken. Evaluation is Satisfactory/Unsatisfactory.
ECONOMICS (ECON)

Business Administration Department

ECON 293  Macroeconomics  3 hours
Introduction to concepts and theories applicable to a national economy. Prerequisites: Sophomore standing; MATH 150 or MATH 170. G.E. Course meets World/Eastern Culture graduation requirement.

ECON 294  Microeconomics  3 hours
Introduction to specific economic units and to individual markets and individual interactions within an economy. Prerequisites: Sophomore standing; MATH 150 or MATH 170; ECON 293. 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.

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 101  Introduction to Education  1 hour
Introduction to the Teacher Certification Program at Columbia College. Topics include certification requirements content area majors information; Missouri Department of Elementary and Secondary Education information; portfolio construction; the examination of teaching as a profession and schooling as it currently functions in the United States and an examination of one’s beliefs, motivations and goals. $20 lab fee. Corequisite: EDUC 251.

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, and death and dying are the major topics covered.

EDUC 200  Law, Ethics and Education  3 hours
The study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. Prerequisite: sophomore standing.

EDUC 230  Educational Psychology  3 hours
The applied study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. Cross-listed as PSYC 230. Prerequisite: PSYC 101.

EDUC 233  Topics  1-3 hours

EDUC 251  Beginning Field Experience  1 hour
Pre-service teachers, in their practicum experience, expand knowledge about teaching through observation and participation in classroom activities. Students are supervised in the field and attend a required concurrent seminar. Successful completion of thirty-five clock hours in the field placement and the seminar yield one hour of credit. Only one field experience may be completed in any eight-week period. $20 lab fee. Prerequisites: Sophomore standing, EDUC 101 and instructor’s permission (must be obtained at least one semester prior to taking this course). Evaluation: Satisfactory or Unsatisfactory.

EDUC 270  Literature for Children and Adolescents  3 hours
The study of literature for children and adolescents as a literary genre. Students analyze and evaluate selected works of literature, including folktales, picture books, poetry, and novels. Prerequisites: EDUC 101, ENGL 112.

EDUC 271  Production and Utilization of Instructional Technology  3 hours
The study of the media materials used in education. Computer hardware and software, information systems and technology are evaluated and used to produce instructional materials. $20 lab fee.

EDUC 300  Techniques of Teaching  3 hours
The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies, and methods of evaluation. Prerequisites: EDUC 101, EDUC/PSYC 230 and admission to the Teacher Certification Program.
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. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program.

EDUC 311 Classroom and Behavior Management Techniques 3 hours
The study of managing classroom environments and the behavior of students. Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program.

EDUC 322 Educational Measurement and Assessment 3 hours
The study of methods used to develop educational measurements, and the procedures used to globally assess student achievement. Included in the program of study are the development and use of standardized assessments, structured and constructed assessments, observational methods, performance assessment, portfolio assessment, affective measures, and special needs measures. Included also are the historical study of psychometry, the concepts of validity and reliability, referencing methods, and evaluation and reporting methods. Prerequisites: EDUC 101, EDUC 230, EDUC 300 and admission to the Teacher Certification Program.

EDUC 326 Middle School Methods 3 hours
Overview of the early adolescent, historical development of middle/junior high school education, curriculum and organizational patterns, planning for instruction and 15-hour field experience. $20 lab fee. Prerequisites: EDUC 101, EDUC 200, EDUC 230, EDUC 300, admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course).

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. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program.

EDUC 336 Creative and Language Arts in Elementary and Middle Schools 3 hours
Study of creative arts (music, art, drama and dance) and language curricula, including the teaching of writing and oral communications, instructional decisions, teaching techniques and strategies, teaching/learning materials, and methods related to aesthetic and language arts models of instruction. Students produce various instructional resources, including a thematic unit based on specific knowledge acquired in this course. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program.

EDUC 338 Teaching Reading in the Content Area 3 hours
The study of teaching reading in different 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. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program.

EDUC 340 Language Development for Special Needs Students 3 hours
The study of the stages and characteristics of language development with emphasis on the needs of exceptional learners. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program.

EDUC 342 Art Education for Elementary Schools 3 hours
A methods course in the teaching of art to children from grades 1-6 with appropriate media for each level. Includes field experience of 15 hours. $20 lab fee. Prerequisites: EDUC 101, EDUC 200, EDUC 230, EDUC 251, ARTS 101, ARTS 111 or 112, ARTS 120, admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course). Application required for field experience.
EDUC 345  Teaching Art K-12  3 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 will be 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 15 hours. $20 lab fee. Prerequisites: EDUC 101, EDUC 200, EDUC 230, EDUC 251, ARTS 101, ARTS 111 or 112, ARTS 120, admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course). Application required for field experience.

EDUC 350  Advanced Field Experiences I  1 hour
Pre-service teachers work with cooperating classroom teachers, under the supervision of college professors, assisting in tutorial, small-group and whole-class experiences, culminating in one prepared lesson presented by the student. Successful completion of thirty-five clock hours in the field placement and seminar yields one hour of credit. Only one field experience may be completed in any eight-week period. $20 lab fee. Prerequisites: EDUC 101, EDUC 200, EDUC 230, EDUC 251, EDUC 300, EDUC 311 and admission to the Teacher Certification Program. Application must be completed at least one semester prior to the field experience. Evaluation is Satisfactory or Unsatisfactory.

EDUC 351  Advanced Field Experiences II  1 hour
Pre-service teachers work with cooperating classroom teachers, under the supervision of college professors, assisting in tutorial, small-group and whole group experiences, culminating in one prepared lesson presented by the student. Successful completion of thirty-five clock hours in the field placement and seminar yields one hour of credit. Only one field experience may be completed in any eight-week period. $20 lab fee. Prerequisites: EDUC 300, EDUC 311, EDUC 350. Application must be obtained at least one semester prior to the field experience. Evaluation is Satisfactory or Unsatisfactory.

EDUC 358  Teaching Mathematics in the Elementary School  3 hours
This course has as its focus the methods and materials for teaching elementary school mathematics. The purpose of the course is to help preservice teachers become confident in their ability to do mathematics so that they can do the same for their future students. Specific emphasis is given to trends and issues in mathematics education, including state and national recommendations. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology will be explored. Includes field experience of 15 hours. $20 lab fee. Prerequisites: EDUC 101, EDUC 300 and admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course).

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 15 hours. $20 lab fee. Prerequisites: EDUC 101, EDUC 300, admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course).

EDUC 360  Teaching Mathematics in the Secondary School  3 hours
This course is designed to not only encourage preservice teachers to explore aspects of teaching mathematics, but also to enhance preservice teachers’ content knowledge of “school” mathematics. Considerable emphasis is placed on exploring multiple ways to make mathematics comprehensible to all of their future students. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology will be explored. Includes field experience of 15 hours. $20 lab fee. Prerequisites: EDUC 101, EDUC 300, admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course).
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 15 hours. $20 lab fee. Prerequisites: EDUC 101, EDUC 300, admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course).

EDUC 365 Teaching 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 15 hours. Prerequisites: EDUC 300, admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course).

EDUC 367 Teaching 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 15 hours. Prerequisites: EDUC 101, EDUC 300, admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course).

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 15 hours. Prerequisites: EDUC 300, admission to the Teacher Certification Program, and instructor’s permission (must be obtained at least one semester prior to taking this course).

EDUC 370 Introduction to Mild/Moderate Cross Categorical 3 hours
The study of students with mild or moderate disabilities, specifically the characteristics, etiology, diagnosis, assessment and the laws that govern special education. Prerequisite: EDUC 300.

EDUC 372 Environmental Education 3 hours
The study of current trends and methods of instruction in environmental education. Prior philosophy will be used to interpret current issues in environmental education. Cross-listed as ENVS 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. Prerequisites: EDUC 300; EDUC 322 or EDUC 331.

EDUC 382 Counseling for the Special Educator 3 hours
The study of communications within the context of interpersonal transactions within educational settings, to include communication skills with exceptional children and families of exceptional children. Prerequisites: EDUC 101, EDUC 300, admission to the Teacher Certification Program.

EDUC 384 Assessment, Diagnosis and Evaluation for Students with Special Needs 3 hours
The study of individual intelligence, achievement, and aptitude testing. Prerequisites: EDUC 101, EDUC 300, admission to the Teacher Certification Program.

EDUC 386 Methods of Mild/Moderate Cross Categorical 3 hours
The study of methods, materials, teaching techniques, curriculum development, and use of technology for students with special needs. Includes 15 hours of field experience. Prerequisites: EDUC 101, EDUC 300, admission to the Teacher Certification Program.

EDUC 390 Education & Psychology of the Exceptional Child 3 hours
The study of teaching children with exceptionalities. Students study the effects of exceptionality on children’s cognitive, affective and psychomotor behaviors. Prerequisite: EDUC 300.
EDUC 391  Child Psychology  3 hours
The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as PSYC 391. Prerequisite: PSYC 101.

EDUC 392  Adolescent Psychology  3 hours
The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as PSYC 392. Prerequisite: PSYC 101.

EDUC 393  Mathematics for Special Needs Populations  3 hours
The study of specific theories and strategies of teaching mathematics to children with special needs. Includes 15 hours of field experience. Prerequisites: EDUC 300, and instructor’s permission (must be obtained at least one semester prior to taking this course).

EDUC 394  Transition/Career Counseling  3 hours
The study of theory and the application of procedures and techniques of career counseling. Career identification, transition services, and decision making to prepare students with special needs for community living. Prerequisite: EDUC 300.

EDUC 399  Internship  1 hour

EDUC 400  Senior Seminar  1 hour
Integrative seminar culminating in a professional portfolio which demonstrates competency in major areas of theory and practice accompanied by successful presentation and oral examination. A minimum grade of “C” is required for graduation. Prerequisites: EDUC 101, EDUC 300, senior standing and admission to the Teacher Certification Program.

EDUC 420  Student Teaching in the Elementary School  8 hours
Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (12 weeks). $20 lab fee. Prerequisites: Application must be completed one semester prior to beginning student teaching; senior standing; admission to the Teacher Certification Program.

EDUC 422  Student Teaching in the Secondary School  8 hours
Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (12 weeks). $20 lab fee required. Prerequisites: Application must be completed one semester prior to beginning student teaching; senior standing; admission to the Teacher Certification Program.

EDUC 424  Student Teaching in the Middle School  8 hours
Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (12 weeks). $20 lab fee. Prerequisites: Application must be completed one semester prior to beginning student teaching; senior standing; admission to the Teacher Certification Program.

EDUC 426  Student Teaching in Special Education  8 hours
Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (12 weeks). $20 lab fee. Prerequisites: Application must be completed one semester prior to beginning student teaching; senior standing; admission to the Teacher Certification Program.

EDUC 433  Topics  1-3 hours

EDUC 499  Internship  6 hours
Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting, and evaluation of instruction and related responsibilities. $20 lab fee. Prerequisites: The application must be completed one semester prior to beginning internship; senior standing and admission to the Teacher Certification Program.
ENGLISH (ENGL)

Humanities Department

ENGL 107 Developmental English 3 hours
Composition
Comprehensive review of basic English grammar and writing skills as preparation for ENGL 111. Grade of C or better is required. Prerequisite: Placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 1 to 16 or equivalent SAT Verbal Score shall be placed in ENGL 107.

