

COLUMBIA COLLEGE UNDERGRADUATE CATALOG 2014-2015

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

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



MISSION STATEMENT

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

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

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

Vision: A model institution.

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

DESCRIPTION

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

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

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

ADMINISTRATIVE OFFICES

Columbia College Switchboard (573) 875-8700

General Fax..... (573) 875-7209

Cancellations due to Weather (573) 875-7488

Academic Affairs (Degree offerings, faculty, academic information, session dates, assessment)

Phone..... (573) 875-7500

Fax..... (573) 876-7474

Administrative Services (Room and event scheduling, building maintenance)

Phone..... (573) 875-7300

***Admissions** (Requirements, application forms, campus tours, transfer information)

Phone (573) 875-7352

Fax..... (573) 875-7506

Adult Higher Education Division

(Campus locations, academic offerings, session dates)

Phone..... (573) 875-7661

Fax..... (573) 875-7660

Alumni Relations

(Homecoming, alumni groups and activities, alumni records)

Phone..... (573) 875-7211

Fax..... (573) 875-7733

Athletics (Intercollegiate sports, recreation)

Phone..... (573) 875-7433

Fax..... (573) 875-7415

Bookstore (textbooks, supplies)

Phone..... (573) 875-7341

Fax..... (573) 442-0747

Campus Safety (Emergencies, safety)

Phone..... (573) 875-7315

Fax..... (573) 875-7302

Career Services (Career planning/placement off-campus jobs, career opportunities)..... (573) 875-7425

Counseling Services (Personal/group counseling)

Phone..... (573) 875-7423

Development Office (Donations, gifts, bequests)

Phone..... (573) 875-7563

Fax..... (573) 875-7559

Evening Campus (Undergraduate course offerings)

Phone..... (573) 875-7610

Fax..... (573) 875-7629

***Financial Aid** (Information, applications, assistance)

Phone..... (573) 875-7390

Fax..... (573) 875-7452

Graduate Studies (Course schedules, general information)..... (573) 875-7440

Health Services (Information, consultation, referral)

Phone..... (573) 875-7432

Fax..... (573) 876-4456

Library (Reference information, library hours)

Phone..... (573) 875-7381

Fax..... (573) 875-7379

Marketing (Advertising)

Phone..... (573) 875-7230

Mathematics Center (Mathematics Tutoring)

Phone..... (573) 875-7619

Office of the Registrar

Evaluations (credit evaluation, transfer information, commencement)

Phone (573) 875-7658

Fax (573) 875-7391

Student Records (Diplomas, enrollment verification, student privacy)

Phone..... (573) 875-7526

Fax (573) 875-7436

Transcripts

Phone..... (573) 875-7505

Fax (573) 875-7436

Online Campus (undergraduate and graduate courses)

Phone..... (573) 875-7246

Fax..... (573) 875-7445

Online course technical help

E-mail..... helpdesk@desire2learn.com

President (573) 875-7200

Public Relations (Publicity, publications)

Phone..... (573) 875-7208

Fax..... (573) 875-7331

***Registration & Financial Services** (Fees, parking permits, general business policies, class registration)

Phone..... (573) 875-7252

Fax..... (573) 875-7452

Residential Life (Residence hall accommodations and policies) (573) 875-7450

Student Affairs (Student activities, ADA services)

Phone..... (573) 875-7400

Fax..... (573) 875-7235

Student Development (Student activities, health-related issues) (573) 875-7420

Student Employment (573) 875-7427

Technology Solutions Center (Helpdesk, e-mail, internet access, computer resources)

E-mail..... CCHelpDesk@ccis.edu

Phone..... (573) 875-7313

Fax..... (573) 875-7320

Writing Center (Writing assistance, test preparation, tutoring in a variety of disciplines)..... (573) 875-7616

*These offices are open 8:00 a.m. to 6:00 p.m., Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Friday. (Most of the other offices are open 8:00 a.m. to 5:00 p.m., Monday through Friday).

CAMPUS VISITS: The Admissions Office is located on the first floor of Missouri Hall. Visitor parking is located behind Missouri Hall. Admissions staff are available for interviews, campus tours and general information from 8:00 a.m. to 5:00 p.m. Monday through Friday. If you or someone you know wants to visit Columbia College, please call toll free at 1-800-231-2391, ext. 7352, locally at (573) 875-7352, or fax us at (573) 875-7506, about a week before your arrival. Visit our website at www.ccis.edu/day/admissions/visit.asp. We look forward to seeing you!



Day Classes

2014-2015 Academic Calendar

Fall Semester (14/01) August 25 – December 18, 2014

Sat.	Mar. 01	Priority date to submit 2014-2015 FAFSA
Tues.	Apr. 01	Deadline to submit 2014-2015 FAFSA for Access Missouri Grant
Fri.	May 30	Priority date for returning students to accept financial aid award
Tues.	Jul. 01	Deadline for guaranteed housing for new & returning students who are registered full-time and have completed financial arrangements
Mon.	Jul. 07	Priority date for new students to accept financial aid award
Tues.	Jul. 15	Deadline to cancel housing contract (if approved for off-campus living)
Fri.	Aug. 01	Deadline to submit housing contract; Deadline to finalize financial arrangements & make 1st payment (if applicable) to hold Fall classes (course schedules will be canceled if payment is not made)
Mon.	Aug. 04	Deadline for new student applications who are reviewed by the Admissions Review Committee
Mon.	Aug. 04	Registration begins for Non-Degree Seeking students
Mon.	Aug. 11	Deadline for new students (including Non-Degree-Seeking) to apply for admission and returning students to apply for readmission (deadline does not apply to Program Transfers)
Tues.	Aug. 19	Orientation for new faculty, 8:00 am
Wed.	Aug. 20	Faculty Fall Conference, 8:30 am; Early move-in for new residential students, 6:00 p.m.
Thurs.	Aug. 21	Freshmen & transfer students arrive, 8:00-10:00 a.m.; Residence halls open, 8:00 a.m.; Orientation for new students and parents 10:00 a.m.–5:00 p.m.; New Student Pinning, 1:15 p.m.
Sun.	Aug. 24	Last day to register before classes begin
Mon.	Aug. 25	Day classes begin, 8:00 am
Wed.	Aug. 27	Last day to add classes/register for classes (both 16 weeks and 1st 8 weeks)
Mon.	Sep. 01	Labor Day Holiday: no classes; offices & library closed (library closed Aug. 31 - Sept. 2)
Tues.	Sep. 02	Last day to drop a course (16 weeks & 1st 8 weeks) without financial liability & academic record (not applicable to total withdrawal)
Wed.	Sep. 17	Constitution Day
Wed.	Oct. 01	Priority date for students to submit FAFSA for Spring/Summer 2015
Fri.	Oct. 03	Last day to withdraw from day classes that meet during 1st eight weeks with grade of W
Fri.	Oct. 17	Midterm; Day classes end that meet during 1st eight weeks
Mon.	Oct. 20	Day classes begin that meet during 2nd eight weeks
Mon.	Oct. 20	Midterm grades for all 100- and 200-level courses entered online by 12:00 p.m.
Wed.	Oct. 22	Last day to add day classes that meet during 2nd eight weeks
Fri.	Oct. 24	Last day to drop classes that meet 2 nd 8 weeks; Fall Break: day classes do not meet, offices & library open
Mon.-Fri.	Nov. 03-07	Advising Week: Students meet with advisor to determine Spring 2015 course schedule
Mon.	Nov. 10	Registration for Spring 2015 begins for currently enrolled students
Fri.	Nov. 14	Last day to withdraw from a day class with grade of W
Fri.	Nov. 21	Residence halls close at 6:00 p.m. (except by special arrangement)
Mon.-Fri.	Nov. 24-28	Thanksgiving Break: day and graduate classes do not meet; evening classes meet Nov. 24-25; offices and library open Nov. 24-26, 8:00 a.m.-5:00 p.m., closed Nov. 27-29; library open Nov. 30, 2:00-10:00 p.m.
Sun.	Nov. 30	Residence halls open at 12:00 noon
Mon.	Dec. 01	Classes resume; last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
Mon.	Dec. 01	Deadline for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements
Mon.	Dec. 01	Deadline for new student applications who are reviewed by the Admissions Review Committee
Fri.	Dec. 12	Last day of day classes; Last day to complete a total withdrawal from all classes enrolled in
Mon.	Dec. 15	Priority date for new students to accept financial aid award for Spring/Summer 2015
Mon.	Dec. 15	Deadline for new students to submit housing contracts
Mon.-Thurs.	Dec. 15-18	Final examinations
Fri.	Dec. 19	Residence halls close at 12:00 noon (except by special arrangement)
Fri.-Sun	Dec. 19 - Jan. 11	Winter Class Break; offices and library open 8:00 am - 5:00 p.m., Monday-Friday
Sat.	Dec. 20	COMMENCEMENT DAY; Nurses' Pinning Ceremony, 2:00 p.m.
Sat.	Dec. 20	Deadline for cancelling housing contract (if approved for off-campus living)
Mon.	Dec. 22	Final grades entered by 12:00 noon; Registration for Spring 2015 begins for non-degree seeking students
Thurs.-Fri.	Dec. 24-26	Offices and library closed
Mon.	Dec. 29	Deadline for new students (including Non-Degree-Seeking) to apply for admission and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Thurs.	Jan. 01	Offices and library closed

Spring Semester (14/02) January 12 – May 7, 2015

Wed.	Oct. 01	Priority date for students to submit FAFSA for Spring/Summer 2015
Mon.	Dec. 01	Deadline for guaranteed housing for new and returning students who are registered full-time and have completed financial arrangements; Deadline for new student applications who are reviewed by the Admissions Review Committee
Mon.	Dec. 15	Priority date for new students to accept financial aid award for Spring/Summer 2015
Mon.	Dec. 15	Deadline for new students to submit housing contracts
Mon.	Dec. 22	Registration for Spring 2015 begins for Non-Degree Seeking Students
Mon.	Dec. 29	Deadline for new students (including Non-Degree-Seeking) to apply for admission and for returning students to apply for readmission (deadline does not apply to Program Transfers)
Thurs.	Jan. 01	Deadline for finalizing financial arrangements and making final payment (if applicable) to hold Spring classes. Courses will be canceled if payment is not made.
Thurs.	Jan. 08	Early check-in for new students living in the residence halls
Thurs.	Jan. 08	Activities for new students begin: Orientation, new student pinning ceremony, and registration
Fri.	Jan. 09	Residence halls open, 8:00 am
Sun.	Jan. 11	Last day to register before Day classes begin
Mon.	Jan. 12	Day classes begin, 8:00 am
Wed.	Jan. 14	Last day to register for day classes; last day to add day classes (both 16 weeks and 1st 8 weeks)
Thurs.	Jan. 15	Charter Day Celebration, 11:00 am
Mon.	Jan. 19	Martin Luther King, Jr. Birthday observance, classes do not meet: offices and library closed
Tues.	Jan. 20	Last day to drop a day course (both 16 weeks and 1st 8 weeks) without financial liability and academic record (not applicable to total withdrawal)
Fri.	Feb. 20	Last day to withdraw from day classes that meet during 1st eight weeks with grade of W
Sun.	Mar. 01	Priority date for students to submit 2015-2016 FAFSA
Fri.	Mar. 06	Midterm; Day classes that meet during 1st eight weeks end
Mon.	Mar 09	Day classes begin that meet during 2nd eight weeks
Mon.	Mar 09	Midterm grades for all 100- and 200-level courses entered online by 12:00 p.m.
Wed.	Mar 11	Last day to add day classes that meet during 2nd eight weeks
Fri.	Mar 13	Last day to drop day classes that meet during 2nd eight weeks without academic record
Fri.	Mar 20	Residence halls close at 6:00 p.m. (except by special arrangement)
Mon.-Fri.	Mar 23-27	Spring Break: day and graduate classes do not meet; evening classes are in session
Sun.	Mar 29	Residence halls reopen at 12:00 noon
Mon.	Mar 30	Day and graduate classes resume
Wed.	Apr. 01	Deadline for students to submit 2015-2015 FAFSA for Access Missouri Grant
Fri.	Apr. 03	Last day to withdraw from classes with a grade of W
Fri.	Apr. 10	Honors and Awards Convocation, 7:00 p.m.
Mon.-Fri.	Apr. 06-10	Advising Week: Students meet with their advisor to determine Fall 2015 course schedule.
Mon.	Apr. 13	Registration for Fall 2015 begins for currently enrolled students
Fri.	Apr. 17	Last day to withdraw from day classes that meet during 2nd eight weeks with grade of W
Fri.	May 01	Last day of classes; Last day to complete a total withdrawal from all classes enrolled in
Mon.-Thurs.	May 04-07	Final examinations
Fri.	May 08	Residence halls close at 12:00 noon (except by special arrangement)
Sat.	May 09	Ivy Chain 9:30a.m.; COMMENCEMENTS 12:00p.m. and 3:30p.m.; Nurses' Pinning Ceremony 2:00p.m.
Mon.	May 11	Final grades entered by 12:00 noon

Summer Session I (14/35) June 01 - July 25, 2015

Mon.	Apr. 20	Registration begins for returning seniors and new students
Wed.	Apr. 22	Registration begins for returning juniors
Thurs.	Apr. 23	Registration begins for returning sophomores
Fri.	Apr. 24	Registration begins for returning freshmen
Mon.	Apr. 27	Registration begins for Non-Degree Seeking students
Thurs.	May 21	Orientation for new students
Mon.	May 25	Memorial Day Holiday: offices and library closed
Sat.	May 30	Orientation for new students
Mon., Jun. 01 - Fri., July 24		Library summer hours: Mon-Thur 8:00am-10:00pm; Fri 8:00am-8:00pm; Sat 9:00am-5:00pm; Sun 2:00pm-10:00pm
Mon.	Jun. 01	M/W Classes begin
Tues.	Jun. 02	T/Th Classes begin
Fri.	Jun. 05	Last day to add classes
Mon.	Jun. 08	Last day to drop a course without academic record and financial liability
Fri.	July 03	Independence Day Holiday (no classes; offices and library closed)
Fri.	July 10	Last day to withdraw from classes with grade of W
Sat.	July 25	Classes end
Wed.	July 29	Grades entered by midnight

Evening Classes

2014-2015 Academic Calendar

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

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

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

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

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

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

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

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

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

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

Graduate Classes

2014-2015 Academic Calendar

Early Fall Session (14/M31) August 25 – October 16, 2014

Mon.	July 28	Registration begins for returning and new graduate students
Mon.	Aug. 25	Graduate classes begin
Fri.	Aug. 29	Last day to add classes
Mon.	Sep. 01	Labor Day Holiday; classes do not meet, offices & library closed (library closed Aug. 31 - Sep. 2)
Tues.	Sep. 02	Last day to drop a course without academic record and financial liability
Fri.	Oct. 03	Last day to withdraw from classes with grade of W
Thurs.	Oct. 16	Classes end
Mon.	Oct. 20	Grades entered by 12:00 noon

Late Fall Session (14/M32) October 27 – December 20, 2014

Mon.	Sep. 29	Registration begins for returning and new graduate students
Mon.	Oct. 27	Graduate classes begin
Fri.	Oct. 31	Last day to add classes
Mon.	Nov. 03	Last day to drop a course without academic record and financial liability
Mon.-Fri.	Nov. 24 - 28	Thanksgiving Break: graduate & day classes do not meet; evening classes meet Nov. 25-26; offices & library open Nov. 25 - 27 8 am - 5 p.m., closed Nov. 28 - 30; library open Dec. 1, 2 p.m. - 10 p.m.
Mon.	Dec. 01	Classes resume
Fri.	Dec. 05	Last day to withdraw from classes with grade of W
Fri.	Dec. 05	Holiday Lighting Ceremony/Reception
Thurs.	Dec. 18	Classes end
Sat.	Dec. 20	COMMENCEMENT DAY
Mon.	Dec. 22	Grades entered by 12:00 noon
Thurs.-Fri.	Dec. 25-26	Offices and library closed
Thurs.-Fri.	Jan. 01-02	Offices and library closed

Winter Session (14/M33) January 12 – March 7, 2015

Mon.	Dec. 15	Registration begins for returning and new graduate students
Mon.	Jan. 12	Graduate classes begin
Fri.	Jan. 16	Last day to add classes
Mon.	Jan. 19	Martin Luther King, Jr. Birthday observance: classes do not meet; offices and library closed
Tues.	Jan. 20	Last day to drop a course without academic record and financial liability
Fri.	Feb. 20	Last day to withdraw from classes with grade of W
Thurs.	Mar. 05	Classes end
Mon.	Mar. 09	Grades entered by 12:00 noon

Spring Session (14/M34) March 9 – May 7, 2015

Mon.	Feb. 09	Registration begins for returning and new graduate students
Mon.	Mar. 09	Graduate classes begin
Fri.	Mar. 13	Last day to add classes
Mon.	Mar. 16	Last day to drop a course without academic record and financial liability
Mon.-Fri.	Mar. 23-27	Spring Break: graduate and day classes do not meet; evening classes are in session
Fri.	Apr. 24	Last day to withdraw from classes with grade of W
Thurs.	May 07	Classes end
Sat.	May 09	COMMENCEMENT DAY, 12:00 p.m. and 3:30 p.m.
Mon.	May 11	Grades entered by 12:00 noon

Summer Session (14/M35) June 01 – July 25, 2015

Mon.	May 04	Registration begins for returning and new graduate students
Mon.	May 05	Memorial Day Holiday: offices and library closed
Mon.	Jun. 01	Graduate classes begin
Mon. Jun. 01 - Fri.	July 24	Library summer hours: Mon. - Thurs. 8 a.m. - 10 p.m.; Fri. 8 a.m. - 8 p.m.; Sat 9 am - 5 p.m.; Sun 2 p.m. - 10 p.m.
Fri.	Jun. 05	Last day to add classes
Mon.	Jun. 08	Last day to drop a course without academic record and financial liability
Fri.	July 03	Independence Day Holiday; no classes; offices and library closed
Fri.	July 10	Last day to withdraw from classes with grade of W
Thurs.	July 23	Classes end
Mon.	July 27	Grades entered by 12:00 noon

Online Education Classes

2014-2015 Academic Calendar

Early Fall Session (14/51) August 18 – October 11, 2014

Mon.	July 07	Registration begins for graduate students, seniors, military members and new students
Wed.	July 09	Registration begins for returning juniors
Thurs.	July 10	Registration begins for returning sophomores
Fri.	July 11	Registration begins for returning freshmen
Fri.	Aug. 15	Last day to register/add graduate classes
Mon.	Aug. 18	Classes begin
Fri.	Aug. 22	Last day to add undergraduate classes
Mon.	Aug. 25	Last day to drop classes without academic record and financial liability
Mon.	Sep. 01	Labor Day Holiday: offices closed
Mon.	Sep. 22	Registration for October Session begins for graduate students, seniors, military members & new students
Wed.	Sep. 24	Registration for October Session begins for returning juniors
Thurs.	Sep. 25	Registration for October Session begins for returning sophomores
Fri.	Sep. 26	Registration for October Session begins for returning freshmen
Fri.	Sep. 26	Last day to withdraw from classes with grade of W
Sat.	Oct. 11	Classes end

Late Fall Session (14/52) October 27 – December 20, 2014

Mon.	Sep. 22	Registration begins graduate students, seniors, military members and new students
Wed.	Sep. 24	Registration begins for returning juniors
Thurs.	Sep. 25	Registration begins for returning sophomores
Fri.	Sep. 26	Registration begins for returning freshmen
Fri.	Oct. 24	Last day to register/add graduate classes
Mon.	Oct. 27	Classes begin
Wed.	Oct. 29	Last day to add undergraduate classes
Mon.	Nov. 03	Last day to drop classes without academic record and financial liability
Mon.	Dec. 01	Registration for January Session begins for graduate students, seniors, military members & new students
Wed.	Dec. 03	Registration for January Session begins for returning juniors
Thurs.	Dec. 04	Registration for January Session begins for returning sophomores
Fri.	Dec. 05	Registration for January Session begins for returning freshmen
Fri.	Dec. 05	Last day to withdraw from classes with grade of W
Thurs.-Fri.	Nov. 27-28	Thanksgiving Break: offices closed
Sat.	Dec. 20	Classes end

Winter Session (14/53) January 12 – March 7, 2015

Mon.	Dec. 01	Registration begins for graduate students, seniors, military members and new students
Wed.	Dec. 03	Registration begins for returning juniors
Thurs.	Dec. 04	Registration begins for returning sophomores
Fri.	Dec. 05	Registration begins for returning freshmen
Fri.	Jan. 09	Last day to register/add graduate classes
Mon.	Jan. 12	Classes begin
Wed.	Jan. 14	Last day to add undergraduate classes
Mon.	Jan. 19	Martin Luther King Jr. Birthday observance: offices closed
Tues.	Jan. 20	Last day to drop classes without academic record and financial liability
Mon.	Feb. 16	Registration for March Session begins for graduate students, seniors, military members & new students
Wed.	Feb. 18	Registration for March Session begins for returning juniors
Thurs.	Feb. 19	Registration for March Session begins for returning sophomores
Fri.	Feb. 20	Registration for March Session begins for returning freshmen
Fri.	Feb. 20	Last day to withdraw from classes with grade of W
Sat.	Mar. 07	Classes end

Online Education Classes (continued)

Spring Session (14/54) March 23 – May 16, 2015

Mon.	Feb. 16	Registration begins graduate students, seniors, military members & new students
Wed.	Feb. 18	Registration begins for returning juniors
Thurs.	Feb. 19	Registration begins for returning sophomores
Fri.	Feb. 20	Registration begins for returning freshmen
Fri.	Mar. 20	Last day to register/add graduate classes
Mon.	Mar. 23	Classes begin
Wed.	Mar. 25	Last day to add undergraduate classes
Mon.	Mar. 30	Last day to drop classes without academic record and financial liability
Mon.	Apr. 27	Registration for summer session begins for graduate students, seniors, military members & new students
Wed.	Apr. 29	Registration for summer session begins for returning juniors
Thurs.	Apr. 30	Registration for summer session begins for returning sophomores
Fri.	May 01	Registration for summer session begins for returning freshmen
Fri.	May 01	Last day to withdraw from classes with grade of W
Sat.	May 16	Classes end

Summer Session (14/55) June 1 – July 25, 2015

Mon.	Apr. 27	Registration begins graduate students, seniors, military members and new students
Wed.	Apr. 29	Registration begins for returning juniors
Thurs.	Apr. 30	Registration begins for returning sophomores
Fri.	May 01	Registration begins for returning freshmen
Mon.	May 25	Memorial Day Holiday: offices closed
Fri.	May 29	Last day to register/add graduate classes
Mon.	Jun. 01	Classes begin
Wed.	Jun. 03	Last day to add undergraduate classes
Mon.	Jun. 08	Last day to drop classes without academic record and financial liability
Fri.	July 03	Independence Day Holiday: offices closed
Mon.	July 06	Registration for August session begins for graduate students, seniors, military members & new students
Wed.	July 08	Registration for August session begins for returning juniors
Thurs.	July 09	Registration for August session begins for returning sophomores
Fri.	July 10	Registration for August session begins for returning freshmen
Fri.	July 10	Last day to withdraw from classes with grade of W (ends close of business)
Sat.	July 25	Classes end

COLLEGE PROFILE

- Classification:** Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie Foundation classification: Master's Level College.
- Location:** Home campus in Columbia, Missouri (population 100,000 plus over 30,000 students at three separate colleges) on Interstate 70, halfway between St. Louis and Kansas City. Air service via major airline to Columbia Regional Airport. Nationwide campuses located throughout the United States and in Cuba: Alabama: Redstone Arsenal; California: Coast Guard Island, Lemoore, Los Alamitos, San Diego, San Luis Obispo; Cuba: Guantanamo Bay; Colorado: Denver; Florida: Jacksonville, Jacksonville Naval Air Station, Orlando, Patrick Air Force Base; Georgia: Fort Stewart, Hunter Army Air Field; Illinois: Crystal Lake, Elgin, Freeport, Lake County; Missouri: Fort Leonard Wood, Jefferson City, Kansas City, Lake Ozark, Moberly, Rolla, Springfield, St. Louis; New York: Fort Drum, Hancock Field; Oklahoma: Fort Sill; South Carolina: NWS Charleston; Texas: Fort Worth; Utah: Salt Lake City; Washington: Marysville, NAS Everett/Whidbey Island.
- Degrees Conferred:** Associate in Arts, Associate in General Studies, Associate in Science, Bachelor of Arts, Bachelor of General Studies, Bachelor of Science, Bachelor of Fine Arts, Master of Arts in Teaching, Master of Business Administration, Master of Arts in Military Studies, Master of Education and Master of Science in Criminal Justice.
- School Code/ FICE #:** 002456
- Campus:** Twenty-six buildings on a 33-acre campus four blocks from downtown Columbia, and also including a building in downtown.
- Library:** Print: Over 60,000 items including 200 periodicals and 1,800 audio-visual items. Electronic: more than 80,000 e-books, 6,500 streaming videos and 60 databases. Member of MOBIUS statewide consortium.
- Enrollment:** More than 1,000 full and part-time day students, representing 17 states and 27 foreign countries; more than 1,500 evening and graduate students and more than 17,000 Nationwide and Online students.
- Alumni:** More than 74,000 Columbia College alumni.
- Athletics:** Member, American Midwest Conference of the NAIA (men's and women's soccer and basketball; men's and women's cross country; men's and women's golf; women's volleyball, basketball and softball) and a variety of intramural sports.
- Accreditation/ Approvals:** Accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Approved for teacher preparation by the Missouri State Department of Elementary and Secondary Education. Associate in Science degree in Nursing approved by the Missouri State Board of Nursing.
- The Higher Learning Commission
North Central Association of Colleges and Schools
Commission on Institutions
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Telephone: 312/263-0456 or 1-800/621-7440
E-mail: info@ncacihe.org
- Department of Elementary and Secondary Education
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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>

THE MAIN CAMPUS

Atkins-Holman Student Commons. Located at 1001 Rogers Street. Completed in 2004, this building is named for the parents of Linda Holman Atkins, Christian College alumna, and Thomas Atkins, Trustee Emeritus of Columbia College. The Commons houses Student Affairs offices, Student Health Services, The ADA Office, Barnes and Noble Bookstore, The Penny Carroll Braun Scholar's Alcove, a snack bar and coffee shop and a recognition gallery featuring distinguished alumni. It also provides study and lounge areas for both day and evening students.

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

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

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

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

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

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

Dorsey Hall. Attached to the east wing of St. Clair Hall by an enclosed walkway, Dorsey Hall is primarily a classroom building, completed in 1911, and renovated in 2013. Dorsey Hall also houses the college archive, the chapel, and the Jane Froman Studio. Dorsey Gym is used for receptions, conferences and other special events. Named through the benevolence of trustee Robert M. Stockton, for Jeremiah Spires Dorsey, trustee from 1863 to 1908.

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

Federal Hall. Purchased in 2010 and located at 608 Cherry Street in downtown Columbia, this building houses the Online Education Center, which includes the offices of the Online Campus.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

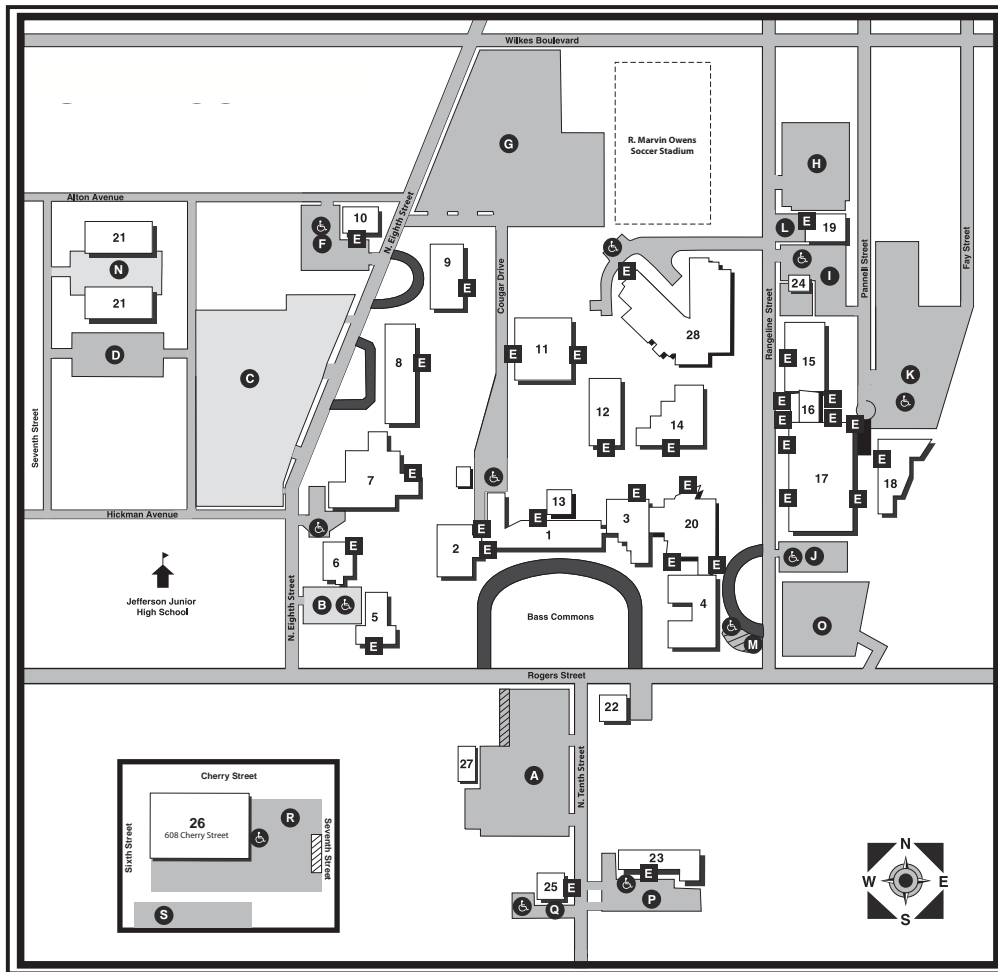
Stafford Library. Completed in fall of 1989, the J.W. "Stan" and Lois Stafford Library houses all library collections. The Curriculum Resource Center and one classroom are also located in this building.

Tenth Street Center. Located at 310 N. 10th Street in downtown Columbia, this building houses the Office of the Registrar and the Testing Center.

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.

CAMPUS MAPS



LEGEND

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

BUILDINGS

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

PARKING LOTS

- A** 10th Street
- B** Hughes
- C** Miller
- D** Seventh Street
- F** Practice Hall
- G** Banks
- H** Range Line North
- I** Range Line South
- J** Southwell
- K** Wightman
- L** Hinshaw
- M** Missouri Hall/Student Commons
- N** Cougar Village
- O** Boone County Lumber
- P** Tenth Street Center
- Q** Columbia House
- R** Federal Hall
- S** Hulett

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

Nationwide Campus Locations



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 Associate Dean
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ACADEMIC PROGRAMS

DEGREES, MAJORS AND CERTIFICATES OFFERED

ASSOCIATE IN ARTS

ASSOCIATE IN GENERAL STUDIES

ASSOCIATE IN SCIENCE in:

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

BACHELOR OF ARTS with majors in:

American Studies

Art

Majors:

- Ceramics
- Graphic Design
- Painting and Drawing
- Photography
- Printmaking

Biology

Business Administration

Majors:

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

Chemistry

Communication Studies

Criminal Justice Administration

Certificate: Crime Scene Investigation

English

History

Human Services

Music

Philosophy

Political Science

Psychology

Public Administration

Sociology

BACHELOR OF FINE ARTS with a major in:

Art

Majors:

- Ceramics
- Graphic Design
- Painting and Drawing
- Photography
- Printmaking

BACHELOR OF GENERAL STUDIES

BACHELOR OF GENERAL STUDIES FOR ELEMENTARY EDUCATION CERTIFICATION

BACHELOR OF SCIENCE with majors in:

Art

Majors:

- Ceramics
- Graphic Design
- Painting and Drawing
- Photography
- Printmaking

Biology

Business Administration

Majors:

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

Chemistry

Computer Information Systems

Computer Science

Criminal Justice Administration

Certificate: Crime Scene Investigation

Environmental Science

Forensic Science

Certificate: Crime Scene Investigation

Human Services

Management Information Systems

Mathematics

Nursing (offered through the Online campus)

Public Administration

BACHELOR'S WITH DISTINCTION

(Applies to all Bachelor's degrees)

ACADEMIC DEPARTMENTS OF THE COLLEGE

Academic instruction is offered by faculty in ten academic departments:

Business Administration
Computer and Mathematical Sciences
Criminal Justice Administration and Human Services
Education
History, Philosophy, and Political Science
Humanities
Nursing
Physical and Biological Sciences
Psychology and Sociology
Visual Arts and Music

DECLARATION OF MAJOR

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

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

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

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

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

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

DOUBLE MAJOR

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

DUAL DEGREES

A student who wishes to earn a second baccalaureate degree at Columbia College must complete all of the requirements for both degrees, including at least **30 additional** semester hours in residence beyond the requirements for the first degree, for a total of 150 completed hours.

A second associate degree requires **15 additional** semester hours in residence, beyond the requirements for the first degree, for a total of 75 completed hours. ("In residence" in this context indicates hours earned through Columbia College courses.) Majors and minors may not be added to an already earned degree. Students earning dual degrees are required to pay two graduate fees.

The baccalaureate degree GPA is frozen once the degree has been awarded. Subsequent coursework and grades will not be calculated as part of the initial degree GPA. Coursework completed as part of the initial degree may be repeated, but the subsequent grade will not replace the initial grade. Both instances of the course and grades for each will be reflected on the record, and both will be calculated into the overall Columbia College GPA. Coursework which repeats credit that was applied toward an initial degree is not included in the additional 30 hours in residence required 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 may 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 Office of the Registrar Office to enter notice of the letter in the student's academic transcript.

MINORS

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

Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours. The Education Certification Minors require between 21-61 semester hours depending on the individual minor. The content minors for the BGS/Elementary Certification require a minimum GPA of 2.8 with no grade lower than a C (BGS/Elementary Certification students must complete a minimum of 12 hours across all four content area minors in order to establish residency).

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

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

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit and/or enrollment with the University of Missouri – Columbia and/or Stephens College (see Cooperative Cross-Enrollment programs, page 89) so the total semester hours earned meets the required number of hours.

SPECIFIC REQUIREMENTS FOR MINORS:

ACCOUNTING (18 semester hours): ACCT 280 Accounting I, ACCT 281 Accounting II; and 12 upper-level semester hours of courses with an ACCT field code or ACCT 280, ACCT 281, FINC 396 Corporate Finance, and 9 upper-level semester hours of courses with an ACCT field code.

AMERICAN SIGN LANGUAGE (24 semester hours): Complete 24 hours in American Sign Language to include: AMSL 101 American Sign Language I, AMSL 102 American Sign Language II, AMSL 201 American Sign Language III, AMSL 202 Deaf Culture, AMSL 301 American Sign Language IV, AMSL 302 American Sign Language V, AMSL 303 American Sign Language Grammar, AMSL 304 Linguistics of American Sign Language.

ANTHROPOLOGY (18 semester hours):

Complete 18 hours from the following courses:

A. Required Courses (12 hrs):

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

B. Electives (6 hrs from the following):

ANTH/SOCI 270	Minority Cultures and Relations	3 hrs
ANTH/HIST 319	History and Democracy in the Modern Middle East	3 hrs
ANTH/SOCI/WMST 336	Global Perspectives on Women & Development	3 hrs
ANTH/SOCI 341	Sociology and Anthropology of Religion	3 hrs
ANTH/SOCI 412	Slavery & Human Trafficking: Past & Present	3 hrs
ANTH/HIST 339	History of Modern Africa	3 hrs

ART, STUDIO (18 semester hours): ARTS 120 Drawing I, ARTS 130 Painting I, ARTS 140 2-D Design, plus nine additional semester hours of Studio Art courses. Studio art courses are those (such as painting, graphic design, photography, printmaking, and ceramics) in which students produce a product. Such courses contrast with, for example, those concerning the history or appreciation of art.

ART, HISTORY (18 semester hours): Complete 18 hours of art history courses, including at least 9 semester hours in courses above the 200-level in Art History.

BIOLOGY (18 semester hours): Complete 18 hours of biology courses at the 110 level and above including at least 8 semester hours of 300- or 400-level coursework.

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

CHEMISTRY (18 semester hours): Complete CHEM 306 (5 hrs), and 13 hours of chemistry courses at the 200-level or above. BIOL/CHEM/ENVS 395 and CHEM 490 do not count toward the 13 semester hours.

COMMUNICATION STUDIES (18 semester hours): Complete 18 hours of Communication courses. Six hours must be at the 300- or 400- level.

COMPUTER INFORMATION SYSTEMS (18 semester hours): CISS 170 Introduction to Computer Information Systems and 15 additional semester hours of courses with a CISS field code, including at least one programming language course.

COMPUTER SCIENCE (20-21 semester hours):

A. Required Courses (14-15 hrs):

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

B. Electives (6 hours):

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

CRIMINAL JUSTICE ADMINISTRATION (18 semester hours): Complete CJAD 101 Introduction to Criminal Justice Administration; CJAD 405 Laws of Criminal Evidence or CJAD 406 Expert and Scientific Evidence or CJAD 415 Criminal Procedures; and twelve additional hours of courses with a CJAD field code.

CRIMINOLOGY (18 semester hours):**Required Courses**

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

ECONOMICS (18 semester hours):

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

A. Required Courses (12 hours)

ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
ECON 393	Intermediate Macroeconomics	3 hrs
ECON 394	Intermediate Microeconomics	3 hrs

B. Electives (6 hours):

COMM 334	Political Economy Film and Media	3 hrs
ECON/ENVS 310	Environmental and Resource Economics	3 hrs
ECON 320	The Economics of Healthcare	3 hrs
ECON/FINC 395	Financial Markets and Institutions	3 hrs
ECON/FINC 495	International Finance	3 hrs
ENVS/GEOG 251	Resource Management	3 hrs
FINC 410	Sports Finance	3 hrs
HIST/MGMT 371	History of American Business	3 hrs
POSC 321	Politics of Developing Nations	3 hrs

EDUCATION, GENERAL (18 semester hours):

Complete 18 hours of courses with an EDUC field code or a three semester-hour course with an EDUC/PSYC field code and 15 semester hours of courses with an EDUC field code.