ENGL 111 English Composition I 3 hours
Expository writing to practice traditional rhetorical modes and strategies, to increase analytical clarity, and to achieve precise expression. Grade of C or better required. Prerequisite: Grade of C or better in ENGL 107, or placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 17 to 26 or equivalent SAT Verbal Score will be placed in ENGL 111.

ENGL 112 English Composition II 3 hours
Through close engagement with literary texts, this course teaches the interrelated skills of engaged reading, analytical thinking and argumentative writing that are essential to college level research. Students who do not earn a grade of C or better must re-enroll in ENGL 112 as soon as possible. Prerequisite: grade of C or better in ENGL 111.

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 World/Eastern Culture graduation requirement.

ENGL 124 The Bible as Literature 3 hours
A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. Cross-listed as RELI 124.

ENGL 132 Introduction to Shakespeare 3 hours
Beginning study of Shakespeare as a playwright.

ENGL 190 The Short Story 3 hours
Introduction to the study of fiction through the short story. Course meets World/Eastern

Culture graduation requirement.

ENGL 204 Technical Writing 3 hours
Study of grammar and practice in writing class reports. Prerequisite: ENGL 112 or sophomore standing.

ENGL 207 Creative Writing I—Fiction 3 hours
Workshop class in the writing of short fiction; including class criticism of student and professional work. Prerequisite: ENGL 112.

ENGL 208 Creative Writing II—Poetry 3 hours
Writing of poetry, including class criticism of student and professional work. Prerequisite: ENGL 112.

ENGL 210 Introduction to Fiction 3 hours
A comprehensive introduction, within the traditional canon, to the elements and major writers of fiction of varying lengths. G.E.

ENGL 211 Introduction to Poetry 3 hours
A comprehensive introduction to the elements and major writers of poetry of varying lengths. G.E.

ENGL 212 Introduction to Drama 3 hours
A comprehensive introduction to the elements and major writers of drama of varying lengths. G.E.

ENGL 221 Sophomore Seminar 3 hours
This course begins the organizational stage of portfolio compilation, either critical or creative. Individual student focus entails intensive preparation for an introduction to advanced academic writing. This emphasis takes the form of introducing students to major schools of literary criticism and theory as well as advanced research methodology in MLA style and source collection. Prerequisites: ENGL 112 and sophomore standing or English faculty acceptance; minimum of C average in English courses.

ENGL 231 English Literature I 3 hours
Survey from Beowulf to late eighteenth-century British writers. Prerequisite: ENGL 112 or instructor's permission. G.E.

ENGL 232 English Literature II 3 hours
Survey from Romantic period to present. Prerequisite: ENGL 112 or instructor's permission. 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 or instructor’s permission.  G.E.

**ENGL 242 American Literature II** 3 hours
Survey of major American writers from Realist to Contemporary figures. Prerequisite: ENGL 112 or instructor’s permission.  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 World/Eastern Culture 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 World/Eastern Culture 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 or instructor’s permission. Course meets World/Eastern Culture graduation requirement.

**ENGL 310 Creative Writing: (Genre)** 3 hours
Course work may focus on creative writing or nonfiction (the instructor may choose a specific genre). Prerequisites: ENGL 112 and ENGL 207 or ENGL 208.

**ENGL 311 Descriptive Grammar of the English Language** 3 hours
Study of the grammar (sounds, structures, sentences and dialects) of American English. Prerequisites: ENGL 112; junior standing or instructor’s permission.

**ENGL 312 The History of the English Language** 3 hours
Study of the history and dialects of the English language. Prerequisites: ENGL 112; junior standing or instructor’s permission.

**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. Prerequisite: ENGL 112 or instructor’s permission. Course meets World/Eastern Cultural graduation requirement.

**ENGL 324 English Major Opportunities** 1 hour
This course explores career options for English majors, helping students prepare for successful careers after graduation, and introduces students to methods of assessing graduate programs in English, looking toward the graduate school application. Prerequisites: ENGL 112 and junior standing or English faculty acceptance; C average in English courses.

**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 or instructor’s permission.

**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; junior standing or instructor’s permission.

**ENGL 351 Readings in Shakespeare** 3 hours
Study of William Shakespeare, emphasizing his background, his poetry and his plays in all genres. Prerequisite: ENGL 112.

**ENGL 360 Readings in Fiction** 3 hours
Study of the genre, possibly from a special perspective or literary period (e.g., American novel, short story, contemporary novel, the comic novel and short story). Prerequisites: ENGL 112; junior standing or instructor’s permission.

**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). Prerequisite: ENGL 112.

**ENGL 362 Readings in Drama** 3 hours
Study of the genre, possibly from a special perspective or literary period. Prerequisite: ENGL 112.

**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; junior standing or instructor’s permission.

**ENGL 397 Science Fiction and Fantasy** 3 hours
Readings from a broad spectrum of science fiction and fantasy literature. Prerequisites:
ENGL 112; junior standing or instructor’s permission.

ENGL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours

ENGL 408 Advanced Creative Writing 3 hours
This course focuses on developing and fine-tuning a student’s portfolio of creative writing and allows a student to put together a substantial collection of work worthy for publication in magazines or for submission (as a collection) to contests or to small presses. This course can be taken two times. Prerequisites: ENGL 112, ENGL 310, and ENGL 207 or 208.

ENGL 420 Advanced Editing and Revision 3 hours
A pre-graduate-level course that addresses, through practice, the fundamentals of editing and making prose as clear and as well presented as possible. Prerequisite: ENGL 112.

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: English faculty acceptance; 68 semester hours; C average in English courses. For non-English majors: advisor’s endorsement.

ENGL 433 Topics 1-3 hours
ENGL 450 Minority and Ethnic Literature of the United States 3 hours
Significant and representative works by minority and ethnic writers (Black, Hispanic, Native American, Asian-American, Jewish-American, etc.) of the United States. Prerequisites: ENGL 112; junior standing or instructor’s permission.

ENGL 490 Literary and Critical Theory 3 hours
Introduction to methods and applications of literary and critical theories. Prerequisite: ENGL 112.

ENGL 499 Writing Internship 1-3 hours
Prerequisites: senior standing and departmental approval.

*ENGL 310, 350, 360, 361, 362, and 370 may be taken more than once when the subject matter in the course varies.

ENVIRONMENTAL STUDIES (ENVS)

Science Department

ENVS 115 Introduction to Environmental Science 3 hours
Survey of environmental science, ecosystems and human impact. Cross-listed as BIOL 115. G.E.

ENVS 115L Introduction to Environmental Science Laboratory 2 hours
Laboratory experiences to complement ENVS/BIOL 115. $20 laboratory fee. Cross-listed as BIOL 115L. Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a co-requisite or completed before ENVS 115L can be used as G.E. credit. G.E.

ENVS 197, 297, 298, 397, 398, 497, 498 .5 hour Science Seminar
Bi-weekly science seminar at which students, faculty and outside speakers present research and topics appropriate to the natural sciences. Strongly recommended for all science majors but not available to students currently enrolled in BIOL/CHEM/ENVS 395 or BIOL/CHEM 490 or ENVS 490. Enrollment limited to students who have declared a major or minor within the Science Department. Evaluation is Satisfactory/Unsatisfactory. Course may not be repeated to remove a failing grade. Cross-listed as BIOL/CHEM 197, 198, 297, 298, 397, 398, 497, 498. Prerequisite: Declared major or minor in the Science Department.

ENVS 220 Introduction to Atmospheric Sciences 3 hours
An introduction to the study of weather and climate. Cross-listed as GEOG 220. Prerequisite: Sophomore standing or instructor’s permission.

ENVS 222 Biodiversity 3 hours
Examination of how and why diversification occurs by linking the processes of evolution to ecology. The historical and potential future impact is examined as well. Cross-listed as BIOL 222. Prerequisite: BIOL 112.

ENVS 223 Environmental Disasters 3 hours
ENVS 233  Topics  3 hours

ENVS 251  Resource Management  3 hours
An introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Cross-listed as GEOG 251. Prerequisite: GEOG 101.

ENVS 272  An Introduction to Environmental Literature  3 hours
An introduction to contemporary writings about environmental issues. Exposure to aspects of environmental crisis and policy, to recent first-person nature writing and to novels that examine various ecological visions. Prerequisite: ENGL 112.

ENVS 300  Evolution  3 hours
Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life will be considered. Cross-listed as BIOL 300. Prerequisite: BIOL 112; BIOL/ENVS 222 and/or BIOL 342 recommended.

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

ENVS 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  3 hours

ENVS 352  American Environmental History  3 hours
Analysis of American environmental history from the colonial period to the present. This course traces the connections between human society and its surroundings in the various bioregions of North America. In particular, it focuses upon how ideas, attitudes, institutions and technologies impacted the American experience with nature. Significant attention will be given to indigenous ecology, agricultural extension, resource conservation and green politics. Cross-listed as HIST 352. Prerequisite: Junior standing or instructor’s permission.

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  Culminating Experience in Environmental Studies  1 hour
Final culminating project for the Environmental Studies 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 better. Prerequisite: Completed at least 12 hours toward the Environmental Studies minor.

ENVS 395  Research Design in the Sciences  3 hours
Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as BIOL 395 and CHEM 395. Students majoring in biology, chemistry or environmental studies must earn a grade of C or better. Prerequisites: Fifteen semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; MATH 150 or higher.

ENVS 433  Topics  3 hours

ENVS 490  Senior Seminar-Environmental Studies  1 hour
A seminar required as a culminating experience prior to graduation for all seniors majoring in environmental studies. Students will carry out a project that demonstrates a synthesis of ideas from their environmental studies program. A grade of C or better is required. Prerequisites: Senior standing, completion of 26 hours of major requirements, ENGL 112, and instructor’s permission.

ENVS 499 Internship 1-3 hours
Field experience working as an intern in a private or public agency. Supervised, on-site work experience required. Forty-five clock hours of experience are required for 1 semester hour of credit. A total of 3 hours of internship is required for the Environmental Studies major. Prerequisite: Approval of advisor in the semester before the internship is undertaken.

FINANCE (FINC)

Business Administration Department

FINC 295 Risk and Insurance 3 hours
Basic concepts and practices found in modern insurance and other methods of handling risk.

FINC 298 Personal Financial Planning 3 hours
Provides knowledge that helps non-business and business students effectively manage their personal financial affairs. Topics include personal financial statements, budgeting, tax planning, investing and savings, insurance, real estate and retirement planning.

FINC 350 Business Finance 3 hours
A study of the finance function in corporate decision-making. Topics include financial statement analysis, risk and return, valuation, cost of capital, working capital management, time value of money and capital budgeting. Prerequisites: ACCT 281; MATH 150 or MATH 170.

FINC 354 Investments 3 hours
An introductory investment course designed to teach students how to make personal investing decisions for their own investment portfolio with special consideration given to the management of employer-sponsored retirement plans. Prerequisite: ACCT 281 or instructor’s permission.

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. Prerequisites: ACCT 281, MATH 150 or MATH 170.

FINC 396 Corporate Finance 3 hours
Analysis of financial and accounting information and its impact on financial decision-making and profit planning. Topics include: financial planning and control tools, leverage and capital structure, investment banking, dividend policy, corporate restructuring, risk management and international financial management. Prerequisites: ACCT 281; MATH 150 or MATH 170.

FINC 397 Principles of Real Estate 3 hours
An introduction to the principles and practices of real estate. Topics include the real estate profession and industry, home ownership, real estate financing, real estate appraisal, real estate contracts and real estate investment as it relates to personal financial planning objectives.

FINC 410 Quantitative Methods for Sports Management 3 hours
An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision-making in sports management. Prerequisites: ECON 293, ECON 294, FINC 350, MATH 170, MATH 250.

FINC 495 International Finance 3 hours
Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the “parity conditions” of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Prerequisite: FINC 350.

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  1-3 hours

FIRE SERVICE ADMINISTRATION (FSAD)

Science Department

FSAD 101  Fire Service Instructor I  2 hours

This course meets NFPA 1041 and focuses on the presentation skills needed by new instructors delivering prepared lesson plans. Students cover lesson plan preparation, presentation skills, using audiovisual equipment, identifying lesson objectives, questions, tests, and evaluation instruments. Students make three presentations during this course. Successful completion of this course requires a score of 70% or greater on the final exam and final presentations.

FSAD 110  Fire Officer I  2 hours

This course is designed to meet NFPA 1021, 1997 for Fire Officer I. Throughout this course students participate in various classroom activities and exercises to reinforce the presented material. Topics include: the company officer’s role, effective communications, the company officer’s role in the organization, management and managing of resources, leadership, personnel safety, fire prevention, investigation, and preplanning. Students are required to complete a class project due within 2 months after the discussion of the course. Prerequisite: MCTO series or a Strategy and Tactics course is recommended, Incident Command/Management system course is required. FireFighter II from the Missouri Division of Fire Safety is required for certification purposes only. For more information about certification, contact the Missouri Department of Fire Safety.

FSAD 120  Incident Management System  1 hour

This course in Incident Management follows the Model Procedures Guide For Structural Fire Fighting approved by the National Fire Service Incident Management System Consortium. The model reconciles differences in previous Incident Command Systems into a single recognized Incident Management System. This course introduces the basics of incident management, the need for an Incident Management System, and the elements of incident management necessary to direct small to moderately-sized incidents. This course expands from applying the system to single-company operations to larger incidents allowing participants better understanding of the modular aspects of the system.

FSAD 140  Introduction to Emergency Management for Fire Service  2 hours

This course is designed to identify basic definitions, concepts and systems utilized within the emergency management discipline. The course includes identification of hazards and risks, activities found within the four phases of emergency management. It addresses the federal, state and local roles and responsibilities in a major disaster, with an emphasis on government coordination and the solutions to complicated problems that frequently arise in disasters. This 2-day course is designed for fire fighters, local jurisdiction officials, emergency managers, volunteers and other emergency service personnel.

FSAD 150  Principles of Building Construction: Combustible  1 hour

This course, developed by the National Fire Academy, provides an introduction to basic construction principles and the special characteristics as they concern the fire service. The primary emphasis is on improving a firefighter’s ability to ensure firefighter safety by recognizing common causes and indicators of failure and other hazards related to wood and ordinary construction and it’s 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 NFRA 1021, 1997 for Fire Officer II. Fire Officer II builds upon the concepts of the MUFRTI Fire Officer I program. Fire Officer II will expand on the Situational Leadership model and its adaptation to the types of powers and change. The course looks at performance appraisals and provides the student with a state-of-the-art appraisal inventory skill sheet to monitor his/her performance appraisal skills. Additional topics in the course include: the making of laws and a look at Missouri fire statutes, budget preparation, data collection and research reports, preparing media releases, handling multi-agency incidents, fire protection systems, occupancy classifications and conducting building inspections, a process for conducting fire investigations and finally identifying unsafe work practices and taking appropriate actions to prevent reoccurrence. Students are required to complete a class project due within two months after the conclusion of the course as well as a pre-course assignment that includes developing a ten-minute public fire education presentation. Prerequisite: FSAD 110 Fire Officer I.

**FSAD 220* Advanced Incident Management System: Operations (.25 hour)**
This course is designed to assist those individuals whose responsibility will be working within the operations section during an incident. Topics of this course include a review of the incident management system; division, groups and sectors; unit leader responsibilities; incident management forms, branches, mobilization, and staging. Prerequisite: FA Incident Command System or MUFRTI Incident Management System.

**Advanced Incident Management System: Command Staff (.25 hour)**
This course looks at the roles of command staff functions within the Incident Management System, in particular, the roles of the safety officer, liaison officer, information officer, and incident commander. This course includes a short review of the Incident Management System. Prerequisite: IMS: Operations.

**Advanced Incident Management System: Logistics/Finance (.25 hour)**
This course looks at the roles of the logistics and finance section within an Incident Management System. This course includes a short review of the Incident Management System. Prerequisite: IMS: Operations.

**Advanced Incident Management System: Planning (.25 hour)**
This course looks at the roles of the planning section within an Incident Management System. Instructional focus includes the various IMS forms which should be used during incidents and activities to reinforce the lesson plan. This course will also look at the responsibilities of planning section chiefs and the various unit leaders within the planning section. This course includes a short review of the Incident Management System. Prerequisite: IMS: Operations.

*For Advanced IMS Courses: Students must successfully complete all four modules. Without completion of all modules, no credit will be given.

**GEOGRAPHY (GEOG)**

**History and Social Sciences Department**

**GEOG 101 Introduction to Geography 3 hours**
Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. G.E. Course meets World/Eastern Culture 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 or instructor’s permission.

**GEOG 223 Environmental Disasters 3 hours**
Introduction to environmental hazards and

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: GEOG 101.

GEOG 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours
Prerequisite: instructor's permission.

GEOG 433 Topics

GEOLOGY (GEOL)

Science Department

GEOL 110 Introduction to Physical Geology 3 hours
An introduction to earth's materials, geophysical processes acting on them and the resulting landforms and landscapes. G.E.

GEOL 110L Introduction to Physical Geology Laboratory 2 hours
Laboratory experience to accompany GEOL 110. Prerequisite: GEOL 110 or concurrent enrollment. GEOL 110 must be completed before it can be used as G.E. credit. $20 lab fee. G.E.

HISTORY (HIST)

History and Social Sciences Department

HIST 101 Western Civilization I 3 hours
European history from Greece to 1715. G.E.

HIST 102 Western Civilization II 3 hours
European history since 1715. G.E.

HIST 121 American History to 1877 3 hours
A survey of institutions, politics, culture, and society in America from colonization to reconstruction. G.E.

HIST 122 American History Since 1877 3 hours
A survey of institutions, politics, culture and society in America from reconstruction to the present. G.E.

HIST 231 Imperial Russia 3 hours
Russian history from the founding of Kiev to the death of Alexander I, with emphasis on the Princes of Kiev, the Mongols, Russian Orthodoxy, Time of Troubles, the Romanovs, Catherine the Great, Peter the Great, Napoleon and the beginning of the revolutionary tradition. Course meets World/Eastern Culture graduation requirement.

HIST 232 History of Russia 1825 to Present 3 hours
Major historical developments from the death of Alexander I through the coming of Marxism, the Revolution of 1917, Stalin, the Great Patriotic War, the Cold War, to the Commonwealth of Independent States.

HIST 233, 333, 433 Topics 3 hours
Selected courses approved by the History and Social Sciences Department for history credit.

HIST 234 History of Latin America 3 hours
Survey of the history of Latin America from the early nineteenth century to the present. Through themes such as struggles for independence, colonial legacies, economic dependency, ethnic, gender, and class relations, U.S. intervention, and the political and social movements of Latin American countries, students gain an understanding of these major themes and how they compare within different Latin American countries. The focus shifts from country to country depending on the theme, and includes examples from Argentina, Brazil, Chile, Colombia, Cuba, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru, Uruguay, and Venezuela. Prerequisite: Previous 100-level history course.

HIST 250 Missouri History 3 hours
Survey of Missouri's development from colonization to the present. This course examines the contributions of Missouri and its citizens to the development of the U.S. In particular, it will highlight the state's diverse cultural heritage and distinctive political culture.

HIST 253 History and Philosophy of Modern Science 3 hours
Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as PHIL 303. Prerequisite: HIST 102.

HIST 312 Twentieth Century American Diplomatic History 3 hours
Diplomacy since 1890s and emergence as a world power.

**HIST 314  Modern China  3 hours**
Chinese history since 1800. Prerequisite: 3 hours of history (HIST 102 preferred). Course meets World/Eastern Culture graduation requirement.

**HIST 316  Modern Japan  3 hours**
Japanese history since 1800. Prerequisite: 3 hours of history (HIST 102 preferred). Course meets World/Eastern Culture graduation requirement.

**HIST 318  The Vietnam War  3 hours**
A study of the war in Vietnam by examining the American involvement in the context of Vietnamese history and culture and the goals of countries outside Vietnam. Events of the war are placed in a multiplicity of contexts to show how ideological, political, diplomatic, social, and economic considerations affected the conduct of the war. The impact of the war on American society, politics, and cold war diplomacy are examined. Prerequisite: HIST 122. Course meets World/Eastern Culture graduation requirement.

**HIST 321  History of the Modern U.S.  3 hours**
Analysis 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 or instructor’s permission.

**HIST 322  European Society and the Sexes  3 hours**
Analysis of the history of culture, family, political and economic lives in increasingly industrial and modern Europe, 1700-2000. Examination of how diversity of class, race and nation shaped men’s and women’s lives and how gender differentiates historical experiences. While studying the sexes and gender relations specifically, students gain an understanding of men’s and women’s lives as individuals, as members of groups, and within the larger context of European history. Topics include gender theory, separate of spheres, the meanings of work, feminism, working class sexuality, middle-class family life, pornography, sexual imperialism, prostitution, and intellectual contributions of key thinkers. Cross-listed as WMST 322. Prerequisite: Previous 100- or 200-level History course.

**HIST 323  Modern France  3 hours**
The intellectual, political, social, and economic changes which France experienced from 1789 through the twentieth century. Examination of the ideas of the French Revolution, including how the legacy of the revolution and counter-revolution affected French history. Topics include the challenges faced by French society under the influence of industrialization, continual political revolutions, radicalism, and other major changes to existing French institutions. Prerequisite: Previous 100- or 200-level history course.

**HIST 335  Nineteenth Century Europe  3 hours**
The major transformations in European politics, economics, and society between the Industrial Revolution and World War I. Topics include Napoleon, the rise of the middle class, German and Italian Unification, the 1848 Revolution, Karl Marx, the Birth of Ideologies, European Imperialism, the Scramble for Africa, and other aspects of social and cultural history which illustrate the diversity in Europe. Prerequisite: Previous 100- or 200-level History course.