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

ELEMENTARY EDUCATION CERTIFICATION CONTENT AREA MINORS

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

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

MATHEMATICS: CISS 170 Introduction to Computer Information Systems or CISS 171 Introduction to Computer Information Systems for MAC users or CISS 176 Introduction to Computer Science; EDUC 358 Teaching Mathematics in the Elementary School; MATH 102 Mathematics for the Elementary School Teacher; MATH 150 College Algebra; MATH 170 Finite Mathematics or higher; MATH 155 Algebraic Reasoning for Elementary and Middle School Teachers; MATH 165 Geometric Reasoning for Elementary and Middle School Teachers.

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

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

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

ENTREPRENEURSHIP (24 semester hours):

ACCT 280	Accounting I (Financial)	3 hrs
FINC 361	Small Business Finance	3 hrs
MGMT 150	Introduction to Business	3 hrs
MGMT 254	Business Communication	3 hrs
MGMT 341	Intro. to Entrepreneurship	3 hrs
MGMT 361	Human Resource Management	3 hrs
MGMT 422	New Venture Creation	3 hrs
MKTG 310	Principles of Marketing	3 hrs

Students earning a minor in Entrepreneurship are encouraged to select ECON 293 Macroeconomics as a General Education Social Science course.

ENVIRONMENTAL SCIENCE (18 semester hours):**A. Required Courses (11 hrs)**

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

B. Electives (7 hrs)

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

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

ETHICS (18 semester hours):**A. Required Course (3 hrs)**

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

Electives must be selected from the following courses:

CJAD 345	Ethics and Morality in Criminal Justice	3 hrs
EDUC 200	Law, Ethics and Education	3 hrs
ENGL 331	Ethical Issues in Literature	3 hrs
HNRS 340	Schiffman Ethics Lecture	3 hrs
MGMT 368	Business Ethics	3 hrs
PHIL/ENVS 332	Environmental Ethics	3 hrs
PHIL/POSC 402	Classical Political Philosophy	3 hrs
PHIL/POSC 403	Modern Political Philosophy	3 hrs
PSYC 430	Ethics for Behavioral and Social Sciences	3 hrs
PHIL 460	Biomedical Ethics	3 hrs
SOCI 460	Classical Social Theory	3 hrs
SOCI 470	Contemporary Social Theory	3 hrs

FILM STUDIES (18 semester hours):**A. Required Courses (12 hrs)**

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

B. Electives (6 hrs):

Six hours from the following courses:

ARTS 150	Creative Photography I	3 hrs
ARTS 244	Digital Media II: Adobe Photoshop	3 hrs
COMM 214	Mass Communication in Society	3 hrs
COMM 220	Introduction to Theatre	3 hrs
COMM 334	Political Economy of Film & Media	3 hrs
COMM 344	Visual Communication and Culture	3 hrs

FINANCE (18 semester hours): 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.

FORENSIC SCIENCE (18 semester hours):

Coursework in CJAD and FRSC.

A. Required Courses (15 hrs)

CJAD 201	Criminal Investigation	3 hrs
CJAD 405	Laws of Criminal <u>or</u> Evidence	3 hrs
CJAD 406	Expert and Scientific Evidence	3 hrs
FRSC 210	Introduction to Forensic Science	3 hrs
FRSC 310	Professional Issues in Forensic Science	3 hrs

B. Electives (6 hrs)

Six additional credit hours of courses with a FRSC field code.

GEOGRAPHY (18 semester hours): Complete 18 hours of geography courses, of which 3 hours may be counted from GEOL 110 or ENVS/GEOG 220 or ENVS/BIOL 115.

GRAPHIC DESIGN: (21 semester hours):**A. Required Courses (15 hrs)**

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

B. Electives (6 hrs):

At least two courses selected from the following:

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

HISTORY (18 semester hours): Eighteen semester hours with the HIST field code, of which twelve hours of coursework must be at the 200-level or above; at least one course must be HIST 101, HIST 102, HIST 111 or HIST 112; at least one course must be HIST 121 or HIST 122.

HUMAN SERVICES (15 semester hours):

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. Electives (3 hours): Choose from the following:

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

C. Human Services Elective 3 hrs

INTERGENERATIONAL STUDIES (21 semester hours): An interdisciplinary minor providing students from varying academic disciplines with the theoretical, methodological, and practical skills necessary to work in the burgeoning field of Intergenerational Studies, which focuses on the benefits of bringing the geriatric population and children together. This program emphasizes knowledge of human development across the life span, knowledge of research and policy in the field of child development and geriatrics, an understanding of the societal demographics that necessitate the need for such programs, and finally, will emphasize significant sociological research on “bridging” the relationship, those that work to hold communities together.

A. Required Courses (18 hrs)

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

B. Three hours from one of the following:

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

INTERNATIONAL RELATIONS (12 semester hours): The minor in International Relations is designed to provide students with a multidisciplinary approach to the understanding of international affairs. The core requirements emphasize the fundamental structural features of the international system and the nature of interactions among actors (states, international organizations, non-governmental organizations, etc.) at the international level. The International Relations

minor will be especially useful to students preparing for careers in public service, international organizations and international business, or preparing for graduate study in the field of International Relations or Political Science. Students preparing for this minor are strongly encouraged to take ECON 293 Macroeconomics and HIST 112 World History Since 1500.

A. Required Courses (6 hrs)

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

B. Comparative Political Systems (6 hrs)

Choose a minimum of two courses from this category.

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

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

C. Electives (6 hrs)

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

ANTH/HIST 319	History and Democracy of the Modern Middle East	3 hrs
ECON/FINC 495	International Finance	3 hrs
ENGL 234	World Literature II	3 hrs
HIST 304	History of Latin America	3 hrs
HIST 312	American Diplomatic History	3 hrs
HIST 314	Modern China	3 hrs
HIST 316	Modern Japan	3 hrs
HIST 336	20th Century Europe	3 hrs
HIST/PHIL 340	Philosophy of Revolution	3 hrs
MGMT 338	International Business	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MKTG 410	Global Marketing	3 hrs
PHIL/RELI 202	Asian Philosophy & Religion	3 hrs
POSC 326	International Law and Organization <u>or</u>	3 hrs
POSC 360	U.S. Foreign Policy	
POSC/CJAD 370	Dynamics of Terrorism	3 hrs

JEWELRY (18 semester hours): Complete 18 hours of Art courses to include: ARTS 140 2-D Design, ARTS 141 3-D Design, ARTS 292 Jewelry I, ARTS 394 Jewelry II, ARTS 396 Jewelry III, ARTS 498 Jewelry IV.

LEADERSHIP STUDIES (18 semester hours):**A. Required Courses (3-6 hours)**

LEAD 200	Introduction to Leadership Concepts	3 hrs
(ROTC students may substitute MSCI 1120, MSCI 2200, or ASCI 3100)		
LEAD 499	Applied Leadership Internship	3 hrs

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

B. Electives (12-15 hrs)

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

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

LEGAL STUDIES (18 semester hours): The minor in Legal Studies familiarizes students with legal ideas, processes and institutions in a liberal arts framework. The minor also helps prepare students for the further study of law. It is also valuable to any students wanting to develop their ability to think clearly and analyze ideas critically.

A. Required Courses (6 hrs)

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

B. Legal Focus (6 hrs)

Choose a minimum of two courses from this category:

CJAD 415	Criminal Procedures	3 hrs
CJAD 425	Legal Research and Writing	3 hrs
LGST 301	Alternative Dispute Resolution	3 hrs
MGMT 265	Business Law I	3 hrs
PHIL/POSC 430	Philosophy of Law	3 hrs

C. Analytical Focus (6 hrs)

Choose a minimum of two courses from this category:

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

MANAGEMENT (18 semester hours): Eighteen semester hours (twelve of which must be upper-level) of courses with a MGMT field code including MGMT 330 Principles of Management and MGMT 393 Business Information Systems.

MARKETING (18 semester hours): Eighteen semester hours of courses with a MKTG field code (twelve of which must be 300- or 400-level courses). Required courses include: MKTG 310 Principles of Marketing, MKTG 331 Consumer Behavior, MKTG 441 Marketing Research, MKTG 478 Marketing Management and six semester hours of marketing courses with a MKTG field code.

MATHEMATICS (24 semester hours): Eighteen semester hours of mathematics courses at the level of 180 and above including MATH 201 and MATH 222 and at least 6 semester hours of 300- or 400-level coursework.

MUSIC (18 semester hours): Students who are interested in music have the opportunity to declare it as a minor area of study. The requirements are as follows:

A. Applied Music (9 hrs)

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

MUSI 160/360	Jane Froman Singers	1 hr
MUSI 170/370	Show Choir	1 hr
MUSI 180/380	Chamber Choir	1 hr
MUSI 171/172/273/274	Applied Lessons Piano	1 hr
MUSI 181/182/283/284	Applied Lessons Voice	1 hr

B. Music Coursework (9 hrs)

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

MUSI 102	Music Fundamentals	3 hrs
MUSI 122	Music Appreciation	3 hrs
MUSI 123	Music in World Cultures	3 hrs
MUSI 322	Masterpieces of Music	3 hrs
MUSI 323	Music of the United States	3 hrs

PHILOSOPHY (18 semester hours): Complete 18 hours of courses with a PHIL field code.

PHOTOGRAPHY (18 semester hours): Complete 18 hours of Art courses to include: ARTS 150 Creative Photography I, ARTS 252 Creative Photography II, ARTS 353 Creative Photography III, ARTS 454 Creative Photography IV, ARTS 374 Digital Filmmaking and ARTS 152 Digital Photography.

POLITICAL SCIENCE (18 semester hours): Complete POSC 111 American National Government and POSC 292 International Relations, plus 12 additional hours of Political Science coursework above the 100-level.

PSYCHOLOGY (18 semester hours): Complete 18 hours of coursework with a PSYC field code.

RELIGIOUS STUDIES (18 semester hours): RELI 101 and an additional 15 hours of courses with a RELI field code.

ROTC (18 semester hours): Complete 18 semester hours of coursework with a field code of ASCI (Aerospace Studies), NSCI (Naval Science), or MSCI (Military Science).

SOCIOLOGY (18 semester hours): Complete 18 hours of coursework with a SOCI field code.

SPANISH (18 semester hours): Complete SPAN 101 and SPAN 102, plus an additional 12 hours of coursework with a SPAN field code.

WOMEN'S STUDIES (18 semester hours):

A. Required Courses (9 hrs)

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

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

B. Electives (9 hrs)

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

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

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 students to pursue lifelong learning and involved citizenship in the human community.

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

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

GOALS

General education courses:

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

AREAS OF STUDY

ARTS

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

HISTORY

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

HUMANITIES

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

MATHEMATICS

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

NATURAL SCIENCES

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

SOCIAL AND BEHAVIORAL SCIENCES

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

COMPUTER SCIENCE

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

BASIC STUDIES

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

Full-time Day Program students must:

1. Complete all basic studies courses in the first 60 hours¹; and
2. Be continuously enrolled in an English composition or math course until ENGL 112 and MATH 150 or higher level math course have been successfully completed.

CISS 170	Introduction to Computer Information Systems or
CISS 171	Introduction to Computer Information Systems for MAC Users or
CISS 176	Introduction to Computer Science
COMM 110	Introduction to Speech
ENGL 112	English Composition II
MATH 150	College Algebra or
MATH 170	Finite Mathematics or
MATH 180	Precalculus or
MATH 201	Calculus & Analytic Geometry I or
MATH 215	Differential Calculus

12-14 hrs**INTRODUCTORY STUDIES**

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

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

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

CLASSICAL PROGRAM OF STUDY

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

History

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

Arts and Humanities

ARTS 105	Art Appreciation
ARTS 111	Art & Ideas I
ARTS 112	Art & Ideas II
COMM 203	Understanding Human Communication
COMM 224	Film History and Analysis
ENGL 123	Intro. to Mythology & 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 Philosophy
PHIL/RELI 202	Asian Philosophy & Religion
PHIL 210	Logic and Critical Thinking
RELI 101	Religion and Human Experience

Natural Sciences and Mathematics

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

ASTR 108	Introduction to Astronomy
BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory (2)
BIOL 110	Principles of Biology I
BIOL 110L	Principles of Biology I Laboratory (2)
BIOL 115	Introduction to Environmental Science
BIOL 115L	Introduction to Environmental Science Laboratory (2)
CHEM 108	Physical Science Survey
CHEM 108L	Physical Science Survey Laboratory (2)
CHEM 109	Chemistry for Biological and Health-Related Sciences
CHEM 110	Chemistry I
CHEM 111L	Introductory Chemistry Laboratory Experience (2)
ENVS 115	Introduction to Environmental Science
ENVS 115L	Introduction to Environmental Science Laboratory (2)
GEOL 110	Introduction to Physical Geology

GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Calculus & Analytic Geometry I or
MATH 215	Differential Calculus
	(Cannot meet both a Basic Studies requirement and a Natural Sciences/Mathematics G.E. requirement)
MATH 250	Statistics I
PHYS 108	Physical Science Survey
PHYS 108L	Physical Science Survey Laboratory (2)
PHYS 111	College Physics I
PHYS 111L	Physics I Laboratory (2)

Social and Behavioral Sciences

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

23-26 hrs**Ethics**

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

PHIL 330	Ethics or
	Approved Departmental ethics course 3 hrs

Total 38-41 hrs**OPTIONAL PROGRAM OF STUDY FOR QUALIFYING TRANSFER STUDENTS¹****BASIC STUDIES**

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

All basic studies courses must be completed with a grade of C or higher.

Full-time Day Program students must:

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

CISS 170	Introduction to Computer Information Systems or
CISS 171	Introduction to Computer Information Systems for MAC users or

CISS 176	Introduction to Computer Science
COMM 110	Introduction to Speech
ENGL 112	English Composition II
MATH 150	College Algebra or
MATH 170	Finite Mathematics or
MATH 180	Precalculus or
MATH 201	Calculus & Analytic Geometry I or
MATH 215	Differential Calculus

12-14 hrs**History**

The student must complete six hours from the following courses:

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

Arts and Humanities

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

Natural Sciences and Mathematics

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

ASTR 108	Introduction to Astronomy
BIOL 108	Human Biology
BIOL 108L	Human Biology Laboratory (2)
BIOL 110	Principles of Biology I
BIOL 110L	Principles of Biology I Laboratory(2)
CHEM 108	Physical Science Survey
PHYS 108L	Physical Science Survey Laboratory (2)
CHEM 110	Chemistry I
CHEM 109	Chemistry for Biological and Health-Related Sciences
CHEM 111L	Introductory Chemistry Laboratory Experience (2)
ENVS 115	Introduction to Environmental Science
ENVS 115L	Introduction to Environmental Science Laboratory (2)
GEOL 110	Introduction to Physical Geology
GEOL 110L	Introduction to Physical Geology Laboratory (2)
MATH 201	Calculus & Analytic Geometry I or
MATH 215	Differential Calculus
	(Cannot meet both a Basic Studies Requirement and a Natural Sciences/Mathematics G.E. Requirement)
MATH 250	Statistics I
PHYS 108	Physical Science Survey
PHYS 108L	Physical Science Survey Laboratory (2)
PHYS 111	College Physics I
PHYS 111L	College Physics I Laboratory (2)

¹ Qualifying students are those who transfer more than 36 hours when they first enroll at Columbia College

² Transfer students who are near or beyond the 60-hour mark may apply for appropriate exemptions.

Social and Behavioral Sciences

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

23-26 hrs**Ethics**

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

PHIL 330 Ethics **or**Approved Departmental ethics course **3 hrs****Total****38-41 hrs****ETHICS COURSE REQUIREMENT**

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

The courses listed below satisfy the Ethics requirement for specific majors and the Teacher Certification Program.

These courses can be taken in place of PHIL 330.

BEACON/DAYSTAR Programs

(Students seeking teacher certification only):*

EDUC 200 Law, Ethics and Education

Biology Majors:

ENVS/PHIL 332 Environmental Ethics

PHIL 460 Biomedical Ethics

Business Administration Majors:

MGMT 368 Business Ethics

Computer Information Systems Majors:

MGMT 368 Business Ethics

Criminal Justice Administration Majors:

CJAD 345 Ethics & Morality in Criminal Justice

English Majors:

ENGL 331 Ethical Issues on Literature

Environmental Science Majors:

ENVS/PHIL 332 Environmental Ethics

Forensic Science Majors:

CJAD 345 Ethics & Morality in Criminal Justice

General Studies with a Minor:

** Ethics course specific to the minor

General Studies for Elementary Education Certification:

EDUC 200 Law Ethics & Education

Management Information Systems Majors:

MGMT 368 Business Ethics

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

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

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

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

CJAD 345: BGS with a minor in Criminal Justice Administration

EDUC 200: BGS with a minor in Education (non-certification minor)

ENGL 331: BGS with a minor in English

ENVS/PHIL 332: BGS with a minor in Biology or Environmental Science

MGMT 368: BGS with a minor in Accounting, Business, Computer Information Systems, Economics, Finance, Management or Marketing

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

GENERAL EDUCATION COURSES BY AREA

The following courses meet associate and baccalaureate degree general education requirements. Some courses have prerequisites.

Anthropology (ANTH)

ANTH 101 Introduction to Geography

ANTH 112 General Anthropology

ANTH 270 Minority Cultures & Relations

Art (ARTS)

ARTS 105 Art Appreciation

ARTS 111 Art & Ideas I

ARTS 112 Art & Ideas II

Astronomy (ASTR)

ASTR 108 Introduction to Astronomy

Biology (BIOL)

BIOL 108 Human Biology

BIOL 108L Human Biology Laboratory (2) (taken with or following BIOL 108)

BIOL 110 Principles of Biology I

BIOL 110L Principles of Biology I Laboratory (2) (taken with or following BIOL 110)

BIOL 115 Introduction to Environmental Science

BIOL 115L Introduction to Environmental Science Laboratory (2) (taken with or following BIOL 115)

Chemistry (CHEM)

CHEM 108 Physical Science Survey

CHEM 108L Physical Science Survey Laboratory (when taken with or following CHEM 108)

CHEM 109 Chemistry for Biological and Health-Related Sciences

CHEM 110 Chemistry I

CHEM 111L Introductory Chemistry Laboratory Experience (taken with or following CHEM 109 or CHEM 110)

Communication (COMM)

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

Computer Information Systems (CISS)

- CISS 170 Introduction to Computer Information Systems
 CISS 171 Introduction to Computer Information Systems MAC users
 CISS 176 Introduction to Computer Science

Economics (ECON)

- ECON 293 Macroeconomics
 ECON 294 Microeconomics

English (ENGL)

- ENGL 112 English Composition II
 ENGL 123 Introduction to Mythology & 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 (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 (taken with or following GEOL 110)

History (HIST)

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

Mathematics (MATH)

- MATH 150 College Algebra
 MATH 170 Finite Mathematics
 MATH 180 Precalculus
 MATH 201 Calculus & Analytic Geometry I
 MATH 215 Differential Calculus
 MATH 250 Statistics I

Music (MUSI)

- MUSI 122 Music Appreciation

Philosophy (PHIL)

- PHIL 201 Introduction to Philosophy
 PHIL 202 Asian Philosophy and Religion
 PHIL 210 Logic and Critical Thinking

Physics (PHYS)

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

Political Science (POSC)

- POSC 111 American National Government
 POSC 292 International Relations

Psychology (PSYC)

- PSYC 101 General Psychology

Religious Studies (RELI)

- RELI 101 Religion and Human Experience
 RELI 202 Asian Philosophy and Religion

Sociology (SOCL)

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

Women's Studies (WMST)

- WMST 210 The Sociology of Gender

MULTICULTURAL REQUIREMENT

Every student who graduates from Columbia College must meet the multicultural requirement. Students who participate in a study abroad experience or who have lived for at least six continuous months in a single country other than the United States do not require coursework to meet this requirement. Official school transcripts from a foreign country or military orders may be used to document residence outside of the United States.