**HIST 336  Twentieth Century Europe  3 hours**
Exploration of patterns of difference and commonality across the countries of Europe. From World War I, to the Russian Revolution, to the rise of totalitarianism, through the Cold War, the battle between capitalism and communism 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. Throughout the manifestations of European relations, the workings of nationality, race, and ethnicity played a dominant role. Course examines the political, economic, social and cultural factors which influenced and molded Europe between 1914 and the
Twenty-first Century. Prerequisite: Previous 100- or 200-level History course.

HIST 340 Philosophy of Revolution 3 hours
Examination of the nature of revolution—intellectual, philosophical, economic, and political. Cross-listed as PHIL 340.

HIST 342 American Civil War 3 hours
Analysis of the American Civil War during the nineteenth century. The course assesses the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the politics of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces, and the plans for post-war reconstruction. Furthermore, significant themes of politics, gender, warfare, and labor will be considered. Prerequisite: HIST 121 or instructor's permission.

HIST 345 Crime and Punishment 3 hours
in England
Exploration of the role of crime and punishment in English legal history from 1215 to the present. Examination of the law as an important social, political, and economic phenomenon which is intertwined with many historical forces. Topics include the Magna Carta, crime and punishment, common law tradition, Constitution, the jury system, the role of police, prison reform, prostitution, and changing philosophies toward crime. Course focuses on English legal development from political, economic, religious, psychological, and philosophical perspectives. Prerequisite: Previous 100- or 200-level History course.

HIST 348 World War II 3 hours
Examination of the causes, events and consequences of the Second World War from a global perspective. This course examines the major diplomatic, political and military objectives, and campaigns of the nations involved, and examines the war from the perspective of the individual combatant and civilian non-combatant. The impact of the war on American society and culture and the political alignment of the past war is studied as well. Prerequisite: HIST 122.

HIST 350 American Revolution 3 hours
Analysis of the American Revolution during the eighteenth century. The course explores 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 will be given to the clash of values, interest, arms and ambitions transforming the thirteen colonies into the United States in 1787. Prerequisite: HIST 121 or instructor's permission.

HIST 352 American Environmental History 3 hours
Analysis of American environmental history from the colonial period to the present. This course traces the connections between human society and its surroundings in the various bioregions of North America. In particular, it focuses upon how ideas, attitudes, institutions, and technologies impacted the American experience with nature. Significant attention will be given to indigenous ecology, agricultural extension, resource conservation, and green politics. Cross-listed as ENVS 352. Prerequisite: Junior standing or instructor's permission.

HIST 359 Rise and Fall of the British Empire 3 hours
An overview of the Rise and Fall of the British Empire from the 1600s through the present. Exploration of the evolution of the British Empire from one driven by Mercantilism to one that embraced an era of Free Trade; establishment of a “New Imperialism” ideology and the ideologies which impact the post colonial world. This course includes an analysis of the development of the British Empire from the 1600s through the development of post colonial societies exposing the content and complexities of those themes which impacted and shaped the British Empire. The course explores the importance of politics, economics, and public opinion to the British Empire as well as the various geographical locations and the resulting changing imperial ideology and policy. The role of race, class and gender permeates all areas of study. Prerequisite: Previous 100- or 200-level History course.

HIST 362 History of the American West 3 hours
Analysis of Western America from colonization to the present. This course traces the
imperial, commercial, intellectual and social relationships forming the trans-Mississippi region. In particular, it appraises the interactions of natives and strangers in a frontier borderland over the course of several generations. Furthermore, significant attention is given to territorial acquisition, population mobility, economic development and popular cultures. Prerequisite: Junior standing or instructor's permission.

HIST 370 American Military History 3 hours
Analysis of the military history of the United States from the colonial period to the present. The course examines the development and use of the U.S. armed forces in the context of the social, cultural, political, economic, and technological development of the nation. It not only examines such themes as leadership, combat operations, military technology, and strategy and tactics, but also the impact of warfare on society, civilian-military relations, foreign and domestic policy, and ordinary men and women in uniform. Prerequisite: Junior standing or instructor's permission.

HIST 371 History of American Business 3 hours
Analysis of American business from the colonial period to the present. The course traces activities of significant entrepreneurs and the firms they built. It focuses on the managerial revolution that established a modern industrial order, wherein the corporation became the primary instrument for organizing the processes of production, distribution and consumption. Significant attention is given to systems of technology, transportation, communication and labor indicative of America’s free enterprise system. Cross-listed as MGMT 371. Prerequisite: Junior standing or instructor’s permission.

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 will be given to pre-contact traditions, survival strategies, and tribal sovereignty exemplified by native communities in the U.S. Prerequisite: Junior standing or instructor's permission.

HIST 371 History of Christianity: 3 hours
The Early Church
Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, Gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. Cross-listed with RELI 381. Prerequisite: HIST 101.

HIST 382 Christianity in the Modern World 3 hours
Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as RELI 382. Prerequisite: HIST 102.

HIST 399 Internship 1-12 hours
Prerequisite: instructor’s permission.

HIST 433 Topics 1-3 hours
HIST 255, 256, 257, 355, 356, 357, 456, 457 Directed Study 1-3 hours

HIST 490 Historiography 3 hours
A proseminar on the works of historians from antiquity to the present. It provides participants an opportunity to study significant historical fields of inquiry and to consider how historians have dealt with such concerns as the cause of events, the reliability of evidence, and the citation of sources. All participants develop a proposal for a senior thesis on a historical topic. The proseminar is required of all history majors. Prerequisite: Three previous courses in History.

HIST 494 Historical Research and Methods 3 hours
The culminating seminar for graduation as a History major. Historical Research and Methods is a seminar dedicated to the research and writing of a senior thesis. All participants are expected to apply the techniques of scholarship as generally accepted
The seminar is the culminating experience for graduation as a history major. Completion with grade of “C” or higher is required. Prerequisite: HIST 490.

HIST 499 Internship 1-12 hours
Prerequisite: instructor’s permission.

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: HUMS 105.

HUMS 325 Case Management 3 hours
Introduction to case management theory, models of case management and skills necessary to function effectively as case managers. Students develop abilities to serve special populations in a case management role. Prerequisite: HUMS 105 or instructor’s permission.

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 instructor’s permission.

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 instructor’s permission.

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 instructor’s permission.

HUMS 350 Social Gerontology 3 hours
Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigates the research on death and dying and the role of the elderly in our society. Additionally, generates an understanding of the theoretical perspectives on aging. Cross-listed as SOCI 350. Prerequisite: SOCI 111.

HUMS 365 American Social Policy 3 hours
Nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social policy issues including family policy, health care policy, drug policy, tax policy and other topical issues. Cross-listed as SOCI 365. Prerequisite: Sophomore 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: HUMS 105 or instructor’s permission.

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: HUMS 105 or instructor’s permission.

**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: HUMS 105 or instructor’s permission.

**HUMS 495 Senior Seminar** 3 hours
Required as a culminating experience prior to graduation. Capstone course integrating prior learning while exploring current research, contemporary issues and practice theories in human services. Grade of C or better is required. Writing intensive. Emphasis is on creating expertise within an area of interest pertinent to the career and academic goals of the student. Prerequisites: Human Services major, senior standing, and at least 24 hours in the major.

**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. A weekly seminar examines professional and developmental issues related to field experience and assists students in integrating the knowledge, values and skills of practice in the human services field. Prerequisites: Senior standing, HUMS 495, all core HUMS requirements and instructor’s permission obtained one semester prior to the internship.

**JAPANESE (JAPA)**

**Humanities Department**

**JAPA 101 Beginning Japanese I** 2 hours
Introduction to basic words, phrases, and sentences useful for travelers. *Course meets three hours of Foreign Language graduation requirement. Course meets World/ Eastern Culture graduation requirement.*

**JAPA 102 Beginning Japanese II** 2 hours
Continuation of JAPA 101. *Course meets three hours of Foreign Language graduation requirement. Course meets World/ Eastern Culture graduation requirement.*

**JOURNALISM (JOUR)**

**Humanities Department**

**JOUR 101, 201, 301, 401 Newspaper Production** 3 hours
News writing, design layout, copy editing, and photography. The College newspaper, The Columbian, is produced by students in journalism courses.

**JOUR 102, 202, 302, 402 Newspaper Production** 3 hours
News writing, design layout, copy editing, and photography. The College newspaper is produced by students in journalism courses.

**MANAGEMENT (MGMT)**

**Business Administration Department**

*Denotes a course that may carry any business administration code.*

**MGMT 150 Introduction to Business** 3 hours
Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized.

**MGMT 152 Business Mathematics** 3 hours
Development of an understanding of and skill in using arithmetic calculations in business-oriented problems.

**MGMT 200 Calculus for Business and Finance** 3 hours
Introduction to analytic geometry, limits, derivatives, definite integrals and their applications. Cross-listed as MATH 200. Prerequisite: Grade of C or higher in MATH
150 or MATH 180; or a score of 23 or higher on math portion of the ACT.

(*) 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 or instructor's permission.

MGMT 265 Business Law I 3 hours
Fundamental principles of law relating to business activity and court systems. Extensive use of cases. Prerequisite: Sophomore standing.

MGMT 311 Public Administration and Policy 3 hours
Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. Cross-listed as POSC 311. Prerequisite: POSC 111.

MGMT 330 Principles of Management 3 hours
Survey of principles of management. Familiarity with the history and evolution of the field and with modern principles and their application. Prerequisites: MGMT 150; junior standing or instructor's permission.

MGMT 338 International Business 3 hours
Exploration of the challenges involved in multinational and international business. Prerequisites: junior standing, MGMT 330. Course meets World/Eastern Culture 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.

MGMT 341 Small Business Management 3 hours
The elements to establish and operate a small business are examined in light of internal and external environmental requirements. Prerequisite: MGMT 330.

MGMT 360 Organizational Theory 3 hours
Examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. Prerequisite: MGMT 330.

MGMT 361 Human Resource Management 3 hours
Design, implementation, and administration of human resource management programs. Practices used in developing effective professional habits useful in dealing with executive responsibilities are also examined. Prerequisite: MGMT 330.

MGMT 362 Organizational Behavior 3 hours
Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. Prerequisite: MGMT 330 or PSYC 101.

MGMT 363 Productions and Operations Management 3 hours
Emphasis on techniques and skill for manufacturing. Quality improvement project required. Prerequisite: MGMT 330.

MGMT 364 Work Force Planning and Employment 3 hours
This course explores how organizations plan for changes in their workforce, create recruitment strategies and develop selection systems to identify the best talent for their businesses. Topics include measurement of staffing effectiveness, job/competency analysis, testing strategies and interviewing methods. Prerequisite: MGMT 361. Available via AHE Programs only.

MGMT 365 Compensation and Benefit Systems 3 hours
The focus of this course is “Total Compensation.” Direct and indirect compensation systems are evaluated to determine how organizations design the appropriate systems for their businesses. Topics include base pay systems, individual and group bonuses, executive compensation, issues with providing health care, long-term investment options, pension systems and government mandated benefits. Prerequisite: MGMT 361. Available via AHE Programs only.
MGMT 367 Business Law II 3 hours
Continuation of Business Law I. Prerequisite: MGMT 265.