Students who seek the multicultural course waiver for any reason and who do not have official international transcripts must submit a course/waiver substitution form and supporting documents to the Office of the Registrar. All other students must complete a course which explores other cultures or cultivates an appreciation of cultural diversity. Cultural studies courses and courses listed below satisfy the requirement.

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

ENGL 123	Introduction to Mythology and Folklore
ENGL 263	World Literature I
ENGL 264	World Literature II
ENGL 450	Minority and Ethnic Literature of the U.S.
ENVS/BIOL 115	Introduction to Environmental Science
FINC/ECON 495	International Finance
GEOG/ANTH 101	Introduction to Geography
HIST 111	World History to 1500
HIST 112	World History Since 1500
HIST 304	History of Latin America
HIST 314	Modern China
HIST 316	Modern Japan
HIST/ANTH 319	History and Democracy of the Modern Middle East
HIST 372	American Indian History
HIST 391	Imperial Russia
MGMT 338	International Business
MGMT 339	Cross-Cultural Management
MKTG 410	Global Marketing
MATH 330	History of Mathematics
MUSI 123	Music in World Cultures
PHIL/RELI 202	Asian Philosophy & Religion
POSC 292	International Relations
POSC 317	Politics of Russia & Eurasia
POSC 321	Politics of Developing Nations
POSC 331	European Politics
POSC 353	Asian Politics
RELI 101	Religion & Human Experience
RELI 201	Religious Classic Texts
RELI/PHIL 202	Asian Philosophy & Religion
SOCI 111	General Sociology
SOCI/ANTH 112	General Anthropology
SOCI/ANTH 270	Minority Cultures & Relations
SOCI/WMST/ANTH 336	Global Perspectives on Women and Development
SOCI/ANTH 412	Slavery & Human Trafficking

FOREIGN LANGUAGE REQUIREMENT

Day students seeking a Bachelor of Arts degree must complete successfully six semester hours of a single foreign language. AHE (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of a single foreign language or six semester hours of Culture and Society coursework. A student may also satisfy this requirement as follows:

- By receiving a letter grade of C or higher in eight semesters of a high school foreign language (four semesters with a grade of C or higher will fulfill the first course in the language sequence.); **or**
- SAT II: Subject Test Foreign Language:
 - Test date before May 1995: score of at least 550;
 - Test date May 1995 or later: score of at least 590; **or**
- Advanced Placement Exam in a foreign language: three hours of foreign language 101 credit with a score of 3; six hours of foreign language 101 and 102 credit with a score of four or higher; **or**

- A CLEP score equal to or greater than the credit-granting language level 1 score as recommended by the American Council on Education; **or**
- Graduation from a high school where the native language is not English and a minimum TOEFL score of 500 (paper-based) or 173 (computer-based) or 61 (internet-based) or minimum IELTS exam of 6; **or**
- By completing six semester hours of American Sign Language at an accredited institution of higher education from which Columbia College accepts credit; **or**
- By completing the equivalent language courses via the Defense Language Institute per the American Council on Education recommendations; **or**
- By completing the equivalent language courses at an institution of higher education from which Columbia College accepts credit; **or**
- By completing the equivalent language courses non-traditionally via a program from which Columbia College accepts credit.

ENGLISH COMPOSITION REQUIREMENT

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

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

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

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

CISS 170/CISS 171/CISS 176 REQUIREMENT

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

BACCALAUREATE DEGREES

BACCALAUREATE DEGREE REQUIREMENTS

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

1. Completed successfully at least 120 semester hours with at least 39 semester hours in 300- and 400-level courses;
2. Completed successfully at least 38 semester hours of general education courses, to include an Ethics course, distributed as indicated in the previous section;
3. Completed successfully required semester hours for a major in the degree program selected. No fewer than 12 semester hours may be earned in the major at Columbia College including at least 6 semester hours of 300- and 400-level coursework;
4. Earned at least one-half of the credit toward the baccalaureate degree from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College;
5. Completed successfully at least 3 semester hours of Multicultural coursework;
6. Attained a minimum cumulative grade-point average of 2.0;
7. Fulfilled the residency requirement – at least 30 semester hours taken with Columbia College. (In the case of special programs and/or agreements such as the one with Service-member's Opportunity College, this requirement may be modified to meet the constraints of such programs. However, special arrangements and/or programs must be approved by the Executive Vice President and Dean for Academic Affairs. Waivers for individual students may be granted by following institutional procedures for petition and waiver);
8. Fulfilled all requirements for a culminating experience specified for the major;
9. Satisfied all financial obligations; and
10. Applied for graduation via CougarTrack the semester before expected date of graduation;
11. If seeking a Bachelor of Arts degree, completed successfully six semester hours of a single foreign language. AHE (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of Culture and Society sequence. See page 27 for additional information regarding this requirement.
12. All core courses in each major resulting in a Bachelor of Arts (B.A.), Bachelor of Science (B.S.) or Bachelor of Fine Arts (B.F.A.) degree require completion with a grade of C or higher.

AMERICAN STUDIES

Department: History, Philosophy, and Political Science

Chairperson: Brian Kessel, Ph.D.

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

Degree: Bachelor of Arts in American Studies

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

Culminating Experience Course:
AMST 490 American Studies Seminar

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

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

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

Core Requirements:

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

Electives:

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

BACHELOR OF ARTS IN AMERICAN STUDIES

A. General Education Requirements 38-41 sem. hrs

Ethics Course Requirement
PHIL 330 Ethics 3 hrs

B. Foreign Language Requirement 6 sem. hrs

C. Multicultural Requirement 3 sem. hrs

Eligible courses can be found on page 27.

D. Core Requirements 33 sem. hrs

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

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

Research Methods Course 3 sem. hrs

(Choose one course from the following)

HIST 294	Intro. to the Historian's Craft	3 hrs
POSC/PADM 395	Political Science & Public Administration Research Methods	3 hrs
PSYC/SOCI 325	Quantitative Research Methods	3 hrs
PSYC/SOCI/ANTH 327	Qualitative Research Methods	3 hrs

E. Electives 24 sem. hrs

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

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

AMERICAN HISTORY CLUSTER

ENVS/HIST 352	American Environmental History	3 hrs
HIST 312	20th Century American Diplomatic History	3 hrs
HIST 318	The U.S. & the Vietnam War	3 hrs
HIST 321	History of Modern U.S.	3 hrs
HIST 342	American Civil War	3 hrs
HIST 350	American Revolution	3 hrs
HIST 362	History of the American West	3 hrs
HIST 370	American Military History	3 hrs
HIST/MGMT 371	History of American Business	3 hrs
*HIST 372	American Indian History	3 hrs
HIST/WMST 373	Women & Gender in American History	3 hrs
HIST 374	African American History	3 hrs

AMERICAN GOVERNMENT CLUSTER:

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

AMERICAN CULTURE CLUSTER:

AMST/SOCI 375	American Social Movements	3 hrs
ARTS 406	American Art History	3 hrs
COMM 214	Mass Comm. in Society	3 hrs
ENGL 450	Minority & Ethnic Literature of the United States	3 hrs
HUMS/SOCI 365	American Social Policy	3 hrs
MUSI 323	Music of the United States	3 hrs
SOCI 216	American Social Problems	3 hrs
SOCI 230	Sociology of Sports	3 hrs
SOCI/WMST 310	Women in Society	3 hrs
SOCI 401	The American Community	3 hrs

F. Other Electives 10-19 sem. hrs

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

120 sem. hrs

* Course meets Multicultural graduation requirement

ART

Department: Visual Arts and Music
Chairperson: Michael Sleadd
Full-Time Faculty: Bo Bedilion
 Naomi Lear
 Danielle Langdon
 Scott McMahon
 Michael Sleadd
Degrees: Bachelor of Arts in Art
 Bachelor of Science in Art
 Bachelor of Fine Arts in Art
Major Areas: Ceramics
 Graphic Design
 Painting and Drawing
 Photography
 Printmaking
Minors: Art History
 Graphic Design
 Jewelry
 Photography
 Studio Art
Culminating Experience Course:
 ARTS 496 Senior Portfolio

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

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

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

Core Requirements:

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

Electives:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ARTS 150	ARTS 150	ARTS 152	ARTS 152	ARTS 301
ARTS 215	ARTS 215	ARTS 215	ARTS 215	
ARTS 216	ARTS 216	ARTS 217	ARTS 217	
ARTS 234	ARTS 234	ARTS 244	ARTS 244	
ARTS 252	ARTS 252	ARTS 252	ARTS 252	
ARTS 262	ARTS 262	ARTS 262	ARTS 262	
ARTS 300	ARTS 300	ARTS 300	ARTS 300	
ARTS 307	ARTS 307	ARTS 302	ARTS 302	
ARTS 316	ARTS 316	ARTS 317	ARTS 317	
ARTS 323	ARTS 323	ARTS 323	ARTS 323	
ARTS 334	ARTS 334	ARTS 334	ARTS 334	
ARTS 353	ARTS 353	ARTS 353	ARTS 353	
ARTS 364	ARTS 364	ARTS 364	ARTS 364	
ARTS 366	ARTS 366	ARTS 366	ARTS 366	
ARTS 373	ARTS 373	ARTS 373	ARTS 373	
ARTS 374	ARTS 374	ARTS 375	ARTS 375	
ARTS 375	ARTS 375	ARTS 394	ARTS 394	
ARTS 394	ARTS 394	ARTS 396	ARTS 396	
ARTS 396	ARTS 396	ARTS 400	ARTS 400	
ARTS 400	ARTS 400	ARTS 425	ARTS 425	
ARTS 416	ARTS 417	ARTS 435	ARTS 435	
ARTS 417	ARTS 416	ARTS 436	ARTS 436	
ARTS 425	ARTS 425	ARTS 454	ARTS 454	
ARTS 435	ARTS 435	ARTS 465	ARTS 465	
ARTS 436	ARTS 436	ARTS 466	ARTS 466	
ARTS 454	ARTS 454	ARTS 476	ARTS 476	
ARTS 465	ARTS 465	ARTS 480	ARTS 480	
ARTS 466	ARTS 466	ARTS 490	ARTS 490	
ARTS 476	ARTS 476	ARTS 498	ARTS 498	
ARTS 480	ARTS 480			
ARTS 490	ARTS 490			
ARTS 498	ARTS 498			

II. BACHELOR OF ARTS IN ART

Candidates for the Bachelor of Arts in Art complete 38-41 semester hours of general education requirements, including PHIL 330 Ethics; and three hours of a Multicultural requirement (eligible courses can be found on page 27.); six hours of a foreign language requirement, and the following specific requirements:

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

*ARTS 111	Art & Ideas I	3 hrs
ARTS 112	Art & Ideas II	3 hrs
ARTS 120	Drawing I	3 hrs
ARTS 130	Painting I	3 hrs
ARTS 140	2-Dimensional Design	3 hrs
ARTS 141	3-Dimensional Design	3 hrs
ARTS 222	Drawing II	3 hrs
ARTS 232	Painting II	3 hrs
(Not required for students majoring in Graphic Design)		
ARTS 496	Senior Portfolio	3 hrs
ARTS	Art History Courses	6 hrs
(Courses must be upper-level if majoring in Graphic Design)		
3. Twelve semester hours in elective art courses, at least 6 of which must be upper-level.
4. Selection of one of the following courses: ARTS 271 Ceramics I or ARTS 292 Jewelry I.
5. Completion of a final evaluation by satisfactorily passing ARTS 496 Senior Portfolio, a course designed to assess the outcomes of the major.

* Course meets Multicultural graduation requirement

II. BACHELOR OF SCIENCE IN ART

Candidates for the Bachelor of Science in Art complete 38-41 semester hours of general education requirements, including PHIL 330 Ethics; and three hours of a Multicultural requirement (eligible courses can be found on page 27), in addition to the following specific requirements:

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

*ARTS 111	Art & Ideas I	3 hrs
ARTS 112	Art & Ideas II	3 hrs
ARTS 120	Drawing I	3 hrs
ARTS 130	Painting I	3 hrs
ARTS 140	2-Dimensional Design	3 hrs
ARTS 141	3-Dimensional Design	3 hrs
ARTS 222	Drawing II	3 hrs
ARTS 232	Painting II ¹	3 hrs
ARTS 496	Senior Portfolio	3 hrs
ARTS	Art History Courses ²	6 hrs

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

III. BACHELOR OF FINE ARTS

Candidates for the Bachelor of Fine Arts in Art complete the general education requirements for all baccalaureate degrees including PHIL 330 Ethics, three hours of a Multicultural requirement (eligible courses can be found on page 27) and the following specific requirements:

1. Declaration of intention to the art faculty during the first semester of the junior year (requirement also applies to transfer students) and faculty review of the candidate's portfolio.
2. Completion of at least 75 semester hours in art, 21 semester hours of which must be upper-level credit.
3. Review of semester's work during junior year and first semester of senior year. Seniors³ who apply for the BFA program must have their work reviewed the senior year.
4. Core requirements: 36 of the 75 semester hours in the following specific courses: (All courses must be completed with a grade of C or higher). (Courses in the major cannot be taken as Pass/Fail.)

*ARTS 111	Art & Ideas I	3 hrs
ARTS 112	Art & Ideas II	3 hrs
ARTS 120	Drawing I	3 hrs
ARTS 130	Painting I	3 hrs
ARTS 140	2-Dimensional Design	3 hrs

ARTS 141	3-Dimensional Design	3 hrs
ARTS 222	Drawing II	3 hrs
ARTS 232	Painting II ¹	3 hrs
ARTS 496	Senior Portfolio	3 hrs
ARTS	Art History Courses ²	9 hrs

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

MAJOR REQUIREMENTS

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

Ceramics Major		24 hours
ARTS 271	Ceramics I	3 hrs
ARTS 300	Special Problems	3 hrs
ARTS 373	Ceramics II	3 hrs
ARTS 375	Ceramics III	3 hrs
ARTS 400	Special Problems II	3 hrs
ARTS 476	Ceramics IV	3 hrs
ARTS 480	Ceramics V	3 hrs
ARTS 490	Ceramics VI	3 hrs

Graphic Design Major		30 hours
Required Courses		27 hours
ARTS 152	Digital Photography	3 hrs
ARTS 216	Graphic Design I	3 hrs
ARTS 217	Typography	3 hrs
ARTS 234	Digital Media I: Adobe Illustrator	3 hrs
ARTS 244	Digital Media II: Adobe Photoshop	3 hrs
ARTS 302	Illustration	3 hrs
ARTS 316	Graphic Design II	3 hrs
ARTS 317	Web Design I	3 hrs
ARTS 499	Art/Design Internship	3 hrs

Electives: Choose one course from the following:		
ARTS 307	Flash Animation	3 hrs
ARTS 374	Digital Filmmaking	3 hrs
ARTS 416	Graphic Design III	3 hrs
ARTS 417	Web Design II	3 hrs

¹ ARTS 232 not required for students majoring in Graphic Design

² Art History courses must be upper-level if majoring in Graphic Design

³ Seniors who wish to enter the BFA program are required to attend one or more additional semesters beyond completion of the senior year.

* Course meets Multicultural graduation requirement

Painting and Drawing Major 27 hours**Required Courses 21 hours**

ARTS 262	Printmaking I	3 hrs
ARTS 300	Special Problems	3 hrs
ARTS 323	Drawing III	3 hrs
ARTS 334	Painting III	3 hrs
ARTS 364	Printmaking II	3 hrs
ARTS 425	Drawing IV	3 hrs
ARTS 436	Painting IV	3 hrs

Electives 6 hours

ARTS 302	Illustration	3 hrs
ARTS 465	Drawing V	3 hrs
ARTS 466	Painting V	3 hrs

Photography Major 24 hours

ARTS 150	Creative Photography I	3 hrs
ARTS 244	Digital Media II: Adobe Photoshop	3 hrs
ARTS 252	Creative Photography II	3 hrs
ARTS 300	Special Problems	3 hrs
ARTS 353	Creative Photography III	3 hrs
ARTS 374	Digital Filmmaking	3 hrs
ARTS 400	Special Problems II	3 hrs
ARTS 454	Creative Photography VI	3 hrs

Printmaking Major 24 hours

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

BIOLOGY**Department: Physical and Biological Sciences****Chairperson: Frank Somer, Ph.D.****Full-Time Faculty: Christopher Babayco, Ph.D.****Alan James, Ph.D.****Nathan Means, Ph.D.****Rie Sasaki, Ph.D.****Frank Somer, Ph.D.****Kent Strodtman, Ph.D.****Peggy Wright, Ph.D.****Degrees: Bachelor of Arts in Biology
Bachelor of Science in Biology****Minors: Biology
Chemistry
Environmental Science****Culminating Experience Course:
BIOL 490 Senior Seminar**

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

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

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

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

Core Requirements:

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

Electives:

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

BACHELOR OF ARTS IN BIOLOGY

- A. General Education** 38-41 sem. hrs
Requirements
Ethics Course Requirement 3 hrs
 ENVS/PHIL 332 Environmental Ethics or
 PHIL 460 Biomedical Ethics or
 PHIL 330 Ethics
- B. Foreign Language Requirement** 6 sem. hrs
- C. Multicultural Requirement** 3 sem. hrs
 Eligible courses can be found on page 27.
- D. Core Requirements** 32-37 sem. hrs
 (All must be completed with a grade of C or higher.
 Courses in the major cannot be taken Pass/Fail.)
- | | | |
|--------------------|--|-------|
| BIOL 110 | Principles of Biology I | 3 hrs |
| BIOL 110L | Principles of Biology I
Laboratory | 2 hrs |
| BIOL 112 | Principles of Biology II | 3 hrs |
| BIOL 112L | Principles of Biology II
Laboratory | 2 hrs |
| BIOL 290 | Principles of Cell Biology | 3 hrs |
| BIOL 290L | Principles of Cell Biology
Laboratory | 2 hrs |
| BIOL/PSYC/SOCI 324 | Statistics for the
Behavioral & Natural Sciences | 3 hrs |
| BIOL 342 | Genetics | 3 hrs |
| BIOL 342L | Genetics Laboratory | 2 hrs |
| BIOL 395 | Research Design in the
Sciences | 3 hrs |
| BIOL 490 | Senior Seminar | 1 hr |
| CHEM 109 | Chemistry for Biological &
Health-Related Sciences <u>and</u> | 3 hrs |
| CHEM 111L | Introductory Chemistry
Laboratory Experience <u>or</u> | 2 hrs |
| CHEM 110 | Chemistry I <u>and</u> | 3 hrs |
| CHEM 111L | Introductory Chemistry
Laboratory Experience <u>and</u> | 2 hrs |
| CHEM 112 | Chemistry II <u>and</u> | 3 hrs |
| CHEM 112L | Chemistry II Laboratory | 2 hrs |
- E. Biology Electives** 21 sem. hrs
 (All must be completed with a grade of C or higher.) Twenty-one semester hours of courses with a BIOL prefix and above the 110-level. Nine of these hours must be in upper-level courses. A maximum of three of those hours may be obtained from internships (BIOL 399/499).
- F. Electives** 12-20 sem. hrs
 120 sem. hrs
- G. Culminating Experience: All students must complete BIOL 490 Senior Seminar with a grade of C or higher.**