MGMT 368 Business Ethics 3 hours
Analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General Education Ethics requirement for Business Administration and Computer Information Systems majors. Prerequisite: MGMT 330.

MGMT 371 History of American Business 3 hours
Analysis of American business from the colonial period to the present. The course traces activities of significant entrepreneurs and the firms they built. It will focus on the managerial revolution that established a modern industrial order, wherein the corporation became the primary instrument for organizing the processes of production, distribution and consumption. Significant attention will be given to systems of technology, transportation, communication and labor indicative of America's free enterprise system. Cross-listed as HIST 371. Prerequisite: Junior standing or instructor's permission.

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 or instructor's permission.

MGMT 393 Business Information Systems 3 hours
Emphasis on management and technical concepts fundamental to business applications and management control of information systems. Coverage will include management information and decision support systems which aid in planning, organizing and controlling business activities. Prerequisites: ACCT 281, CISS 170, MGMT 330 (may be taken concurrently), and junior standing.

MGMT 422 Small Business Development 3 hours
Continuation of MGMT 341, focusing on the operation and development of an established business concern. Prerequisite: MGMT 341.

MGMT 430 Management Science 3 hours
Further development of models and quantitative analysis as applied to production management problems. Management research design along with computer applications and quantitative case analyses are stressed. Study of management analysis skills and concepts related to utilization of manpower resources emphasized. Prerequisite: MGMT 363.

(*) 433 Topics 1-3 hours
Special inquiry into topics not covered in the curriculum. Prerequisite: approval of department head.

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; or instructor's permission.

(*) 499 Internship 1-6 hours
Application, analysis, and evaluation of managerial functions and practices from the perspective of a management trainee. Supervised, on-site work experience required. Prerequisites: senior standing, cumulative GPA of 3.0 or higher, and approval of department chair.
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 or permission of instructor.

MKTG 352 Personal Selling and Sales Management 3 hours
Emphasis on techniques and skills of personal selling. Sales presentations required. Prerequisite: MKTG 310.

MKTG 360 E-Marketing 3 hours
This course explores how the Internet can be used effectively to enhance the marketing activities of corporate enterprises, non-profits and government agencies. Prerequisites: CISS 170 and MKTG 310.

MKTG 399 Internship 1-3 hours
MKTG 410 Global Marketing 3 hours

Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. Prerequisite: MKTG 310. Course meets World/Eastern Culture graduation requirements.

MKTG 441 Marketing Research 3 hours
A managerial approach to this highly technical and quantitative field. Prerequisites: MKTG 310, MATH 250.

MKTG 478 Marketing Management 3 hours
Examination of the role of the marketing manager in analyzing, planning, implementing and controlling the marketing programs of an enterprise. Case work is used. Prerequisite: MKTG 310.

MKTG 480 Sports and Event Marketing 3 hours
Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. Prerequisite: MKTG 310.

MKTG 499 Internship 1-6 hours
Students can earn a maximum of six semester hours of internship credit.

MATHEMATICS (MATH)

Computer and Mathematical Sciences Department

MATH 104 Beginning Algebra 3 hours
Introduction to the fundamental concepts of algebra. Review of arithmetic skills, solving linear equations and inequalities, application problems, graphing lines and introduction to polynomials and factoring. Students must repeat the course if a U, F or D grade is awarded.

MATH 106 Intermediate Algebra 3 hours
Second course in a three-course sequence in algebra. Review of factoring and graphing lines. An introduction to solving systems of linear equations, rational expressions, roots and radicals, quadratic equations and an introduction to exponential and logarithmic functions. 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 better.
MATH 115  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 better in MATH 104 or a score of 21 or above on the math portion of the ACT or equivalent SAT score or a passing score on the Columbia College math placement exam.

MATH 150  College Algebra  3 hours
Study of algebraic concepts including linear and quadratic equations, inequalities and systems; polynomials, rational, exponential and logarithmic functions in the natural and social sciences with emphasis on their numerical, graphical and algebraic properties and their applications. Introduction to summation notation, sequences and series. Prerequisites: Grade of C or better 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 equivalent SAT score or a passing score on the Columbia College math placement exam. G.E.

MATH 170  Finite Mathematics  3 hours
This course presents a variety of applications of algebra to real-world problems and includes an introduction to set theory, probability and statistics. Topics include linear functions, systems of linear equations and inequalities, matrices, linear programming and the mathematics of finance. Prerequisite: Grade of C or better in MATH 104, or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or equivalent SAT score or a passing grade on the Columbia College math placement exam. G.E.

MATH 180  Precalculus  3 hours
Precalculus is a preparatory course for Calculus and covers the following topics: algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions, trigonometric equations and trigonometric identities. Prerequisite: Grade of C or higher in MATH 150, or a score of 23 or above on the math portion of the ACT or equivalent 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 equivalent SAT score. Occasional offering.

MATH 215  Calculus and Analytic Geometry IA  3 hours
The first course in a four part Calculus sequence. The course includes a brief review of algebra and trigonometry, limits, derivatives and their applications. Prerequisite: MATH 180 with a grade of “C” or better or a score of 26 or higher on the math portion of the ACT.

MATH 226  Calculus and Analytic Geometry IB  3 hours
The second course in a four part calculus sequence. Topics include: the integral and its application, transcendental functions, and integration by parts. Prerequisite: MATH 215 with a grade of “C” or better. G.E.

MATH 235  Calculus and Analytic Geometry IIA  3 hours
The third course in a four part Calculus sequence. Topics include: techniques of integration, improper integrals, sequences and series. Prerequisite: MATH 226 with a grade of “C” or better.

MATH 245  Calculus and Analytic Geometry IIB  3 hours
The fourth course in a four part Calculus sequence. Topics include: parametric equations and polar coordinates, vectors and the geometry of space, vector functions, partial derivatives and their applications. Prerequisite: MATH 235 with a grade of “C” or better.

MATH 225  Discrete Mathematics I  3 hours
This course provides a foundation in formal mathematics and theorem-proving. Topics include functions, relations, sets, simple
proof techniques, Boolean Algebra, propositional logic, elementary number theory, the fundamentals of counting, recursion and an introduction to languages (finite state machines). Prerequisite: Grade of C or better in MATH 150; or score of 23 or above on the ACT math portion or equivalent SAT score.

MATH 233 Topics 1-3 hours

MATH 250 Statistics I 3 hours
Probability theory, random variables, probability distributions, descriptive statistics, confidence intervals and hypothesis testing. Students majoring in Biology must earn a grade of C or better. Prerequisite: MATH 150 or MATH 170 or MATH 180; or a score of 23 or above on the math portion of the ACT or equivalent SAT score. G.E.

MATH 251 Statistics II 3 hours
This course is a continuation of Statistics I. Topics covered include hypothesis testing, regression, correlation, statistical decision theory, analysis of variance and nonparametric methods. Prerequisite: MATH 250.

MATH 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours

MATH 300 Multivariate Calculus 3 hours
Two and three dimensional vectors, partial derivatives, multiple integrals, line and surface integrals. Prerequisite: MATH 222 or MATH 245.

MATH 303 Linear Algebra 3 hours
Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry and other selected topics. Prerequisite: MATH 225.

MATH 304 Introduction to Abstract Algebra
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. Prerequisite: Grade of C or better in 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 the integers and their properties, important number-theoretical ideas and their applications. The course emphasizes reading and writing proofs. Prerequisites: C or better in 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. Prerequisites: MATH 225 and CISS 240 or CISS 242.

MATH 330 History of Mathematics 3 hours
The goals of this course are to develop knowledge of the contributions made by mathematicians and the influence these contributions have made to the development of human thought and culture over time. The course provides a chronological tracing of mathematics from the ancient Chinese into modern times, with an emphasis on problems and the individuals who formulated and solved them. Prerequisites: MATH 201, MATH 225. Course meets World/Eastern Culture Graduation requirement.

MATH 331 Foundations of Geometry 3 hours
This course will provide students with the opportunity to broaden and deepen their understanding of Euclidean Geometry usually encountered in a high school geometry course. The course will extend the geometric experience to non-Euclidean topics and serve to unify the study of geometry as the result of a system of axioms. Prerequisite: MATH 225.

MATH 340 Introduction to Probability Theory 3 hours
Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. Prerequisites: MATH 225 and MATH 300.

MATH 370 Differential Equations 3 hours
Ordinary differential equations and systems with application to the sciences and engineering. Prerequisite: Grade of C or better in MATH 300.

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 conformational mapping. Prerequisites: Grade of C or better in MATH 222, MATH 225.

MATH 380 Advanced Calculus I 3 hours
Rigorous development of some central ideas in analysis including limits, continuity and differentiability. Prerequisites: MATH 225 and one of MATH 222, MATH 245.

MATH 381 Advanced Calculus II 3 hours
A second course in mathematical analysis on the real line. Topics include: The Riemann integral, infinite series, and sequences and series of functions. Prerequisite: MATH 380.

MATH 390 Introduction to Topology 3 hours
Introduction to the topological concepts that underlie analysis. Included are metric spaces, topological spaces, separation, compactness, convergence, completeness and connectedness. Prerequisite: MATH 225; MATH 380 recommended.

MATH 433 Topics 1-3 hours
MATH 493 Senior Seminar in Mathematics for Teachers
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 corrections between the concepts taught in elementary, middle and secondary and their more abstract analogues encountered in undergraduate mathematics 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; faculty advisor approval.

MATH 494 Senior Seminar in Mathematics
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. Prerequisites: Senior standing and faculty advisor approval.

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 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 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 2 hours Studies
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
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
Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as platoon level offensive and defensive operations. First aid topics and drill and ceremony are also taught.

MSCI 3160 The Military and Wars in American Society 3 hours
Study of how wars and service in the military by citizen volunteers or conscripts affected the subsequent course of United States history.

MSCI 3230 Leadership and Problem Solving 3 hours
Students conduct self-assessment of leadership style, develop personal fitness regimen, and learn to plan and conduct individual/small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities.

MSCI 3240 Leadership and Ethics 3 hours
Examines the role communications, values and ethics play in effective leadership. Topics include ethical decision-making, considerations of others, spirituality in the military, and survey Army leadership doctrine. Emphasis on improving oral and written communication ability.

MSCI 3250 Leadership and Management 3 hours
Develops student proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective staff collaboration, and developmental counseling techniques.

MSCI 3260 Officership 3 hours
Study includes case study analysis of military law and practical exercises on establishing an ethical command climate, service as an officer; capstone exercise. Leadership lab: Students must complete a semester-long Senior Leadership Project that requires them to plan, organize, collaborate, analyze, and demonstrate their leadership skills. Prerequisite: MSCI 3250.

MUSIC (MUSI)

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 and instructor's permission.
MUSI 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours

NAVAL SCIENCE (NSCI)

Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used by the University.

NSCI 1100 Introduction to Naval Science 2 hours
Introduction to Midshipmen to the organization of the Naval Service, the varied career opportunities available, the long held customs and traditions of the service, and the duties of a Junior Officer.

NSCI 1200 Seapower and Maritime Affairs 3 hours
Seminars examine the application of 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 from earliest beginning 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 or by consent of Professor of Naval Science. Graded on A/F basis only.