BACHELOR OF SCIENCE IN BIOLOGY

- A. General Education** 38-41 sem. hrs
Requirements
Ethics Course Requirement 3 hrs
 ENVS/PHIL 332 Environmental Ethics or
 PHIL 460 Biomedical Ethics or
 PHIL 330 Ethics
- B. Multicultural Requirement** 3 sem. hrs
 Eligible courses can be found on page 27.
- C. Core Requirements** 45 sem. hrs
 (All must be completed with a grade of C or higher.
 Courses in the major cannot be taken Pass/Fail.)
- | | | |
|--------------------|---|-------|
| BIOL 110 | Principles of Biology I | 3 hrs |
| BIOL 110L | Principles of Biology I
Laboratory | 2 hrs |
| BIOL 112 | Principles of Biology II | 3 hrs |
| BIOL 112L | Principles of Biology II
Laboratory | 2 hrs |
| BIOL 290 | Principles of Cell Biology | 3 hrs |
| BIOL 290L | Principles of Cell Biology
Laboratory | 2 hrs |
| BIOL/PSYC/SOCI 324 | Statistics for the
Behavioral & Natural Sciences | 3 hrs |
| BIOL 342 | Genetics | 3 hrs |
| BIOL 342L | Genetics Laboratory | 2 hrs |
| BIOL 395 | Research Design in the
Sciences | 3 hrs |
| BIOL 420 | Biochemistry I | 3 hrs |
| BIOL 420L | Biochemistry Laboratory | 3 hrs |
| BIOL 490 | Senior Seminar | 1 hr |
| CHEM 110 | Chemistry I | 3 hrs |
| CHEM 111L | Introductory Chemistry
Laboratory Experience | 2 hrs |
| CHEM 112 | Chemistry II | 3 hrs |
| CHEM 112L | Chemistry II Laboratory | 2 hrs |
| CHEM 310 | Organic Chemistry I | 3 hrs |
- D. Biology Electives** 21 sem. hrs
 (All must be completed with a grade of C or higher.) Twenty-one semester hours of courses with a BIOL prefix and above the 110-level. Nine of these hours must be in upper level courses. A maximum of three of these hours may be obtained from internships (BIOL 399/499).
- E. Electives** 10-13 sem. hrs
 120 sem. hrs
- F. Culminating Experience: All students must complete BIOL 490 Senior Seminar with a grade of C or higher.**

BUSINESS ADMINISTRATION

Department: Business Administration

Chairpersons: Sally Wells, C.F.P.

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

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

Major Areas: Accounting
 Entrepreneurship
 Financial Services
 Healthcare Management
 Human Resources Management
 (Some courses are offered only in the Evening and Online Campuses.)
 International Business
 Management
 Marketing
 Public Relations and Advertising
 Sports Management

Minors: Accounting
 Business
 Economics
 Entrepreneurship
 Finance
 Management
 Marketing

Culminating Experience Course: MGMT 479 Strategic Management

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

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

A principle focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions. Faculty prepare students to pursue the study of business at the graduate level or to obtain professional placement in their chosen fields. The faculty of the Business Administration Department

encourage wide and varied preparation in the liberal arts and sciences to provide students with an appreciation for the social and cultural environment in which business is transacted.

All students must complete a minimum of 120 semester hours, 39 of which are 300- and 400-level. Students must complete a prescribed Professional Core and the general education requirements. A maximum of 27 semester hours of the requirements for the BA in Business Administration and a maximum of 48 semester hours of the requirements for the BS in Business Administration may be met through courses transferred.

All students must take part in a culminating evaluation of the core-course outcomes during their last 30 hours prior to graduation. Completion of MGMT 479 Strategic Management with a C or higher satisfies this culminating requirement for all business majors.

Core Requirements:

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

Electives:

ACCT 381	ACCT 381	ACCT 383	ACCT 383	ACCT 384
ACCT 382	ACCT 382	ACCT 385	ACCT 385	ACCT 481
ACCT 489	ACCT 489	ACCT 386	ACCT 386	ACCT 485
ARTS 140	ARTS 140	ARTS 216	ARTS 216	ACCT 488
ARTS 216	ARTS 211	BIOL 326	BIOL 326	ACCT 490
BIOL 223	BIOL 223	BIOL 326L	BIOL 326L	ECON/ENVS 310
BIOL 223L	BIOL 223L	COMM/WMST 343	COMM 393	ECON/FINC 495
COMM 344	COMM 214	ECON 320	ECON 394	ENGL 204
ECON 393	COMM 303	ECON 320	EDUC 233	ENGL 420
ECON/FINC 395	ECON 320	ECON 394	FINC 396	FINC 410
EDUC 233	ECON 393	EDUC 233	FINC 397	FINC 496
FINC 354	ECON/FINC 395	FINC 396	FINC 498	MGMT 200
MGMT 150	395	FINC 397	MGMT 150	MGMT 360
MGMT 339	EDUC 233	FINC 498	MGMT 353	MGMT 363
MGMT 340	FINC 354	MGMT 150	MGMT 339	MGMT 364 *
MGMT 341	MGMT 150	MGMT 339	MGMT 361	MGMT 365 *
MGMT 362	MGMT/POSC 311	MGMT 353	MGMT 362	MGMT 367
MGMT 372	MGMT 339	MGMT 361	MGMT 422	MGMT/HIST 371
MKTG 327	MGMT 340	MGMT 362	MKTG 335	MGMT 375
MKTG 331	MGMT 341	MGMT 422	MKTG 352	MGMT 461
MKTG 332	MGMT 341	MKTG 335	MKTG 354	PHED 100
MKTG 372	MGMT 362	MKTG 354	MKTG 370	PHED 101
MKTG 460	MGMT 372	MKTG 360	MKTG 410	PHED 140
MKTG 480	MKTG 327	MKTG 370	MKTG 441	
PHED 150	MKTG 331	MKTG 410	MKTG 478	
PSYC 336	MKTG 332	MKTG 441	PHED 350	
	MKTG 372	MKTG 478	PHIL 460	
	MKTG 480	PHED 350	POSC 292	
	PHED 150	PHIL 460	POSC 326	
	POSC 321	POSC 360	PSYC/SOCI 360	
	SOCI 430	PSYC/SOCI 360		

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

A. General Education Requirements 38-41 sem. hrs

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

B. Foreign Language Requirement 6 sem. hrs

C. Multicultural Requirement 3 sem. hrs

Eligible courses can be found on page 27.

D. Core Requirements 48 sem. hrs

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

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

E. Major Requirements (Optional) 18 sem. hrs

F. Electives 4-7 sem. hrs

120 sem. hrs

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

A. General Education Requirements 38-41 sem. hrs

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

B. Multicultural Requirement

Eligible courses can be found on page 27.

C. Core Requirements 48 sem. hrs

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

ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
*ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
FINC 298	Personal Financial Planning	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I <u>or</u>	3 hrs
	BIOL/PSYC/SOCI 324 Statistics for Behavioral & Natural Sciences	3 hrs
MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs

MGMT 330	Principles of Management	3 hrs
*MGMT 338	International Business	3 hrs
MGMT 368	Business Ethics	3 hrs
MGMT 393	Business Information Systems	3 hrs
MGMT 430	Management Science	3 hrs
MGMT 479	Strategic Management	3 hrs
MKTG 310	Principles of Marketing	3 hrs

D. Business Electives 21 sem. hrs

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

E. Electives 7-10 sem. hrs

120 sem. hrs

In general, 300-level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300-level business core courses during the second semester of the sophomore year.

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

ACCOUNTING MAJOR

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

Required Courses 9 hrs

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

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

Elective Courses 9 hrs

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

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

* Course meets Multicultural graduation requirement

ENTREPRENEURSHIP MAJOR

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

Required Courses		12 hrs
(All must be completed with a grade of C or higher.)		
FINC 361	Small Business Finance	3 hrs
MGMT 341	Intro. to Entrepreneurship	3 hrs
MGMT 361	Human Resource Management	3 hrs
MGMT 422	New Venture Creation	3 hrs
Elective Courses		6 hrs
MKTG 327	Retail Management & Strategies	3 hrs
MKTG 335	Advertising and Sales Promotion	3 hrs
MKTG 352	Personal Selling & Sales Management	3 hrs
MKTG 360	E-Marketing	3 hrs
MKTG 370	Social Media	3 hrs
MKTG 478	Marketing Management	3 hrs

FINANCE MAJOR

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

Required Courses		9 hrs
(All must be completed with a grade of C or higher.)		
FINC 354	Investments	3 hrs
FINC 395	Financial Markets and Institutions	3 hrs
FINC 498	Comprehensive Financial Planning	3 hrs
Elective Courses		9 hrs
ACCT 381	Federal Income Tax – Individual	3 hrs
ACCT 386	Managerial and Cost Accounting	3 hrs
FINC 295	Risk and Insurance	3 hrs
FINC 396	Corporate Finance	3 hrs
FINC 397	Principles of Real Estate	3 hrs
FINC 410	Sports Finance	3 hrs
FINC 433	Topics	3 hrs
FINC 495	International Finance	3 hrs
FINC 496	Financial Management	3 hrs
FINC 499	Internship in Business (maximum)	3 hrs

HEALTHCARE MANAGEMENT MAJOR

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

Required Courses		18 hrs
(All must be completed with a grade of C or higher.)		
ECON 320	The Economics of Healthcare	3 hrs
MGMT 340	Introduction to Healthcare Management	3 hrs
MGMT 353	Legal & Ethical Aspects of Healthcare	3 hrs
MGMT 360	Organizational Theory	3 hrs
MGMT 361	Human Resource Management	3 hrs
PHIL 460	Biomedical Ethics	3 hrs

HUMAN RESOURCE MANAGEMENT MAJOR

(Some courses must be taken Online or via the Evening Campus).

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

Required Courses		12 hrs
(All must be completed with a grade of C or higher.)		
MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
MGMT 364	Workforce Planning & Development	3 hrs
MGMT 365	Compensation and Benefit Systems	3 hrs
Elective Courses		6 hrs
COMM 303	Intercultural Communication	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MGMT 360	Organizational Theory	3 hrs
MGMT 367	Business Law II	3 hrs
MGMT 375	Labor Relations	3 hrs
MGMT 461	Human Resource Development	3 hrs
POSC 326	International Law and Organizations	3 hrs
PSYC 336	Industrial/Organizational Psychology	3 hrs
PSYC/SOCI 360	Social Psychology	3 hrs

INTERNATIONAL BUSINESS MAJOR

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

Required Courses		12 hrs
(All must be completed with a grade of C or higher.)		
MGMT 338	International Business	3 hrs
MGMT 339	Cross-Cultural Management	3 hrs
MKTG 410	Global Marketing	3 hrs
FINC 495	International Finance	3 hrs
Elective Courses		6 hrs
COMM 303	Intercultural Communication	3 hrs
POSC 292	International Relations	3 hrs
POSC 321	Politics of Developing Nations	3 hrs
POSC 326	International Law and Organization	3 hrs
POSC 360	U.S. Foreign Policy	3 hrs

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

MANAGEMENT MAJOR

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

Required Courses		9 hrs
(All must be completed with a grade of C or higher.)		
MGMT 339	Cross-Cultural Management	3 hrs
MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
Elective Courses		9 hrs
Any three courses with a MGMT prefix, 3 hours of which must be 300- 400-level courses.		

MARKETING MAJOR

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

Required Courses		9 hrs
(All must be completed with a grade of C or higher.)		
MKTG 331	Consumer Behavior	3 hrs
MKTG 441	Marketing Research	3 hrs
MKTG 478	Marketing Management	3 hrs
Elective Courses		9 hrs
MKTG 327	Retail Management and Strategies	3 hrs
MKTG 332	Public Relations	3 hrs
MKTG 335	Advertising & Sales Promotion	3 hrs
MKTG 352	Personal Selling and Sales Management	3 hrs
MKTG 360	E-Marketing	3 hrs
MKTG 399/499	Internship <u>or</u>	3 hrs
MKTG 433	SIFE	3 hrs
MKTG 410	Global Marketing	3 hrs
MKTG 480	Sports & Event Marketing	3 hrs

PUBLIC RELATIONS & ADVERTISING MAJOR

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

Required Business Administration Courses		6 hrs
(All must be completed with a grade of C or higher.)		
MKTG 332	Public Relations	3 hrs
MKTG 460	Public Relations Campaigns	3 hrs
Option (Complete <u>one</u> of the following)		24 hrs
Option I: Public Relations Track		
MKTG 331	Consumer Behavior	3 hrs
MKTG 441	Marketing Research	3 hrs
ENGL 420	Advanced Editing & Revision	3 hrs
MGMT 372	Crisis Management	3 hrs
MKTG 354	Public Relations Writing	3 hrs
MKTG 370	Social Media	3 hrs
Complete two courses from the following:		
COMM 214	Mass Communication In Society	3 hrs
COMM 393	Organizational Communication	3 hrs
<u>or</u> MGMT 362	Organizational Behavior	
COMM 303	Intercultural Communication <u>or</u>	3 hrs
MGMT 339	Cross-Cultural Management	
MKTG 335	Advertising & Sales Promotion	3 hrs
MKTG 399	Internship (Maximum 3 hrs)	3 hrs
Option II: Advertising Track		
MKTG 335	Advertising & Sales Promotion	3 hrs
MKTG 360	E-Marketing	3 hrs
MKTG 399/499	Internship	3 hrs
ARTS 140	2-D Design	3 hrs
ARTS 216	Graphic Design I	3 hrs
COMM 214	Mass Comm. in Society	3 hrs
COMM 393	Organizational Communication	3 hrs
Complete one course from the following:		
COMM/WMST 343	Gender Communication	3 hrs
COMM 344	Visual Communication & Culture	3 hrs

SPORTS MANAGEMENT MAJOR

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

Required Courses		9 hrs
(All must be completed with a grade of C or higher.)		
FINC 410	Sports Finance	3 hrs
MKTG 370	Social Media	3 hrs
MKTG 480	Sports & Event Marketing	3 hrs
Elective Courses		9 hrs
(Choose minimum nine hours from the following)		
BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 326	Physiology	3 hrs
BIOL 326L	Physiology Laboratory	2 hrs
EDUC 233	Topics: Theory of Coaching	2 hrs
MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
MGMT 399/499	Management Internship	3 hrs
MKTG 332	Public Relations	3 hrs
MKTG 335	Advertising & Sales Promotion	3 hrs
PHED 100	Integrated Fitness I	0.5 hr
PHED 101	Integrated Fitness II	0.5 hr
PHED 140	First Aid & Cardiopulmonary Resuscitation (CPR)	2 hrs
PHED 150	Basic Care & Prevention of Athletic Injuries	2 hrs
PHED 350	Advanced Care, Prevention & Rehabilitation of Athletic Injuries and Illnesses	3 hrs
SOCI 230	The Sociology of Sport	3 hrs
Students who have employment goals with non-professional or semi-professional organizations such as fitness centers or community centers should select their electives from the following:		
BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 326	Physiology	3 hrs
BIOL 326L	Physiology Laboratory	2 hrs
EDUC 233	Topics: Theory of Coaching	2 hrs
PHED 100	Integrated Fitness I	0.5 hr
PHED 101	Integrated Fitness II	0.5 hr
PHED 140	First Aid & Cardiopulmonary Resuscitation (CPR)	2 hrs
PHED 150	Basic Care & Prevention of Athletic Injuries	2 hrs
PHED 350	Advanced Care, Prevention and Rehabilitation of Athletic Injuries and Illnesses	3 hrs
Students who have employment goals with professional or semi-professional sports organizations should select their electives from the following:		
MGMT 361	Human Resource Management	3 hrs
MGMT 362	Organizational Behavior	3 hrs
MKTG 332	Public Relations	3 hrs
MKTG 335	Advertising & Sales Promotion	3 hrs
SOCI 230	The Sociology of Sport	3 hrs

ASSOCIATE IN SCIENCE IN BUSINESS

ADMINISTRATION: See degree requirements, page 81.

CHEMISTRY

Department: Physical and Biological Sciences

Chairperson: Frank Somer, Ph.D.

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

Degrees: Bachelor of Arts in Chemistry
Bachelor of Science in Chemistry

Minors: Biology
Chemistry
Environmental Science

Culminating Experience Course:
CHEM 490 Senior Seminar

Because the study of chemistry provides students with both the knowledge of the composition, properties and transformations of chemicals and the ability to analyze, synthesize and 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 a degree 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.

Course Rotation Schedule:

Even Fall	Odd Fall	Even Spring	Odd Spring
BIOL/CHEM 420	BIOL/CHEM 420	CHEM 110	CHEM 110
BIOL/CHEM 420L	BIOL/CHEM 420L	CHEM 111L	CHEM 111L
CHEM 110	CHEM 110	CHEM 112	CHEM 112
CHEM 111L	CHEM 111L	CHEM 112L	CHEM 112L
CHEM 112	CHEM 112	CHEM/ENVS 230	CHEM 307
CHEM 112L	CHEM 112L	CHEM/ENVS 230L	CHEM 312
CHEM 306	CHEM 306	CHEM 312	CHEM 312L
CHEM 310	CHEM 310	CHEM 312L	CHEM/PHYS 401
CHEM 310L	CHEM 310L	CHEM/PHYS 401	CHEM 412
MATH 201	CHEM 322	CHEM 412	CHEM 490
PHYS 111	MATH 201	CHEM 490	MATH 201
PHYS 111L	PHYS 111	MATH 201	PHYS 112
	PHYS 111L	PHYS 112	PHYS 112L
		PHYS 112L	

BACHELOR OF ARTS IN CHEMISTRY

- A. General Education Requirements 38-41 sem. hrs**
Ethics Course Requirement 3 hrs
PHIL 330 Ethics
- B. Foreign Language Requirement 6 sem. hrs**
- C. Multicultural Requirement 3 sem. hrs**
Eligible courses can be found on page 27.
- D. Core Requirements 46 sem. hrs**
All must be completed with a grade of C or higher.
Courses in the major cannot be taken Pass/Fail.
- | | | |
|-----------|-----------------------------|-------|
| CHEM 110 | Chemistry I | 3 hrs |
| CHEM 111L | Introductory Chemistry Lab | 2 hrs |
| CHEM 112 | Chemistry II | 3 hrs |
| CHEM 112L | Chemistry II Laboratory | 2 hrs |
| CHEM 306 | Analytical Chemistry I | 5 hrs |
| CHEM 310 | Organic Chemistry I | 3 hrs |
| CHEM 310L | Organic Chemistry I Lab | 2 hrs |
| CHEM 312 | Organic Chemistry II | 3 hrs |
| CHEM 312L | Organic Chemistry II Lab | 2 hrs |
| CHEM 401 | Physical Chemistry | 3 hrs |
| CHEM 490 | Senior Seminar in Chemistry | 3 hrs |
| MATH 201 | Calc. & Analytic Geometry I | 5 hrs |
| PHYS 111 | College Physics I | 3 hrs |
| PHYS 111L | Physics I Laboratory | 2 hrs |
| PHYS 112 | College Physics II | 3 hrs |
| PHYS 112L | Physics II Laboratory | 2 hrs |
- E. Chemistry Electives¹ 5 sem. hrs**
- | | | |
|---------------------|---|---------|
| CHEM/ENVS 230 | Environmental Toxicology & Chemistry | 3 hrs |
| CHEM/ENVS 230L | Environmental Toxicology & Chemistry Lab | 2 hrs |
| CHEM 307 | Analytical Chemistry II | 5 hrs |
| CHEM 322 | Inorganic Chemistry | 3 hrs |
| CHEM 399 | Science Internship | 1-3 hrs |
| CHEM 412 | Advanced Experimental Chem. | 3 hrs |
| CHEM 420 | Biochemistry I | 3 hrs |
| CHEM 420L | Biochemistry Laboratory | 2 hrs |
| CHEM 433 | Topics | 3 hrs |
| CHEM 499 | Advanced Science Internship | 1-3 hr |
| CHEM Directed Study | 255, 256, 257, 355, 356, 357, 455, 456, 457 | 1-5 hr |
- F. Electives 19-22 sem. hrs**
120 sem. hrs
- G. MATH 222 Calculus and Analytic Geometry II is recommended for students planning to pursue graduate study in chemistry.**

¹ A maximum of three Chemistry Electives may be obtained from internships (CHEM 399/499).

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

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

B. Foreign Language Requirement 6 sem. hrs**C. Multicultural Requirement 3 sem. hrs**
Eligible courses can be found on page 27.**D. Core Requirements 62 sem. hrs**

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

CHEM 110 Chemistry I 3 hrs
 CHEM 111L Introductory Chemistry Lab 2 hrs
 CHEM 112 Chemistry II 3 hrs
 CHEM 112L Chemistry II Laboratory 2 hrs
 CHEM 306 Analytical Chemistry I 5 hrs
 CHEM 307 Analytical Chemistry II 5 hrs
 CHEM 310 Organic Chemistry I 3 hrs
 CHEM 310L Organic Chemistry I Lab 2 hrs
 CHEM 312 Organic Chemistry II 3 hrs
 CHEM 312L Organic Chemistry II Lab 2 hrs
 CHEM 322 Inorganic Chemistry 3 hrs
 CHEM 401 Physical Chemistry 3 hrs
 CHEM 412 Advanced Experimental Chemistry 3 hrs

CHEM 490 Senior Seminar in Chemistry 3 hrs
 MATH 201 Calculus & Analytic Geometry I 5 hrs
 MATH 222 Calculus & Analytic Geometry II 5 hrs
 PHYS 211 Calculus-Based Physics I or 5 hrs
 PHYS 111 College Physics I and 3 hrs
 PHYS 111L Physics I Laboratory 2 hrs
 PHYS 212 Calculus-Based Physics II or 5 hrs
 PHYS 112 College Physics II and 3 hrs
 PHYS 112L Physics II Laboratory 2 hrs

E. Chemistry Electives¹ 8 sem. hrs

CHEM/ENVS 230 Environmental Toxicology & Chemistry 3 hrs
 CHEM/ENVS 230L Environmental Toxicology & Chemistry Lab 2 hrs
 CHEM 399 Science Internship 1-3 hrs
 CHEM 420 Biochemistry I 3 hrs
 CHEM 420L Biochemistry Laboratory 2 hrs
 CHEM 422 Biochemistry II 3 hrs
 CHEM 425 Forensic Chemistry I 3 hrs
 CHEM 425L Forensic Chemistry I Lab 2 hrs
 CHEM 433 Topics 3 hrs
 CHEM 499 Advanced Science Internship 1-3 hr
 CHEM Directed Study 255, 256, 257, 355, 356, 357, 455, 456, 457 1-5 hr

F. Electives 6-9 sem. hrs**120 sem. hrs****G. MATH 222 Calculus and Analytic Geometry II is recommended for students planning to pursue graduate study in chemistry.****COMMUNICATION STUDIES****Department: Humanities****Chairperson: David Roebuck, Ph.D.****Full-Time Faculty: Amy Darnell, Ph.D.
Lisa Ford-Brown, Ph.D.****Degree: Bachelor of Arts in
Communication Studies****Minors: Communication Studies
Film Studies****Culminating Experience Course:
COMM 495 Speech Communication
Integrative Seminar**

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

Course Rotation Schedule

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
COMM 203	COMM 203	COMM 234	COMM 224	COMM 320
COMM 230	COMM 230	COMM 324	COMM 323	COMM 334
COMM 304	COMM 303	COMM/WMST	COMM 393	COMM 380
COMM 313	COMM 214	343	COMM 420	COMM 385
COMM 344	COMM 220	COMM 495	COMM 495	COMM 403
COMM 354	COMM 304	COMM	COMM	COMM 404
COMM 360	COMM	399/499	399/499	
COMM 399/499	399/499			

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

Ethics Course Requirement 3 hrs
 PHIL 330 Ethics

B. Foreign Language Requirement 6 sem. hrs**C. Multicultural Requirement 3 sem. hrs**
Eligible courses can be found on page 27.**D. Core Requirements 18 sem. hrs**

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

COMM 230 Intro. to Communication Theory & Research 3 hrs

*COMM 303 Intercultural Communication 3 hrs

COMM 323 Argumentation & Debate 3 hrs

COMM 344 Visual Comm. & Culture 3 hrs

COMM 360 Oral Interpretation of Literature 3 hrs

COMM 495 Speech Communication 3 hrs
 Integrative Seminar

¹ Two hours of Chemistry Electives must be from laboratory courses. A maximum of three of these hours may be obtained from internships (CHEM 399/499).

* Course meets Multicultural graduation requirement

E. Electives 15 sem. hrs

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

COMM 203	Understanding Human Communication	3 hrs
COMM 214	Mass Media & Society	3 hrs
COMM 220	Introduction to Theatre	3 hrs
*COMM 224	Film History & Analysis	3 hrs
COMM 233/433	Topics	3 hrs
COMM 304	Intro. to Screenwriting	3 hrs
COMM 313	Interpersonal Communication	3 hrs
COMM 320	Advanced Theatre	3 hrs
COMM 324	Film Styles & Genres	3 hrs
COMM 334	Political Economy of Film & Media	3 hrs
COMM/WMST 343	Gender Communication	3 hrs
COMM 354	Social Media & Virtual Communities	3 hrs
COMM 380	Performance Studies	3 hrs
COMM 385	Performance Styles & Genres	3 hrs
COMM 393	Organizational Communication	3 hrs
COMM 399/499	Communication Internship	3 hrs
COMM 404	Media Criticism	3 hrs
COMM 420	Advanced Acting & Production Techniques	3 hrs

F. Related Interdisciplinary Electives 6 sem. hrs

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

G. Electives 31 - 34 sem. hrs

120 sem. hrs

COMPUTER INFORMATION SYSTEMS/SCIENCE

Department: Computer and Mathematical Sciences

Chair: Ann Schlemper, Ph.D.

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

Degrees: Bachelor of Science in Computer Information Systems
Bachelor of Science in Computer Science
Bachelor of Science in Management Information Systems
Associate of Science in Computer Information Systems
Associate of Science in Pre-Engineering

Minors: Computer Information Systems
Computer Science
Mathematics

Culminating Experience Courses:

CISS 493 Senior Seminar in Computer Information Systems (BS.CISS)
CISS 494 Senior Seminar in Computer Science (BS.CS)

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

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

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

Core Rotation Schedule:

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

Electives Rotation Schedule:

CISS 145	CISS 145	CISS 145	CISS 145	CISS 236
CISS 234	CISS 234	CISS 238	CISS 370	
CISS 285	CISS 285	CISS 302	CISS/MATH	
CISS/MATH 362	CISS 301	CISS 390	451	
CISS 375	CISS 380	CISS 420	CISS 438	
CISS 391	CISS 410	CISS 445		
CISS 450	CISS 465			
CISS 465	CISS 472			
CISS 472				

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

A. General Education 38-41 sem. hrs Requirements

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

B. Multicultural Requirement 3 sem. hrs
 Eligible courses can be found on page 27.

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

CISS 240	Introduction to Programming	4 hrs
CISS 245	Advanced Programming	4 hrs
CISS 285	Structured Systems Analysis & Design	3 hrs
CISS 325	Systems Analysis, Design & Implementation Projects	3 hrs
CISS 350	Advanced Algorithms and Data Structures	3 hrs
CISS 360	Computer Systems and Assembly Language	3 hrs
CISS 430	Introduction to Database Systems	3 hrs
CISS 493	Senior Seminar in Computer Information Systems	3 hrs
ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
MGMT 330	Principles of Management	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I	3 hrs

D. Computer Information Systems 18 sem. hrs Electives (Select from the following courses)

CISS 145	Intro. Python Programming <u>or</u>	3 hrs
CISS 234	Visual Basic <u>or</u>	
CISS 236	COBOL Programming <u>or</u>	
CISS 238	Java Programming	
CISS 355	Directed Study	3 hrs
CISS 370	Operating Systems <u>or</u>	3 hrs
CISS 301	Operating Systems for Business Computing	
CISS 375	Compiler Construction	3 hrs
CISS 380	Computer Graphics	3 hrs
*CISS 390	Global Information Systems Management	3 hrs
CISS 391	Information Systems Security	3 hrs
CISS 410	Computer Networks & Communications <u>or</u>	3 hrs
CISS 302	Business Data Communications & Networking	
CISS 420	Computer Architecture	3 hrs
CISS 433	Topics	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 & Decision Support Systems	3 hrs
CISS 499	Internship	1-6 hrs

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

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

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

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

A. General Education 38-41 sem. hrs Requirements

Ethics Course Requirement: 3 hrs
 PHIL 330 Ethics

B. Multicultural Requirement 3 sem. hrs
 Eligible courses can be found on page 27.

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

CISS 240	Introduction to Programming	4 hrs
CISS 245	Advanced Programming	4 hrs
CISS 350	Advanced Algorithms & Data Structures <u>or</u>	3 hrs
CISS 358	Algorithm Analysis	
CISS 360	Computer Systems & Assembly Language	3 hrs

* Course meets Multicultural graduation requirement

CISS 420	Computer Architecture	3 hrs
CISS 430	Introduction to Database Systems	3 hrs
CISS 445	Programming Languages	3 hrs
CISS 465	Software Engineering	3 hrs
CISS 494	Senior Seminar in Computer Science	3 hrs
MATH 180	Precalculus	3 hrs
MATH 201	Calculus and Analytic Geometry I	5 hrs
MATH 225	Discrete Mathematics I	3 hrs
MATH 250	Statistics I	3 hrs
MATH 325	Discrete Mathematics II	3 hrs

C. Computer Science Electives 18 sem. hrs

Choose from the following elective courses:

CISS 145	Introduction to Python Programming or	3 hrs
CISS 234	Visual Basic or	
CISS 236	COBOL Programming or	
CISS 238	Java Programming	
CISS 285	Structured Systems Analysis & Design or	3 hrs
CISS 280	Systems Analysis & Design I	
CISS 355	Directed Study	3 hrs
CISS 362	Introduction to Automata Theory, Languages & Computation	3 hrs
CISS 370	Operating Systems	3 hrs
CISS 375	Compiler Construction	3 hrs
CISS 380	Computer Graphics	3 hrs
CISS 410	Computer Networks and Communications	3 hrs
CISS 433	Topics in Information Systems	1-3 hrs
CISS 438	Object-Oriented Analysis and Design	3 hrs
CISS 450	Artificial Intelligence	3 hrs
CISS 451	Introduction to Cryptography & Computer Security	3 hrs
CISS 455	Directed Study	3 hrs
CISS 465	Software Engineering	3 hrs
CISS 472	Data Warehousing and Decision Support Systems	3 hrs
CISS 499	Internship	1-6 hrs

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

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

BACHELOR OF SCIENCE IN MANAGEMENT INFORMATION SYSTEMS

See degree requirements, page 72.

ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS

See degree requirements, page 82.

CRIMINAL JUSTICE ADMINISTRATION**Department:** Criminal Justice Administration and Human Services**Chairperson:** Barry Langford, J.D.**Full-Time Faculty:** Joseph Carrier, Ph.D.

Barry Langford, J.D.

Michael Lyman, Ph.D.

Melinda McPherson, Ph.D.

Degrees: Bachelor of Arts in Criminal Justice Administration

Bachelor of Science in Criminal Justice Administration

Bachelor of Science in Forensic Science

Associate of Science in Criminal Justice Administration

Minors: Criminal Justice Administration
Criminology
Legal Studies**Certificate:** Crime Scene Investigation**Culminating Experience Course:****CJAD 495 Integrative Seminar**

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

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

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

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

Course Rotation Schedule

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
CJAD 101	CJAD 101	ANTH/PSYC/	ANTH/PSYC/	FRSC 305
CJAD 301	CJAD 301	SOCI 327	SOCI 327	FRSC 445
CJAD 311	CJAD 311	CJAD 101	CJAD 101	
CJAD 345	CJAD 320	CJAD 325	CJAD 350	
CJAD 390	CJAD 345	CJAD 350	CJAD 390	
CJAD 451	CJAD 390	CJAD 390	CJAD 415	
CJAD 499	CJAD 451	CJAD 405	CJAD 495	
FRSC 327	CJAD 499	CJAD 415	CJAD 499	
FRSC/CHEM 425	FRSC 327	CJAD 495	HUMS 300	
FRSC/CHEM 425L	FRSC/CHEM 425	CJAD 499	POSC 340	
POSC 390	FRSC/CHEM 425L	HUMS 300	PSYC/BIOL/	
PSYC/BIOL/	PSYC/BIOL/	POSC 340	SOCI 324	
SOCI 324	SOCI 324	PSYC/BIOL/	PSYC/SOCI 325	
PSYC/SOCI 325	PSYC/SOCI 325	SOCI 324	SOCI 331	
SOCI 321	SOCI 321	PSYC/SOCI 325		

BACHELOR OF ARTS IN CRIMINAL JUSTICE ADMINISTRATION

- A. General Education Requirements** 38-41 sem. hrs
Ethics Course Requirement: 3 hrs
 CJAD 345 Ethics & Morality in Criminal Justice or
 PHIL 330 Ethics
- B. Foreign Language Requirement** 6 sem. hrs
- C. Multicultural Requirement** 3 sem. hrs
 Eligible courses can be found on page 27.
- D. Core Requirements** 42 sem. hrs
 All must be completed with a grade of C or higher.
 Courses in the major cannot be taken Pass/Fail:
- | | | |
|-----------|--|-------|
| CJAD 101 | Introduction to Criminal Justice Administration | 3 hrs |
| CJAD 301 | Criminal Law | 3 hrs |
| CJAD 311 | Police in a Democratic Society | 3 hrs |
| *CJAD 320 | Cultural Diversity in Criminal Justice | 3 hrs |
| CJAD 325 | Juvenile Justice System & Procedures | 3 hrs |
| CJAD 345 | Ethics & Morality in Criminal Justice | 3 hrs |
| CJAD 350 | Corrections & Penology | 3 hrs |
| CJAD 405 | Laws of Criminal Evidence | 3 hrs |
| CJAD 415 | Criminal Procedures | 3 hrs |
| CJAD 451 | Management of Criminal Justice Agencies | 3 hrs |
| CJAD 495 | Integrative Seminar | 3 hrs |
| HUMS 300 | Exploring Research <u>or</u> | 3 hrs |
| | PADM/POSC 395 Political Science & Public Administration Research Methods <u>or</u> | |
| | CJAD 425 Legal Research & Writing <u>or</u> | |
| | PSYC/SOCI/ANTH 327 Qualitative Research Methods | |
| POSC 340 | Judicial Process | 3 hrs |
| SOCI 321 | Criminology <u>or</u> | 3 hrs |
| SOCI 331 | Juvenile Delinquency | |
- E. Behavioral, Forensic, and Social Sciences Electives** 6 sem. hrs
 Three semester hours must be Criminal Justice electives. The remaining 3 hours must be from one of the following: Human Services, Political Science, Psychology, Sociology, FRSC 305: Forensic Anthropology, FRSC 327: Fingerprint Evidence, or FRSC 445 Forensic Pathology.
- F. Electives (without CSI certificate)** 22-25 sem. hrs
- G. Certificate in Crime Scene Investigation (Optional)** 15 sem. hrs
 120 sem. hrs
- H. Candidates for the baccalaureate degree with a major in Criminal Justice must pass, with a grade of C or higher, CJAD 495 Integrative Seminar, as a culminating evaluative experience.**

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

- A. General Education Requirements** 38-41 sem. hrs
Ethics Course Requirement: 3 hrs
 CJAD 345 Ethics & Morality in Criminal Justice or
 PHIL 330 Ethics
- B. Multicultural Requirement** 3 sem. hrs
 Eligible courses can be found on page 27.
- C. Core Requirements** 51 sem. hrs
 All must be completed with a grade of C or higher.
 Courses in the major cannot be taken as Pass/Fail:
- | | | |
|--------------------|--|-------|
| CJAD 101 | Introduction to Criminal Justice Administration | 3 hrs |
| CJAD 301 | Criminal Law | 3 hrs |
| CJAD 311 | Police in a Democratic Society | 3 hrs |
| *CJAD 320 | Cultural Diversity in Criminal Justice | 3 hrs |
| CJAD 325 | Juvenile Justice System & Procedures | 3 hrs |
| CJAD 345 | Ethics & Morality in Criminal Justice | 3 hrs |
| CJAD 350 | Corrections & Penology | 3 hrs |
| CJAD 390 | Criminal Justice Practicum | 3 hrs |
| CJAD 405 | Laws of Criminal Evidence | 3 hrs |
| CJAD 415 | Criminal Procedures | 3 hrs |
| CJAD 451 | Management of Criminal Justice Agencies | 3 hrs |
| CJAD 495 | Integrative Seminar | 3 hrs |
| CJAD 499 | Internship | 3 hrs |
| POSC 340 | Judicial Process | 3 hrs |
| BIOL/PSYC/SOCI 324 | Statistics for the Behavioral & Natural Sciences | 3 hrs |
| PSYC/SOCI 325 | Quantitative Research Methods | 3 hrs |
| SOCI 321 | Criminology <u>or</u> | 3 hrs |
| SOCI 331 | Juvenile Delinquency | |
- E. Behavioral, Forensic, and Social Sciences Electives** 9 sem. hrs
 Three semester hours must be Criminal Justice electives. The remaining 3 hours must be from one of the following: Human Services, Political Science, Psychology, Sociology, FRSC 305: Forensic Anthropology, FRSC 327: Fingerprint Evidence, or FRSC 445 Forensic Pathology.
- F. Electives (without CSI certificate)** 16-19 sem. hrs
- G. Certificate in Crime Scene Investigation (Optional)** 15 sem. hrs
 120 sem. hrs
- H. Candidates for the baccalaureate degree with a major in Criminal Justice must pass, with a grade of C or higher, CJAD 495 Integrative Seminar, as a culminating evaluative experience.**

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

See degree requirements, page 82

* Course meets Multicultural graduation requirement

CERTIFICATE IN CRIME SCENE INVESTIGATION

Students desiring a concentration in the identification, documentation and preservation of evidence at crime scenes may pursue a Certificate in Crime Scene Investigation as part of their academic plan.