NSCI 3220 Naval Operations 3 hours
Principles and concepts of naval operations; rules of the road, command and control in naval operations, communications, anti-submarine warfare, international maritime law, and practical solution of relative motion problems. Prerequisite: NSCI 3120.

NSCI 4940 Leadership and Ethics 2 hours
Capstone course of the NROTC academic syllabus. It is designed to provide all midshipmen with the ethical foundation and basic leadership tools needed to be effective junior officers. Prerequisite: junior standing in NROTC.

NURSING (NURS)

Science Department

NURS 200 Fundamentals of Nursing 6 hours
This course is designed to introduce students to the fundamental concepts of nursing across the lifespan. The nursing process is utilized within the framework of the Self-Care Deficit Theory of Nursing 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 healthcare concepts, communication, documentation, life-span considerations, physical assessment, medication administration, patient safety and nursing interventions throughout each of the Self-Care requisites. The concepts are presented and practiced in the skills lab and in the clinical setting. $50 lab fee. Prerequisites: Satisfactory completion of general education and science course requirements for the nursing major. (A minimum of C is required in all science courses, English Composition I and II and all nursing courses); acceptance into the Nursing Program.

NURS 201 Foundations of Associate Degree Nursing
This course is designed to provide the foundation for the role of the Registered Professional Nurse prepared at the Associate Degree level. Communication theory, change, conflict management, and role theories, legal-ethical issues, sociocultural concepts, and patient education principles are introduced. Emphasis is placed on the nursing process, using Orem’s Self-Care Deficit Theory of Nursing and critical thinking, assessment skills, and basic principles of IV therapy. $350 lab fee. Prerequisites: Satisfactory completion of general education and science course requirements for the nursing major. (A minimum of C is required in all science courses, English Composition I and II and all nursing courses); NURS 200 (or successful completion of the advanced placement exam by Bridge Track students); acceptance into the Nursing Program. Corequisite: NURS 202.

NURS 202 Pharmacology For Nursing
This course is designed to provide the nursing student with a sound basis for the clinical application of pharmacology. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics and pharmacokinetics, and patient-related variables affecting pharmacotherapy are presented. Emphasis is placed on learning drug classifications by categories affecting various body systems and disease states. Legal aspects of drug administration, including nursing safeguards are included. Prerequisites: Satisfactory completion of general education and science course requirements for the nursing major. (A minimum of C is required in all science courses, English Composition I and II and all nursing courses); acceptance into the Nursing Program. Corequisite: NURS 201.

NURS 203 Medical/Surgical Nursing I
This course is designed to provide the foundation for entry level competence in adult Medical-Surgical Nursing. Emphasis is placed on selected patho-physiological concepts and the related care using Self-Care Deficit Theory of Nursing and the nursing process. Communication, legal-ethical, patient education, pharmacological, nutritional, and sociocultural principles are integrated throughout. Leadership and management theories are presented. Prerequisites: Satisfactory completion of general education and science course requirements for the nursing major. (A minimum of C is required in all science courses, English Composition I and II and all nursing courses); NURS 200 (or successful completion of the advanced placement exam by Bridge Track students); NURS 201, NURS 202.

NURS 204 Medical/Surgical Nursing II
This course is designed to introduce students to specialty areas and technology associated with the care of critically ill adult 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 within the framework of the Self-Care Deficit Theory of Nursing. Communication, legal-ethical, patient education, pharmacological, nutritional, and sociocultural principles are integrated throughout. Prerequisites: Satisfactory completion of general education and science course requirements for the nursing major. (A minimum of C is required in all science courses, English Composition I and II and all nursing courses); acceptance into the Nursing Program; NURS 200 (or successful completion of the advanced placement exam by Bridge Track students); NURS 201, NURS 202, NURS 203.

NURS 205 Maternal Child Nursing
This course is designed to provide the foundation for entry-level competence in maternal/child nursing utilizing the nursing process
within the framework of the Self-Care Deficit Theory. Emphasis is placed on developing systems of care for the woman with an uncomplicated and complicated pregnancy, the normal and high risk newborn, and children and adolescents with health deviations. Selected developmental theories are presented to assist the student in analyzing growth and development from birth through adolescence. Communication, legal-ethical, patient education, pharmacological, nutritional, and sociocultural principles are integrated throughout. Prerequisites: Satisfactory completion of general education and science course requirements for the nursing major. (A minimum of C is required in all science courses, English Composition I and II and all nursing courses); acceptance into the Nursing Program; NURS 200 (or successful completion of the advanced placement exam by Bridge Track students); NURS 201, NURS 202, NURS 203, NURS 204.

NURS 206 Mental Health Nursing 6 hours
This course is designed to provide the foundation for entry-level competence in Mental Health Nursing. Interpersonal, behavioral and biopsychosocial concepts as well as the Self-Care Deficit Theory of Nursing provides the basis for designing systems of care. Emphasis is placed on selected pathophysiological concepts and related care using the nursing process within the framework of the Self-Care Deficit theory. Therapeutic communication skills within the nurse-patient relationship, as well as the professional nurse’s role, are emphasized in the treatment of patients with psychosocial and substance dependence health deviations. Legal-ethical, patient education, pharmacological, nutritional and sociocultural principles are integrated throughout. Prerequisites: Satisfactory completion of general education and science course requirements for the nursing major. (A minimum of C is required in all science courses, English Composition I and II and all nursing courses); acceptance into the Nursing Program; NURS 200 (or successful completion of the advanced placement exam by Bridge Track students); NURS 201, NURS 202, NURS 203, NURS 204, NURS 205.

PHILOSOPHY (PHIL)
Humanities Department

PHIL 201 Introduction to Western 3 hours Philosophy
Exploration of problems and methods of philosophical inquiry including such topics as belief systems, values and meaning; theories of nature, God and humankind; the nature of knowledge and its acquisition. G.E.

PHIL 202 Introduction to Eastern 3 hours Philosophies and Religions
Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional “systems of thought” from India, China, Tibet and Japan. Cross-listed as RELI 202. Course meets World/ Eastern Culture graduation requirement. G.E.

PHIL 210 Logic 3 hours
Introduction to the principles and methods of formal symbolic logic. Emphases on derivations for sentence and predicate logic. G.E.

PHIL 233 Topics 1-3 hours
PHIL 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours

PHIL 303 History and Philosophy of Modern Science
Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as HIST 303. Prerequisite: HIST 102. Occasional offering.

PHIL 321 Major Figures and Schools; 3 hours Ancient to Medieval
Intensive study of treatises by major philosophers in the ancient and medieval world. Prerequisite: Junior standing or instructor’s permission.

PHIL 322 Major Figures and Schools; 3 hours Early Modern to Modern
Intensive study of treatises by major philosophers in the early modern and modern world. Prerequisite: Junior standing or instructor’s permission.

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 ENVS 332.

**PHIL 340 Philosophy of Revolution 3 hours**
Examination of the nature of revolution—intellectual, philosophical, economical and political. Cross-listed as HIST 340.

**PHIL 350 Philosophy of Religion 3 hours**
Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. Cross-listed as RELI 350. Prerequisite: PHIL 201 or RELI 101 or instructor’s permission.

**PHIL 358 Existentialism 3 hours**
An investigation of the philosophy of existentialism. 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 or instructor’s permission.

**PHIL 390 The Buddha and Buddhism 3 hours**
Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahayana, the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed as RELI 390. Prerequisite: Junior standing or instructor’s permission.

**PHIL 400 Political Philosophy 3 hours**

**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 or instructor’s permission.

**PHIL 460 Biomedical Ethics 3 hours**
Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. Prerequisite: Junior standing or instructor’s permission.

**PHIL 490 Thematic Seminar in Philosophy and Religious Studies 3 hours**
Culminating course for Philosophy and Religious Studies majors. Each seminar is based upon a specific philosophic or religious issue which is studied in depth. Students write and present a research paper. Cross-listed as RELI 490. Prerequisite: Junior standing or instructor’s permission.

**PHYSICS (PHYS)**

**Science Department**

**PHYS 108 Physical Science Survey 3 hours**
Examination of the physical world and its underlying scientific principles. Cross-listed as CHEM 108. Prerequisite: MATH 106 or instructor’s permission. G.E.

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

**PHYS 111 College Physics I 3 hours**
First of a two-part algebra-based college physics sequence. Topics include: linear, circular and rotational motion; statics, elasticity, vibrations, waves and sound. Students majoring in Chemistry must earn a grade of C or better. Prerequisite: MATH 150 or MATH 170 or MATH 180. G.E.

**PHYS 111L Physics I Laboratory 2 hours**
Laboratory experiences to complement PHYS 111. $20 lab fee. Students majoring in Chemistry must earn a grade of C or better. 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 better. Prerequisite: PHYS 111.

PHYS 112L Physics II Laboratory 2 hours
Laboratory experiences to complement PHYS 112. $20 lab fee. Students majoring in Chemistry must earn a grade of C or better. Prerequisite: PHYS 111.

PHYS 211 Calculus-Based Physics I 5 hours
First part of a two-part calculus-based college physics sequence. The course will cover the following major areas of physics: linear, circular and rotational motion; statics; elasticity; vibrations; waves and sound. $20 lab fee. Prerequisite: MATH 201.

PHYS 212 Calculus-Based Physics II 5 hours
This is the second of a two-part calculus-based college physics sequence. The course will cover the following: electricity, magnetism, optics, modern physics and astrophysics (optional). This course includes laboratory experiences based on the above topics. $20 lab fee. Prerequisite: PHYS 211.

PHYS 233 Topics 1-3 hours

PHYS 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours

PHYS 401 Introduction to Physical Chemistry/Chemical Physics 3 hours
Introduction to physical principles underlying chemical science. Topics include kinetic theory of gases, quantum mechanics and thermodynamics. Cross-listed as CHEM 401. Prerequisites: PHYS 111 and 111L; PHYS 112 and PHYS 112L or PHYS 211 or PHYS 212; MATH 201; or instructor’s permission.

PHYS 433 Topics 1-3 hours

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 292 International Relations 3 hours
Theory and practice of how nations relate to each other. Course meets World/Eastern Culture graduation requirement.

POSC 311 Public Administration and Policy 3 hours
Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. Cross-listed as MGMT 311. Prerequisite: POSC 111.

POSC 312 Environmental Politics 3 hours
Study of environmental issues and policies from both a national and global perspective. Cross-listed as ENVS 312. Prerequisite: POSC 111.

POSC 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.

POSC 321 Politics of Developing Nations 3 hours
Analysis of the governmental structures and roles played by developing nations in contemporary world affairs.

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 or instructor’s permission.

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.

POSC 332 The American Presidency 3 hours
Presidential powers and their use and impact on American political life. Prerequisite: POSC 111.

POSC 340 Judicial Process 3 hours
Study of the state and federal court systems and the impact which those systems have on American politics and society. 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.

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 or permission of the instructor.

POSC 361 American Political Parties 3 hours
Practical and theoretical study of the American party system. Prerequisite: POSC 111.

POSC 390 Political Science Research 3 hours
Methods
An introduction to the research processes used by political science. The scope of political science research and the methods used to address political questions are studied. Prerequisite: three previous courses in political science or government.