The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of 15 semester hours of designated coursework. The student must successfully complete 9 of these semester hours at Columbia College.

To qualify for the awarding of the certificate, each Columbia College course that comprises the certificate must be completed with a minimum grade of "B."

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

Required:		9 sem. hrs
CJAD 201	Criminal Investigation	3 hrs
CJAD 203	Crime Scene Investigation	3 hrs
CJAD 303	Crime Scene Photography	3 hrs
Electives: (Taken from the following list)		6 sem. hrs
FRSC 305	Forensic Anthropology	3 hrs
FRSC 327	Fingerprint Evidence	3 hrs
CJAD 328	Shooting Incidents	3 hrs
CJAD 413	Bloodstain Evidence	3 hrs
CJAD 333/433	Topics	3 hrs
	<i>(Departmental approval required)</i>	
FRSC 445	Forensic Pathology	3 hrs
Total required		15 sem. hrs

Certificate Categories: The CSI Certificate is available to students in the following categories:

- Degree-seeking students at Columbia College (or Columbia College graduates):
 - Students in this category must have declared a major in Criminal Justice Administration (AS, BS, or BA), a minor in Criminal Justice, or a major in Forensic Science (BS).
 - The certificate will be awarded only after successful completion of the student's degree program in one of the above areas.
 - Students in this category must complete at least 9 hours of certificate coursework at Columbia College.
- State certified law enforcement academy graduates with bachelor's or associate degrees from a regionally accredited academic institution:
 - Students in this category must have earned a major or minor in Criminal Justice, Justice Studies, or Forensic Science.
 - Students in this category must complete 15 hours of certificate coursework at Columbia College. (continued next column)

Transfer Credit: Students with valid transfer credit for CJAD 201, CJAD 203, CJAD 303 and/or for a designated elective must take 3-9 hours of additional elective coursework from the certificate electives (above) in order to receive the certificate.

Certificate Award: The CSI certificate will be awarded after completion of the necessary coursework and submission of appropriate proof-of-degree completion and law enforcement academy certification documentation

PARTNERS IN LAW ENFORCEMENT PROGRAM

Columbia College offers an innovative program for students who wish to become law enforcement officers (or currently in law enforcement): 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.¹

Core Equivalencies		9 sem. hrs
CJAD 301	Criminal Law	3 hrs
CJAD 311	Police in a Democratic Society	3 hrs
CJAD 415	Criminal Procedures	3 hrs
Criminal Justice lower-level electives		9 sem. hrs
General electives		6 sem. hrs

The equivalency policy is effective based on the following provisions:

- 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.
- 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.
- 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 also criminal justice electives for other training.

¹ For catalog years prior to 2014 - 15, completion of a law enforcement/ corrections academy within the last 36 semester hours of a student's degree program may reduce the total hours applied under the PILE/PIC Program.

4. If a student completes an acceptable academy for both of the Partners programs, the student may choose which program (PiLE/PiC) for which to be awarded credit (given both academy trainings meet the eligibility rules for acceptance). Credit cannot be awarded 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, 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 12 semester hours
6. Students must successfully complete 15 hours of coursework at Columbia College before equivalencies may be applied. Students must notify the Office of the Registrar when 15 hours have been completed.

PARTNERS IN CORRECTIONS PROGRAM

The Columbia College Partners in Corrections Program is designed to give students interested in becoming correctional officers up to 24 sem. 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.¹

Core Equivalencies	6 sem. hrs
CJAD 320 Cultural Diversity in Criminal Justice	3 hrs
CJAD 345 Ethics & Morality in Criminal Justice	3 hrs
Criminal Justice lower-level electives	9 sem. hrs
General electives	9 sem. hrs

The equivalency policy is based on the following provisions:

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

EDUCATION

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

Culminating Experiences:

Submission of a passing score on the appropriate PRAXIS II Examination constitutes the culminating experience for the Professional Pre-Service Education Program.

Students must successfully complete the Program Goals Portfolio Assessment (including the Exit Interview) and the Student Teaching Experience to be recommended for certification.
(See page 49 for student teaching eligibility.)

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

For all students who intend to teach, distribution of content hours must meet the Missouri Department of Elementary and Secondary Education (DESE) distribution requirements for certification. Therefore, it is important that students obtain continual advice from a member of the Education faculty throughout their academic and certification sequence. (Specific content area courses are listed in the Middle School and Secondary Certification Sections, page 52 and page 53).

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
 Music K-12
 Special Education K-12¹
 Elementary (1-6)
 Middle Level (5-9)
 English/Language Arts
 Mathematics
 Science
 Social Studies
 Speech/Theatre
 Secondary (9-12)
 Biology
 Business (Non-Vocational)
 Chemistry
 English
 General Science
 Mathematics
 Social Studies
 Speech/Theatre

Course Rotation

Professional Education Requirements:

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

Admission to the Teacher Certification Program

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

Students who seek admission to the program must have:

- Declared a Bachelor's degree in a subject/content area (e.g. English, History, Business, etc.);
- Completed 5-6 hours of Education courses at Columbia College which must include EDUC 100;
- Attained the following GPAs:
 - 2.5 or above on all college coursework (Columbia College and other institutions);
 - 2.8 or above on all professional education courses with no grade less than C;
 - 2.8 or above on all content/concentration area courses with no grade less than C (this GPA must be achieved prior to acceptance for student teaching).
- Demonstrated competency in the areas of English, Mathematics, Science and Social Sciences as verified by passing scores on all sections of the Missouri General Education Assessment (MoGEA).
- Completed application materials for admission to the Teacher Certification Program (available on the Education Department website) and will include: Request for Admission, GPA Worksheet, and two letters of recommendation (at least one from the Education Department faculty).
- 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 Teacher Certification Program.

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

Retention Criteria:

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

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

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

STUDENT TEACHING PROGRAM

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

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

EDUC 100	Introduction to Education
EDUC 198	Field Experience I
EDUC 200	Law, Ethics and Education
EDUC 230	Educational Psychology
EDUC 298	Field Experience II
EDUC 300	Techniques of Teaching
EDUC 311	Classroom & Behavior Management Techniques
EDUC 322	Educational Measurement & Assessment
EDUC 338	Teaching Reading in the Content Area

Elementary Certification students must also complete:

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

Middle School Certification students must also complete:

EDUC 322	Educational Measurement & Assessment
EDUC 326	Middle School Methods
EDUC 331	Teaching of Reading
EDUC 336	Creative & Language Arts in Elementary & Middle School
EDUC 338	Teaching of Reading in the Content Area

- 100% of required courses in the content area.
- Appropriate methods courses for content area

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

- 100% of required courses in the content area
- Appropriate methods course for content area

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

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

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

THE BEACON PROGRAM

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

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

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

Students who choose to pursue Elementary Education Certification have two degree options:

1. Obtain the Bachelor of General Studies for Elementary Education Certification that includes the Elementary Education Certification Minor and Elementary Education Content Area Minors in Language Arts, Mathematics, Science, and Social Studies. **Students must complete all minors to earn this degree.**
2. Obtain a degree in a content area and add the Elementary Education Certification Minor. Recommended content degree programs are listed in the "Beacon Elementary Education" section.

BACHELOR OF GENERAL STUDIES

For Elementary Education Certification Students⁴

A. General Education Requirements: 38-41 hrs Basic Studies (12 hours)

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

History (6 hours)

Choose two courses from the following:

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

Arts and Humanities (6 hours)

Choose one or two from the following:

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

Choose none or one of the following:

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

Natural Sciences & Mathematics (6 hours)

ENVS/BIOL 115	Introduction to Environmental Science <u>or</u> Higher level BIOL/ENVS course	3 hrs
CHEM/PHYS 108	Phys. Science Survey <u>or</u> Higher level CHEM/PHYS course	3 hrs

Social and Behavioral Sciences (6 hours)

PSYC 101	General Psychology	3 hrs
GEOG/ANTH 101	Intro. to Geography	3 hrs

Ethics (3 hours)

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

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

SOCI/ANTH 270	Minority Cultures & Relations	3 hrs
EDUC 100	Introduction to Education ¹	3 hrs
EDUC 105	Human Health	3 hrs
EDUC 198	Field Experience I	1 hr
EDUC 200	Law, Ethics & Education ²	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 298	Field Experience II	1 hr
EDUC 300	Techniques of Teaching ¹	3 hrs
EDUC 302	Teaching Skills	3 hrs
EDUC 311	Classroom & Behavior Management Techniques ¹	3 hrs
EDUC 322	Educational Measurement & Assessment ³	3 hrs
EDUC 331	Teaching of Reading ¹	3 hrs
EDUC 336	Creative & Language Arts in Elementary & Middle Schools	3 hrs
EDUC 338	Teaching Reading in the Content Area ^{1, 3}	3 hrs
EDUC 358	Teaching Mathematics in the Elementary School ¹	3 hrs
EDUC 380	Diagnostic & Corrective Reading	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 391	Child Psychology	3 hrs
EDUC 400	Senior Seminar	3 hrs
EDUC 420	Student Teaching in the Elementary School	12 hrs

131 sem. hrs

Elementary Education Content Area Minors⁴ in Language Arts, Social Studies, and Science & Mathematics

Language Arts: (21 hours)

COMM 110	Introduction to Speech	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 331	Teaching of Reading ¹	3 hrs
EDUC 336	Creative & Language Arts in Elementary & Middle Schools	3 hrs
EDUC 338	Teaching Reading in the Content Area ^{1, 2}	3 hrs
EDUC 380	Diagnostic & Corrective Reading	3 hrs
ENGL 112	English Composition II	3 hrs

¹ **INCLUDES FIELD EXPERIENCE:** Students must complete the application form(s) for courses that include a field experience component **by the semester BEFORE desired enrollment.** See the Education Office for deadline information.

² Meets college Ethics requirement

³ EDUC 322/580 and EDUC 338/516 are required for those who began Elementary certification August 2009 and after.

⁴ **NOTE:** Many of these courses apply toward both the General Education requirements and the Elementary Education Certification Minor.

Mathematics: (21 hours)

CISS 170	Introduction to Computer Information Systems <u>or</u>	3 hrs
CISS 171	Intro. to Computer Information Systems for MAC users <u>or</u>	
CISS 176	Intro. to Computer Science	
EDUC 358	Teaching Mathematics in the Elementary School ¹	3 hrs
MATH 102	Mathematics for the Elementary School Teacher	3 hrs
MATH 150	College Algebra	3 hrs
MATH 155	Algebraic Reasoning for Elementary & Middle Teachers	3 hrs
MATH 165	Geometric Reasoning for Elementary & Middle Teachers	3 hrs
MATH 170	Finite Mathematics (or higher)	3 hrs

Science: (21 hours)

BIOL 108	Human Biology <u>or</u>	3 hrs
BIOL 110	Principles of Biology I (or higher BIOL)	
EDUC 105	Human Health	3 hrs
PHYS/CHEM 108	Physical Science Survey (or higher CHEM/PHYS)	3 hrs
ENVS/BIOL 115	Intro. to Environmental Science (or higher ENVS)	3 hrs

Minimum three hours from the following:

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

Minimum of six hours from the following:

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

Social Studies: (27 hours)

ECON 293	Macroeconomics <u>or</u>	3 hrs
ECON 294	Microeconomics	
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 391	Child Psychology	3 hrs
GEOG/ANTH 101	Intro to Geography	3 hrs
PSYC 101	General Psychology	3 hrs
SOCI/ANTH 270	Minority Cultures & Relations	3 hrs

History courses from "General Education" section listed above 6 hrs

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

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

I. Basic Studies and Mathematics

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

II. Arts and Humanities

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

III. Social and Behavioral Sciences

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

Liberal Arts and Science Degree 39-63 hrs

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

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

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

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

Elementary Education Certification Minor 68 hrs

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

SOCI/ANTH 270	Minority Cultures & Relations	3 hrs
EDUC 100	Introduction to Education ^{1,2}	3 hrs
EDUC 105	Human Health	3 hrs
EDUC 198	Field Experience I ¹	1 hr
EDUC 298	Field Experience II ¹	1 hr
EDUC 200	Law, Ethics, & Education ³	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 300	Techniques of Teaching ¹	3 hrs
EDUC 302	Teaching Skills	3 hrs
EDUC 311	Classroom & Behavior Management Techniques ¹	3 hrs
EDUC 322	Educational Measurement & Assessment ⁴	3 hrs

1 INCLUDES FIELD EXPERIENCE: Students must complete the application form(s) for courses that include a field experience component by the semester BEFORE desired enrollment. See the Education Office for deadline information.

2 Must be taken within first 9 hrs of EDUC classes

3 Meets college Ethics requirement

4 EDUC 322/580 and EDUC 338/516 are required for those who began Elementary certification August 2009 and after.

EDUC 331	Teaching of Reading ¹	3 hrs
EDUC 336	Creative & Language Arts in Elementary & Middle Schools	3 hrs
EDUC 338	Teaching Reading in the Content Area ^{1,2}	3 hrs
EDUC 358	Teaching Math in the Elementary School ¹	3 hrs
EDUC 380	Diagnostic & Corrective Reading	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 391	Child Psychology	3 hrs
EDUC 400	Senior Portfolio (Take course in the semester prior to student teaching)	3 hrs
EDUC 420	Student Teaching in the Elementary Schools ³ (16 weeks)	12 hrs

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.

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

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

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

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

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

Middle Level Content Area

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

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

Content Area Requirements:

Language Arts (Minimum 21 hours)

COMM 203	Understanding Human Communication	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
EDUC 336	Creative & Language Arts in Elementary & Middle Schools	3 hrs
ENGL 311	Descriptive Grammar of the English Language or	3 hrs
ENGL 312	The History of the English Language or	
ENGL 490	Literary & Critical Thinking	
	Literature Elective	3 hrs
	Electives	9 hrs

Choose three courses from the following:
ENGL 231, ENGL 232, ENGL 241, ENGL 242, ENGL 350, ENGL 351, ENGL 370.

Mathematics (Minimum 21 hours)

CISS 176	Intro. to Computer Science or	3 hrs
CISS 145	Intro. to Python Programming	
MATH 102	Mathematics for the Elementary School Teacher	3 hrs
MATH 150	College Algebra	3 hrs
MATH 155	Algebraic Reasoning for Elementary & Middle Teachers	3 hrs
MATH 165	Geometric Reasoning for Elementary & Middle Teachers	3 hrs
MATH 250	Statistics I	3 hrs
	Math Elective (MATH 170 or higher)	3 hrs

Science (Minimum 22 hours)

BIOL 110	Principles of Biology I	3 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
CHEM/PHYS 108	Physical Science Survey	3 hrs
CHEM 109	Chemistry for Biological & Health-Related Sciences or	3 hrs
CHEM 110	Chemistry I	3 hrs
GEOL 110	Intro. to Physical Geology	3 hrs
PHYS 111	College Physics I	3 hrs

Lab Electives (4 hours)

Choose two courses from the following:

BIOL 110L, BIOL/ENVS 115L, CHEM/PHYS 108L, CHEM 111L, GEOL 110L, PHYS 111L

Social Studies (Minimum 21 hours)

ANTH /GEOG 101	Introduction to Geography	3 hrs
ECON 293	Macroeconomics or	3 hrs
ECON 294	Microeconomics (Both recommended)	
HIST 101	Western Civilization I or	3 hrs
HIST 111	World History to 1500	
HIST 102	Western Civilization II or	3 hrs
HIST 112	World History Since 1500	
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
POSC 111	American National Government	3 hrs

1 INCLUDES FIELD EXPERIENCE: Students must complete the application form(s) for courses that include a field experience component **by the semester BEFORE desired enrollment.** See the Education Office for deadline information.

2 EDUC 322/580 and EDUC 338/516 are required for those who began Elementary certification August 2009 and after.

3 Must receive a "B" or higher for certification

Speech/Theatre (Minimum 21 hours)

COMM 110	Introduction to Speech	3 hrs
COMM 220	Introduction to Theatre	3 hrs
COMM 323	Argumentation & Debate	3 hrs
COMM 420	Advanced Acting & Production Techniques	3 hrs

Electives (9 hours)

Choose three courses from the following:

COMM 203, COMM 303, COMM 313, COMM 320, COMM 360, COMM 380, COMM 385

Middle Level Education Certification Minor 63 hrs

Sixty semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 63 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA.

SOCI/ANTH 270	Minority Cultures & Relations	3 hrs
EDUC 100	Introduction to Education ^{1, 2}	3 hrs
EDUC 198	Field Experience I ¹	1 hr
EDUC 200	Law, Ethics, & Education ³	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 298	Field Experience II ¹	1 hr
EDUC 300	Techniques of Teaching ¹	3 hrs
EDUC 311	Classroom and Behavior Management Techniques ¹	3 hrs
EDUC 322	Educational Measurement & Assessment ⁴	3 hrs
EDUC 326	Middle School Methods	4 hrs
EDUC 331	Teaching of Reading ¹	3 hrs
EDUC 336	Creative & Language Arts in Elementary & Middle School	3 hrs
EDUC 338	Teaching Reading in the Content Area ^{1, 4}	3 hrs
Teaching Methods Course: ¹		3 hrs
Math-359; Social Studies-362; Science-365; English-367; Speech/Theatre-368		
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar	3 hrs
(Take course in the semester prior to student teaching)		
EDUC 424	Student Teaching in Middle Level Schools ⁵ (16 weeks)	12 hrs

1 INCLUDES FIELD EXPERIENCE: Students must complete the application form(s) for courses that include a field experience component **by the semester BEFORE desired enrollment.** See the Education Office for deadline information.