POSC 399 Internship 1-12 hours
Involves working as an intern in a governmental office. Students must work 45 clock hours during the semester for one hour of academic credit. Evaluation is Satisfactory/Unsatisfactory. Prerequisites: POSC 111; instructor’s permission at least one semester prior to internship.

POSC 400 Political Philosophy 3 hours

POSC 440 Constitutional Law 3 hours
Study of the Constitution's evolution through Supreme Court decisions. Prerequisite: POSC 111.

POSC 490 Independent Study in Political Science 3 hours
Culminating experience for graduation with a B.A. in Political Science. Requires original research project and final paper. Grade of C or higher required. Prerequisite: POSC 390.

POSC 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours

PSYCHOLOGY (PSYC)

History and Social Sciences Department

PSYC 101 General Psychology 3 hours
Introduction to the field of psychology and the major sub-areas including the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. Students majoring in Psychology must earn a grade of C or better. G.E.

PSYC 230 Educational Psychology 3 hours

PSYC 233 Topics 1-3 hours

PSYC 260 Introduction to Applied Psychology 3 hours
An introduction to Applied Psychology, including uses of psychology in personal adjustment across the lifespan, in education, interpersonal relationships, marriage, family and parenting, work, physical and psychological health, and in identifying and treating psychopathology. A service learning component may be used as a means of providing students with practical experience with applied psychology. Students are exposed to major theoretical perspectives in
applied psychology and methods and findings based in scientific psychology.

**PSYC 270 Psychology of Emotion 3 hours**
Study of major theories of emotion and their emergence from cognitive, behavioral, physiological, social and evolutionary perspectives in the discipline of psychology. The course examines the relationship between theory and practice in applications designed for use by teachers, counselors and other practitioners in the helping professions. Prerequisites: PSYC 101 or PSYC 260.

**PSYC 304 Personality Theory 3 hours**
Examination of the major personality theories, including those proposed by Freud and his followers, learning theorists, trait theorists, social-learning theorists and humanists. Current research into personality, using modern methods, also reviewed. $20 lab fee (Day Program only). Prerequisites: 6 hrs. of PSYC courses and junior standing.

**PSYC 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. Cross-listed as CJAD 310. Prerequisite: PSYC 101.

**PSYC 320 Tests and Measurements 3 hours**
Study of informal and standardized test development, administration and evaluation from both the normative and criterion-referenced points-of-view. Prerequisites: PSYC 101 and PSYC 324.

**PSYC 324 Statistics for the Behavioral Sciences**
The study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Cross-listed as SOCI 324. **Students majoring in Biology or Psychology must earn a grade of C or better.** Prerequisite: MATH 150.

**PSYC 325 Research Design 3 hours**
Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation, and theory building. Both qualitative and quantitative approaches are addressed with the latter employing both parametric and nonparametric statistics. Cross-listed as SOCI 325. **Students majoring in Psychology must earn a grade of C or better.** Prerequisites: Grade of C of higher in PSYC/SOCI 324; junior standing.

**PSYC 326 Experimental Psychology 3 hours**
Provides students with hands-on research experience and knowledge of experimental procedures through participation in representative experiments. Prerequisite: 6 hours of psychology courses.

**PSYC 330 Lifespan Developmental Psychology**
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 338 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 340 Social Psychology 3 hours**
Theories, methods and research on the nature and causes of individual behavior in social situations. Prerequisite: 6 hours of PSYC and/or SOCI courses. Cross-listed as SOCI 360.

**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: 6 hours of PSYC courses or 6 hours of BIOL courses.

**PSYC 381 History and Systems of Psychology**
Overview of historical antecedents and major theoretical and historical systems within psychology. **Students majoring in Psychology must earn a grade of C or better.** Prerequisites: PSYC 101 and sophomore standing.

**PSYC 385 Human Sexuality 3 hours**
Exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated
with sexual behavior are addressed. Prerequisite: PSYC 101.

**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 412 Learning and Cognition 3 hours**
Theoretical and empirical research related to learning, memory, attention, problem solving, concept formation and language. Prerequisites: 6 hrs. 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: 6 hours of psychology courses; junior standing.

**PSYC 455, 456, 457 Directed Study 3 hours**
Prerequisite: instructor's permission.

**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: 6 hours of PSYC and junior standing.

**PSYC 480 Group Process 3 hours**
Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal and ethical issues associated with paraprofessional and professional practice. Prerequisites: PSYC 101 and PSYC 460.

**PSYC 495 Integrative Psychology 3 hours**
Required as a culminating experience prior to graduation. Capstone course integrating prior learning, exploring current research and contemporary issues in psychology. Writing intensive. Students enrolled in this senior seminar are required to take the Major Field Test for Psychology. Grade of C or better is required for this course and all prerequisite courses. Prerequisites: Senior standing, Psychology major: PSYC 101, PSYC 324, PSYC 325, PSYC 381.

**PSYC 499 Internship 1-3 hours**
An opportunity for students to practice acquired skills under close supervision in a professional environment. Prerequisites: cumulative GPA 3.0 or higher, senior standing, and full-time instructor's permission (to be obtained at least one semester prior to placement). One hour credit awarded for each 45 clock hours.

**RELIGIOUS STUDIES (RELI)**

**Humanities Department**

**RELI 101 Religion and Human Experience 3 hours**
Provides an objective setting to encourage students to examine religion and various religious traditions in the world, with opportunities to understand religion in the context of their own experiences. 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.
RELI 202 Introduction to Eastern Philosophies and Religions
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 World/Eastern Culture 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 or instructor’s permission.

RELI 381 History of Christianity: The Early Church 3 hours
Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. Cross-listed as HIST 381. Prerequisite: HIST 101.

RELI 382 Christianity in the Modern World 3 hours
Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as HIST 382. Prerequisite: HIST 102.

RELI 390 The Buddha and Buddhism 3 hours
Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahayana – the spread of Buddhism to China, Tibet and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed as PHIL 390. Prerequisite: Junior standing or instructor's permission.

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 or instructor's permission.

RELI 490 Thematic Seminar in Philosophy and Religious Studies 3 hours
Culminating course for Philosophy and Religious Studies majors. Each seminar is based upon a specific philosophic or religious issue which is studied in depth. Students write and present a research paper. Cross-listed as PHIL 490. Prerequisite: Junior standing or instructor’s permission.

SOCI 111 General Sociology 3 hours
Introduction to the study of small and large scale human social interaction and social organizations. G.E. Course meets World/Eastern Culture graduation requirement.

SOCI 112 General Anthropology 3 hours
Introduction to the study of human physical and cultural evolution. G.E. Course meets World/Eastern Culture graduation requirement.

SOCI 214 Family 3 hours
Survey of structures, functions, processes, alternative life styles and problems in the contemporary family. Course meets World/Eastern Culture graduation requirement.

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. Prerequisite: SOCI 111.

SOCI 270 Minority Cultures and Relations 3 hours
Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. **G.E. Course meets World/ Eastern Culture 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: SOCI 111.

**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: SOCI 111.

**SOCI 324 Statistics for the Behavioral Sciences** 3 hours
The study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included is analysis of relationship and variance, as well as effect sizes associated with each. Students majoring in Biology and Psychology must earn a grade of C or better. Cross-listed as PSYC 324. Prerequisite: MATH 150.

**SOCI 325 Research Design** 3 hours
The study of applied research in the behavioral sciences, with an emphasis on design, methodology, results, interpretation and theory building. Both qualitative and quantitative approaches are addressed with the latter employing both parametric and nonparametric statistics. Cross-listed as PSYC 325. Students majoring in psychology must earn a grade of C or better. Prerequisites: Grade of C or higher in PSYC/SOCI 324; junior standing.

**SOCI 326 Qualitative Research Methods** 3 hours
Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized.

**SOCI 331 Juvenile Delinquency** 3 hours
Nature and extent, competing models and theories, prevention, control, treatment and research in juvenile delinquency. Prerequisite: SOCI 111.

**SOCI 333, 433 Topics** 1-3 hours

**SOCI 336 Global Perspectives on Women and Development** 3 hours
Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies, including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as WMST 336. Prerequisite: Junior standing or instructor’s permission. Course meets World/ Eastern Culture graduation requirement.

**SOCI 341 Sociology of Religion** 3 hours
Theories regarding the sources and roles of religion in society. Sociological principles and concepts applied to religions and religious movements. Examination of current trends in religious movements. Religious perspectives on and experiences of women, homosexuals and ethnic minorities. Topics include paganism and secular humanism. Prerequisite: SOCI 111.

**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: SOCI 111.

**SOCI 355, 356, 357, 455, 456, 457**

**Directed Study** 1-3 hours
Prerequisite: instructor’s permission.

**SOCI 360** Social Psychology 3 hours
Theories and research on the nature and causes of individual behavior in social situations. Cross-listed as PSYC 360. Prerequisite: 6 hrs. of PSYC and/or SOCI courses.

**SOCI 365** American Social Policy 3 hours
Nature and development of American social welfare policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social welfare policy issues with an emphasis on policy that promotes optimal health and social well-being. Cross-listed as HUMS 365. Prerequisite: SOCI 111.

**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: SOCI 111.

**SOCI 401** Theories of Community 3 hours

**SOCI 421** Class, Status, and Power 3 hours
Societal stratification systems and social inequalities, including the arenas of inequality, primarily, class, race/ethnicity, gender,

**SOCI 430** The Sociology of Sport 3 hours
Survey of social theories and projected role of the patterns of sports and heroism in society.

**SOCI 460** Classical Social Theory 3 hours
History and origins of major schools of thought in sociology from the Enlightenment through World War II. Emphasis on the underlying principles and major works of Comte, Marx, Spencer, Weber, Durkheim, Simmel, Mannheim, DuBois, Mead, Veblen, Lukacs, Adorno, Horkheimer, Parsons. Prerequisite: SOCI 111.

**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, Immanual Wallerstein, Anthony Giddens, Michael Foucault, Theda Skocpol, Dorothy Smith, Adrienne Rich and Patricia Hill Collins. Prerequisite: SOCI 111.

**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. Prerequisites: Sociology major, senior standing, 3.0 or higher GPA in Sociology courses, sociology instructor’s and field supervisor’s permission obtained one semester prior to internship.

**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 without instructor’s permission or departmental approval. Course meets three hours of foreign language graduation requirement. Course meets World/Eastern Culture 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 without instructor’s permission or departmental approval. Prerequisite: SPAN 101 with a grade of C or better or three years of high school Spanish. Course meets three hours of foreign language graduation requirement. Course meets World/Eastern Culture 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 better or instructor’s permission.

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 better.

SPAN 110 Spanish for Medical Personnel 3 hours
Introduction to Spanish grammar with emphasis on basic communication; vocabulary for hospital use; knowledge of cultural characteristics of Spanish-speaking groups within the U.S.

SPAN 111 Spanish for Law Enforcement Personnel 3 hours
Introduction to Spanish grammar for basic communication; emphasis on law enforcement terminology, legal instructions. Introduction to cultural characteristics and heritage of Spanish-speaking groups within the U.S.

SPAN 112 Spanish for Social-Service Workers 3 hours
Introduction to Spanish grammar with emphasis on basic communication; vocabulary emphasizes social problems, government aid to the disadvantaged, medical health, diet and problems of consumers.

SPAN 203 Intermediate Spanish I 3 hours
Conversational Spanish using cultural-based materials and readings emphasizing the four skills: speaking, listening, reading and writing, as well as a review of elementary and intermediate Spanish-level grammatical points. Prerequisite: SPAN 104 with a grade of C or better or instructor’s permission.

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 better.

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 or instructor’s permission.

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 or instructor’s permission.

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. Occasional offering.

_ _ 277 / 377 / 477 1-3 hours
Short term study abroad experiences. Subject matter will vary within the department's field of study. Course may be repeated. Prerequisite: Determined by instructor. Occasional offering.

WOMEN’S STUDIES (WMST)

History and Social Sciences Department

WMST 310 Women and Society 3 hours
Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as SOCI 310.

WMST 322 European Society and the Sexes 3 hours
Analysis of the history of culture, family, political and economic lives in increasingly industrial and modern Europe, 1700-2000. Examination of how diversity of class, race and nation shaped men's and women's lives and how gender differentiates historical experiences. While studying the sexes and gender relations specifically, students gain an understanding of men's and women's lives as individuals, as members of groups, and within the larger context of European history. Topics include gender theory, separate of spheres, the meanings of work, feminism, working class sexuality, middle-class family life, pornography, sexual imperialism, prostitution, and intellectual contributions of key thinkers. Cross-listed as HIST 322. Prerequisite: Previous 100- or 200-level History course.

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 SOCI 336. Prerequisite: Junior standing or instructor’s permission. Course meets World/ Eastern Culture 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: COMM 230 or instructor’s permission.

WMST 485 Feminist Theory and Methodology 3 hours
This course addresses the intellectual debate feminism has inspired within academia concerning ontology, epistemology, and methodology. Feminist research emerges from a more subjective theoretical and methodological perspective and therefore, challenges the natural science model’s objective approach to knowledge production.
### BOARD OF TRUSTEES

#### OFFICERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Chairman</td>
<td>Daisy Grossnickle '66</td>
<td>2007</td>
</tr>
<tr>
<td>Vice Chairman</td>
<td>Richard Montgomery</td>
<td>2008</td>
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<tr>
<td>Secretary</td>
<td>Janet Wright '58</td>
<td>2009</td>
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#### TERM EXPIRES IN 2007

<table>
<thead>
<tr>
<th>Name</th>
<th>City, State</th>
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<tr>
<td>Judith Cunningham '64</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Jerry Daugherty</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Don Landers</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Robert W. Maupin</td>
<td>Columbia, Missouri</td>
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<tr>
<td>John A. Schiffman</td>
<td>St. Louis, Missouri</td>
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<tr>
<td>Jolene Schulz '61</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Suzanne Tourville*</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Janet Wright '58</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Rev. John J. Yonker</td>
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#### TERM EXPIRES IN 2008

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Mark Baisley '93</td>
<td>Aurora, Colorado</td>
</tr>
<tr>
<td>Walter E. Bixby III, '82</td>
<td>Kansas City, Missouri</td>
</tr>
<tr>
<td>Gary Drewing</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Richard Montgomery</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Ron Nielsen</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Peggy Price '43</td>
<td>Brookfield, Missouri</td>
</tr>
<tr>
<td>Daniel L. Scotten</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Patrick Smith</td>
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#### TERM EXPIRES IN 2009

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<th>Name</th>
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<tr>
<td>Daisy Grossnickle '66</td>
<td>Columbia, Missouri</td>
</tr>
<tr>
<td>Sandra Nichols '80</td>
<td>North Potomac, Maryland</td>
</tr>
<tr>
<td>R. Marvin Owens</td>
<td>Columbia, Missouri</td>
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<tr>
<td>J.W. Stan Stafford</td>
<td>Columbia, Missouri</td>
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<tr>
<td>Carol Winkler '93</td>
<td>Columbia, Missouri</td>
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*Faculty Representative*
EVENING CAMPUS ADMINISTRATION AND FACULTY

ADMINISTRATION – EVENING CAMPUS

Patti Skinner, Director
M.A., Kansas State College of Pittsburg
B.A., Central Methodist College

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M.A., Illinois State University
B.A., Guilford College

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B.A., Columbia College

Kim Major, Academic Advisor
M.Ed., Stephens College
B.A., University of Missouri-Columbia

Stephanie Snyder, Administrative Assistant

Cheryl Turner, Administrative Assistant
B.S, University of Missouri-Columbia

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B.S.N., M.S.N., University of Central Arkansas

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R.N., M.S.N., C.P.H.Q., University of Missouri-Columbia

Joyce Gentry, Instructor of Nursing
B.S.N., Truman State University; M.S.N., University of Missouri-Columbia

Marla Mills, Secretary

FACULTY

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Charity Snell
MBA, Columbia College

Kibreab Tesfai
MBA, Lincoln University

Malcolm White
M.S., Nova University

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Ph.D., University of Missouri-Columbia

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Ph.D., University of Kansas

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Abe Rastkar
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Ph.D., University of Missouri-Columbia

William Wells
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MHA, Ph.D., University of Missouri-Columbia

**CRIMINAL JUSTICE**

Mark Abbott
J.D., University of Missouri-Columbia

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**Economics**

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M.A., University of Maine

Terry Nelson
M.S., M.Div., University of Arkansas

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M.A., Eastern Kentucky University

Misha Franks
M.Ed., Truman State University

Paul Hanna
M.A., Lincoln University

Joyce Marienfeld
M.S., University of Wisconsin

Sherri Pelzel
M.A.T., Columbia College

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Tom Sisson
M.A., University of Missouri-Columbia

**ENGLISH**

Jack Barnhouse
M.A., University of Missouri-Columbia

Felicia Beckmann
M.A., University of Missouri-Columbia
<table>
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<tr>
<th>Person</th>
<th>Degree(s)</th>
<th>Institution</th>
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<tr>
<td>Bob Boon</td>
<td>M.A., Ph.D.</td>
<td>University of Missouri-Columbia</td>
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<td>Susan Dunham</td>
<td>M.A.</td>
<td>Northeast Missouri State University</td>
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<td>C. Renee Field</td>
<td>M.A.</td>
<td>Lamar University</td>
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<td>John Kenerley</td>
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<td>Illinois State University</td>
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<td>Carol Kieninger Stevenson</td>
<td>M.Ed.</td>
<td>University of Missouri-Columbia</td>
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<td><strong>FINANCE</strong></td>
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<tr>
<td>Christos Cossyphas</td>
<td>MBA</td>
<td>University of Missouri-Columbia</td>
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<tr>
<td>Clifford Gronauer</td>
<td>MBA</td>
<td>Keller Graduate School of Management</td>
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<tr>
<td>Betsy Murphy</td>
<td>M.A.</td>
<td>University of Maine</td>
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<td><strong>HISTORY</strong></td>
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<td>William Carney</td>
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<td>Northeast Missouri State University</td>
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<td>James Fox</td>
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<tr>
<td>Anne Hessler</td>
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<td>Brett Rogers</td>
<td>M.A.</td>
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<td>Bennett Witt</td>
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<td>University of Missouri-Columbia</td>
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<td><strong>HUMAN SERVICES</strong></td>
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<td>Larry McDaniel</td>
<td>M.S.W.</td>
<td>University of Missouri-Columbia</td>
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<td><strong>MANAGEMENT</strong></td>
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<tr>
<td>John Criswell</td>
<td>MBA</td>
<td>Southwest Missouri State University</td>
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<tr>
<td>Vickie Davis</td>
<td>J.D.</td>
<td>University of Missouri-Columbia</td>
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<tr>
<td>David Miller</td>
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<td>Michael Nichols</td>
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<td>Gareld Pendergrass</td>
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<td>Raymond Ruetsch</td>
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<td>University of Arkansas</td>
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<td>William Wells</td>
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<td>Ernest Wren</td>
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<td><strong>MARKETING</strong></td>
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<tr>
<td>Robin Adkison</td>
<td>MBA</td>
<td>William Woods University</td>
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<td>Linda Duke</td>
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<td><strong>MATHEMATICS</strong></td>
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<td>Ben Boone</td>
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<tr>
<td>Maher Jaafari</td>
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<td>Tim Larkin</td>
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<td>Robert Rowe</td>
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<tr>
<td>Kenneth Simms</td>
<td>MST</td>
<td>University of Missouri-Columbia</td>
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<tr>
<td><strong>NURSING</strong></td>
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<tr>
<td>Linda “Kay” Dingler</td>
<td>R.N., M.S.N.</td>
<td>University of Central Arkansas</td>
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</tbody>
</table>
Faye Fairchild  
R.N., M.S.N. C.P.H.Q., University of Missouri-Columbia

Joyce Gentry  
B.S.N., Truman State University  
M.S.N., University of Missouri-Columbia

Mary Kennish  
B.S.N., M.S.N., University of Missouri-Columbia

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M.S., Iowa State University

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Ph.D., University of Michigan

Zoia Kopeikin  
Ph.D., University of Missouri-Columbia

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M.P.A., University of Missouri-Columbia

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Ph.D., University of Missouri-Columbia

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Jim Metscher  
M.S., Oklahoma State University

**SPANISH**

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M.A., University of Missouri-Columbia
ADMINISTRATION

SENIOR ADMINISTRATION

Gerald T. Brouder, President
A.A., Mayfair College; B.S., University of Illinois; M.S.,
Northern Illinois University; Ph.D., University of Texas- Austin

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Academic Affairs, Professor of Political Science
B.A., Central Methodist College; M.A., Ph.D., Michigan
State University

Mike Randerson, Vice President for the Division of Adult
Higher Education
B.A., Southern Illinois University-Carbondale; M.A., The
George Washington University

Faye Burchard, Dean for Campus Life
B.S.E., Arkansas State University; M.A., East Carolina
University

Bruce E. Boyer, C.P.A., Controller/Chief Financial Officer
B.S., Bowling Green State University

Robert P. Burchard, Director of Athletics and Physical
Recreation; Head Men’s Basketball Coach
B.A., Catawba College; M.A., East Carolina University

Bob Hutton, Executive Director of Administrative
Services
B.S., Culver-Stockton College, M.Ed., Memphis State
University; APPA Institute for Facilities Management and
Housekeeping

Mike Kateman, Executive Director of Development and
Alumni Services
B.S., M.A., University of Missouri-Columbia

Kevin Palmer, Chief Information Officer
A.A.S., St. Louis Community College; B.S., Maryville
University; M.B.A., Fontbonne University

Barbara Peterson, Director of Public Relations and
Marketing
B.S., University of Missouri-Columbia

ACADEMIC AFFAIRS

Terry B. Smith, Executive Vice President and Dean for
Academic Affairs, Professor of Political Science
B.A., Central Methodist College; M.A., Ph.D., Michigan
State University

Mariya Chumak, Research Analyst
B.S., Colorado State University

Karen S. Huggins, System Analyst II
B.S., Columbia College

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