2 Must be taken within first 9 hrs of EDUC classes

3 Meets college Ethics requirement

4 EDUC 322/580 and EDUC 338/516 are required for those who began Elementary certification August 2009 and after.

5 Must receive a "B" or higher for certification

BEACON SECONDARY EDUCATION (9-12) Certification**General Education 38-41 hrs**

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

Liberal Arts and Science Degree 40-67 hrs

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

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

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

Secondary Content Area

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

Biology (Grades 9-12) (Minimum 32 hrs)

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

Business Education (Grades 9-12) Non-Vocational (Minimum 30 hrs) (list continues next page)

ACCT 280	Accounting I (Financial)	3 hrs
ACCT 385	Accounting Info. Systems or	3 hrs
An approved Computer Technology course		
CISS 170	Introduction to Computer Information Systems or	3 hrs
CISS 171	Intro. to Computer Information Systems for MAC users or	
CISS 176	Intro. to Computer Science	
ECON 293	Macroeconomics or	3 hrs
ECON 294	Microeconomics	

EDUC 369	Teaching Business ¹	3 hrs
MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
MGMT 393	Business Info. Systems	3 hrs
MKTG 310	Principles of Marketing	3 hrs
Implementing Business Education Programs ²		

Business Electives (0-6 hrs) Recommended³:

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

Chemistry (Grades 9-12) (Minimum 32 hours)

BIOL 110	Principles of Biology I	3 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/CHEM 420	Biochemistry I	3 hrs
BIOL/CHEM 420L	Biochemistry Lab	2 hrs
CHEM 306	Analytical Chemistry I	5 hrs
CHEM 310	Organic Chemistry I	3 hrs
CHEM 310L	Organic Chemistry I Lab	2 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM/PHYS 401	Introduction to Physical Chemistry/Chemical Physics	3 hrs
GEOL 110	Intro. to Physical Geology	3 hrs
HIST/PHIL 303	History & Philosophy of Modern Science	3 hrs
PHYS 111	College Physics I	3 hrs

English (Grades 9-12) (Minimum 30 hours)

EDUC 270	Literature for Children & Adolescents	3 hrs
ENGL 111	English Composition I	3 hrs
ENGL 112	English Composition II	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	History of the English Language	3 hrs
ENGL 241	American Literature I or	3 hrs
ENGL 242	American Literature II or	
ENGL 450	Minority & Ethnic Literature of the United States	

One course selected from:

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 263	World Literature I	3 hrs
ENGL 264	World Literature II and	3 hrs
	Elective – Writing/criticism course	3 hrs
	Elective – World/English Literature	3 hrs
	Elective – English Credit ³	0-2 hrs

General Science (Grades 9-12) (Min. 32 hours)

ASTR 108	Introduction to Astronomy	3 hrs
BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Lab	2 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/ENVS 115L	Introduction to Environmental Science Lab	2 hrs
PHYS 111	College Physics I	3 hrs
PHYS 111L	Physics I Laboratory	2 hrs
CHEM 109	Chemistry for Biological & Health-Related Sciences	3 hrs
CHEM 111L	Introductory Chem. Lab	2 hrs
GEOL 110	Intro. to Physical Geology	3 hrs
HIST/PHIL 303	History & Philosophy of Modern Science	3 hrs

Electives from any of the above categories:

Mathematics (Grades 9-12) (Minimum 30 hours)

CISS 170	Introduction to Computer Information Systems or	3 hrs
CISS 171	Intro. to Computer Information Systems for MAC users or	
CISS 176	Intro. to Computer Science	
MATH 150	College Algebra	3 hrs
MATH 201	Calc. & Analytic Geometry I	5 hrs
MATH 222	Calc. & Analytic Geometry II	5 hrs
MATH 331	Foundations of Geometry	3 hrs
MATH	Electives from above categories (Computer Science, Algebraic Structures, Calculus/Geometry, and Geometry)	4 hrs

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

Recommended: MATH 330-History of Mathematics

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

Recommended: MATH 102-Mathematics for the Elementary School Teacher

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

Recommended: MATH 300-Multivariate Calculus

Probability and Statistics (2-3 hrs)Recommended: MATH 250-Statistics I **or**MATH 251-Statistics II **or**MATH 340-Intro. to Probability Theory **or**

MATH 338-Mathematical Statistics & Probability

Computer Science (2-5 hrs)

Recommended: CISS 240-Intro. to Programming

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

Recommended: MATH 303-Linear Algebra

Social Studies (Grades 9-12) (Minimum 40 hours)

ECON 293	Macroeconomics or	3 hrs
ECON 294	Microeconomics	3 hrs
GEOG/ANTH 101	Intro to Geography	3 hrs
HIST 101	Western Civilization I or	3 hrs
HIST 111	World History to 1500	
HIST 102	Western Civilization II or	3 hrs
HIST 112	World History Since 1500	
HIST 121	American History to 1877	3 hrs

(list continues next page)

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

² This course is not offered at Columbia College; course can be taken online with the Department of Elementary and Secondary Education via the Consortium Agreement.

³ Electives only needed if content area hours in above categories are below 30 hours required by DESE.

HIST 122	American History Since 1877	3 hrs
POSC 111	American National Govt.	3 hrs
POSC 215	State & Local Government	3 hrs
PSYC 101	General Psychology	3 hrs
SOCI 111	General Sociology or	3 hrs
SOCI/ANTH 270	Minority Cultures & Relations	3 hrs

Electives – Six (6) hours in American History
 Electives – Three (3) hours in World History
 Electives – 1-3 hrs from any of the above categories

Speech/Theatre (Grades 9-12) (Minimum 30 hrs)

Speech (12 hours)

COMM 110	Introduction to Speech	3 hrs
COMM 323	Argumentation & Debate	3 hrs

Speech Electives: Choose 6 hrs from the following:

COMM 203	Understanding Human Communication	3 hrs
COMM 303	Intercultural Communication	3 hrs
COMM 313	Interpersonal Communication	3 hrs
COMM 393	Organizational Communication	3 hrs

Theatre (12 hours)

COMM 220	Introduction to Theatre	3 hrs
COMM 420	Advanced Acting & Production Techniques	3 hrs

Theatre Electives: Choose 6 hrs from the following:

COMM 320	Advanced Theatre	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
COMM 380	Performance Studies	3 hrs
COMM 385	Performance Styles & Genres	3 hrs

Other Electives: Choose 6 hours from the following:

COMM 214	Mass Communication in Society	3 hrs
COMM/ENGL 302	Screenwriting	3 hrs

Any Speech/Theatre electives not used above

Secondary Education Certification Minor 50 hrs

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

SOCI/ANTH 270	Minority Cultures & Relations	3 hrs
EDUC 100	Introduction to Education ^{1, 2}	3 hrs
EDUC 198	Field Experience I ¹	1 hr
EDUC 200	Law, Ethics, & Education ³	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 298	Field Experience II ¹	1 hr
EDUC 300	Techniques of Teaching ¹	3 hrs
EDUC 311	Classroom & Behavior Management Techniques ¹	3 hrs
EDUC 322	Educational Measurement & Assessment	3 hrs

1 INCLUDES FIELD EXPERIENCE: Students must complete the application form(s) for courses that include a field experience component **by the semester BEFORE desired enrollment.** See the Education Office for deadline information.

2 Must be taken within first 9 hrs of EDUC classes

3 Meets college Ethics requirement

EDUC 338	Teaching Reading in the Content Area ^{1, 4}	3 hrs
	Teaching Methods Course ¹ :	3 hrs
	Math-360; Social Studies-362; Science-365; English-367; Speech/Theatre-368; Business-369	
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar	3 hrs
	(Take course in the semester prior to student teaching)	
EDUC 422	Student Teaching in the Secondary Schools ⁵ (16 weeks)	12 hrs

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 course work in order to meet content area requirements as set by the Missouri Department of Elementary and Secondary Education.

I. Design & Composition

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

II. Two-Dimensional Art

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

III. Three-Dimensional Art

1. ARTS 141 – 3-Dimensional Design
2. ARTS 271 – Ceramics I
3. EDUC 345 – Teaching Art K-12¹

IV. History, Theory, and Criticism

1. ARTS 111 – Art & Ideas I **or**
ARTS 112 – Art & Ideas II **or**
Art History 300 or above

V. Art for Elementary Grades

1. EDUC 345 – Teaching Art K-12¹

VI. Art Electives⁶

4 EDUC 322/580 and EDUC 338/516 are required for those who began Elementary certification August 2009 and after.

5 Must receive a "B" or higher for certification

6 Electives only needed if Art hrs in above categories are below 30 hours required by DESE.

Art Education (K-12) Certification Minor 51 hrs

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

SOCI/ANTH 270	Minority Cultures & Relations	3 hrs
EDUC 100	Introduction to Education ^{1, 2}	3 hrs
EDUC 198	Field Experience I ¹	1 hr
EDUC 200	Law, Ethics, & Education ³	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 298	Field Experience II ¹	1 hr
EDUC 300	Techniques of Teaching ¹	3 hrs
EDUC 311	Classroom & Behavior Management Techniques ¹	3 hrs
EDUC 322	Educational Measurement & Assessment ²	3 hrs
EDUC 338	Teaching Reading in the Content Area ^{1, 2}	3 hrs
EDUC 345	Teaching Art K-12 ¹	4 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar	3 hrs
(Take course in the semester prior to student teaching)		
EDUC 422	Student Teaching in the Secondary Schools ⁵ (16 weeks)	12 hrs

BEACON MUSIC EDUCATION (K-12) Certification

General Education 38-47 hrs

The general education component is to be completed according to Columbia College degree requirements.

Liberal Arts and Science Degree 40-63 hrs

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

BA – Music

Students must complete the degree requirements 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 36 hrs

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

I. Theory (Minimum 8 hours)

1. MUSI 134 – Music Theory I
2. MUSI 236 – Music Theory II
3. MUSI 338 – Music Theory III

1 INCLUDES FIELD EXPERIENCE: Students must complete the application form(s) for courses that include a field experience component **by the semester BEFORE desired enrollment.** See the Education Office for deadline information.

2 Must be taken within first 9 hrs of EDUC classes

3 Meets college Ethics requirement

II. Beginning Conducting (Minimum 2 hours)

1. MUSI 353 – Basic Conducting

III. History/Literature Music (Minimum 4 hours)

1. MUSI 223 – Music History I
2. MUSI 326 – Music History II

IV. Piano (Minimum 2 hours)

1. MUSI 275 – Class Piano II

V. Choral Arranging (Minimum 2 hours)

1. MUSI 351 – Choral Arranging

VI. Applied Voice (Minimum 6 hours)

1. MUSI 181/182, 283/284 Applied Voice Lessons (if voice is primary instrument)
2. MUSI 285 – Class Voice II (if piano is primary instrument)

VII. Choral Literature (Minimum 2 hours)

1. MUSI 352 – Choral Literature

VIII. Choral Techniques and Advanced Choral Conducting (Minimum 4 hours)

1. MUSI 386 – Advanced Choral Techniques, Literature, & Conducting

IX. Choral Ensemble (Minimum 2 hours)

1. Two hours chosen from: MUSI 160/360 Jane Froman Singers; MUSI 170/370 Show Choir; MUSI 180/380 Chamber Choir

X. Methods/Techniques of Teaching Elem. School Music & Methods/Techniques of Teaching Middle/Secondary School Music (Min. 4 hours)

1. EDUC 346 – Teaching Music K-12

Music Education (K-12) Certification Minor 48 hrs

Forty-five semester hours of courses with an EDUC field code plus SOCI 270. Minor is restricted to the following specific 48 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA with no grade less than a C.

SOCI/ANTH 270	Minority Cultures & Relations	3 hrs
EDUC 100	Introduction to Education ¹	3 hrs
EDUC 198	Field Experience I	1 hr
EDUC 200	Law, Ethics, & Education ³	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 298	Field Experience II	1 hr
EDUC 300	Techniques of Teaching ¹	3 hrs
EDUC 311	Classroom & Behavior Management Techniques ¹	3 hrs
EDUC 322	Educational Measurement & Assessment ⁴	3 hrs
EDUC 338	Teaching Reading in the Content Area ^{1, 4}	3 hrs
EDUC 346	Teaching Music K-12 ¹	4 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
EDUC/PSYC 392	Adolescent Psychology	3 hrs
EDUC 400	Senior Seminar	3 hrs
(Take course in the semester prior to student teaching)		
EDUC 422	Student Teaching in the Secondary Schools ⁵ (16 weeks)	12 hrs

4 EDUC 322/580 and EDUC 338/516 are required for those who began Elementary certification August 2009 and after.

5 Must receive a "B" or higher for certification Two placements (1:K-6 & 1:7-12) 8 weeks each for K-12 certification

SPECIAL EDUCATION (K-12)

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.

I. Basic Studies and Mathematics

1. MATH 102 – Math for the Elementary Teacher
2. CISS 170 – Intro. Computer Info. Systems or
CISS 171 – Intro. to Computer Information Systems for MAC users or
CISS 176 – Intro. to Computer Science

II. Arts and Humanities

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

III. Social and Behavioral Sciences

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

Liberal Arts and Science Degree 37-54 hrs

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

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

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

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

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

Special Education is not a specific Education

Minor. Students seeking Special Education certification will obtain the Education (General) Minor and finish certification requirements at the Post Baccalaureate level.⁷ Students must complete at least half of the Education coursework through Columbia College and maintain a 2.8 GPA within the minor with no grade less than C.

Professional Education Coursework 50 hrs

- | | | |
|---------------|---|-------|
| SOCI/ANTH 270 | Minority Cultures & Relations | 3 hrs |
| EDUC 100 | Introduction to Education ^{1, 2} | 3 hrs |
| EDUC 105 | Human Health | 3 hrs |
| EDUC 198 | Field Experience I ¹ | 1 hr |
| EDUC 200 | Law, Ethics, & Education ³ | 3 hrs |
| EDUC/PSYC 230 | Educational Psychology | 3 hrs |

1 INCLUDES FIELD EXPERIENCE: Students must complete the application form(s) for courses that include a field experience component by the semester BEFORE desired enrollment. See the Education Office for deadline information.

2 Must be taken within first 9 hrs of EDUC classes

3 Meets college Ethics requirement

EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 298	Field Experience II ¹	1 hr
EDUC 300	Techniques of Teaching ¹	3 hrs
EDUC 302	Teaching Skills	3 hrs
EDUC 311	Classroom & Behavior Management Techniques ¹	3 hrs
EDUC 331	Teaching of Reading ¹	3 hrs
EDUC 336	Creative & Language Arts in Elementary & Middle Schools	3 hrs
EDUC 338	Teaching Reading in the Content Area ^{1, 4} <u>or</u>	3 hrs
EDUC 516	Reading & Writing Across the Curriculum ^{1, 4}	
EDUC 358	Teaching Mathematics in the Elementary School ¹	3 hrs
EDUC 380	Diagnostic & Corrective Reading	3 hrs
EDUC 390	Education & Psychology of the Exceptional Child	3 hrs
PSYC 330	Lifespan Developmental Psychology	3 hrs

Complete Certification Sequence:

Graduate (24 hrs); Undergraduate (15 hrs)

EDUC 400	Senior Seminar ⁵	3 hrs
EDUC 426	Student Teaching in Special Education ⁶ (16 weeks)	12 hrs
EDUC 514	Mathematics for the Special Needs Child (Remedial)	3 hrs
EDUC 515	Language Development for the Exceptional Child	3 hrs
EDUC 527	Intro. to Mild/Moderate Cross-Categorical	3 hrs
EDUC 528	Methods of Teaching Mild/Moderate Cross-Categorical	3 hrs
EDUC 547	Career Counseling Including Children with Special Needs	3 hrs
EDUC 548	Communications-Counseling Conferencing & Confronting	3 hrs
EDUC 572	Individual Ability/Intelligence Testing	3 hrs
EDUC 574	Evaluation of Individual Achievement & Aptitude	3 hrs

UNDERGRADUATE POST-BACCALAUREATE CERTIFICATION PROGRAM

Students seeking teacher certification who hold a baccalaureate degree from a regionally accredited college or university may complete certification requirements at the undergraduate level, as detailed in the Beacon Program requirements.

4 EDUC 322/580 and EDUC 338/516 are required for those who began Elementary certification August 2009 and after.

5 EDUC 400 may be taken concurrently with EDUC 426 & may be audited

6 Must receive a "B" or higher for certification. Two placements (1:K-6 & 1:7-12) 8 weeks each for Special Education K-12 Certification

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

THE DAYSTAR PROGRAM

This program is designed for Day Campus students who are primarily new freshmen. (Freshman-level transfer students with only liberal arts and sciences college credit may also apply.)

DAYSTAR is a four-year + program that allows students to earn a Bachelor of Arts in a content area (i.e. Biology, Math, History, etc), PLUS a Master of Arts in Teaching degree. Students graduating from this program will be eligible to be recommended for certification to teach in Missouri at the elementary, middle, or secondary school level.

Education courses are taught in the summer (five summers total) while academic content courses and internships are taught in the fall and spring. Students obtain substantial practical teaching experience with exposure to the classroom every semester.

Students admitted to this program will receive a DAYSTAR tuition grant to cover tuition costs for required courses taken in the summer sessions.

Admission to the DAYSTAR Program requires approval by the Education Department through Scholarship Day. Entry to the teacher certification program must occur prior to student teaching. (See "Admission to Teacher Certification Program" page 48.) Admission to the MAT program is required to complete certification. To be eligible for certification, students must have a minimum a 3.0 cumulative grade point average, passing scores on all sections of the MoGEA, and a passing score on the Praxis II examination.

DAYSTAR students will graduate from Columbia College knowing they have successfully completed one of the most challenging and innovative teaching programs in the nation while earning both a bachelor's and a master's degree in little more than four years. (NOTE: See the DAYSTAR Certification checklists for lists of certification courses taken at the Post-Baccalaureate level.)

DAYSTAR is an adapted Holmes-group model of teacher education which:

- Emphasizes academic content over pedagogy at the undergraduate level.
- Substantively increases opportunities for practical experience in clinical placements (students will participate in a clinical experience during each semester of enrollment, including summer placements),
- Provides for specific study of, and clinical experience with, special needs students,
- Requires demonstrated content (MoGEA & Praxis) and clinical (Field Placement) competence prior to being admitted to the certification sequence, and
- Focuses on pedagogy at the graduate level culminating with a professional degree in education.

DAYSTAR ELEMENTARY EDUCATION (1-6) Certification

General Education **38-41 hrs**

The general education component is to be completed according to Columbia College degree requirements.

In order to complete the requirements set forth by the Missouri Department of Elementary and Secondary Education, the following courses must be included in your general education coursework.

I. Basic Studies

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

II. Arts and Humanities

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

III. Social and Behavioral Sciences

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

Liberal Arts and Science Degree **40-54 hrs**

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

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

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

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

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

Professional Education Coursework **45 hrs**

SOCI/ANTH 270	Minority Cultures & Relations	3 hrs
EDUC 100	Introduction to Education ¹	3 hrs
EDUC 105	Human Health	3 hrs
EDUC 198	Field Experience I ¹	1 hr
EDUC 200	Law, Ethics, & Education ²	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 298	Field Experience II ¹	1 hr
EDUC 300	Techniques of Teaching ¹	3 hrs
EDUC 302	Teaching Skills	3 hrs

(list continues next page)

¹ **INCLUDES FIELD EXPERIENCE:** Students must complete the application form(s) for courses that include a field experience component **by the semester BEFORE desired enrollment.** See the Education Office for deadline information.

² Meets college Ethics requirement

EDUC 311	Classroom & Behavior Management Techniques ¹	3 hrs
EDUC 331	Teaching of Reading ¹	3 hrs
EDUC 336	Creative & Language Arts in Elementary & Middle Schools	3 hrs
EDUC 358	Teaching Mathematics in the Elementary School ¹	3 hrs
EDUC 380	Diagnostic & Corrective Reading	3 hrs
EDUC/PSYC 391	Child Psychology	3 hrs
EDUC 398	DAYSTAR Field I Exp. II ¹	1 hr
EDUC 400	Senior Seminar ²	3 hrs

Three Year Baccalaureate Program 124-138 hrs

Must be admitted to the Teacher Certification Program prior to enrolling in the MAT program. (See "Admission to Teacher Certification Program" page 48.)

Fourth Year Master of Arts in Teaching 36 hrs

(One academic year and 2 summer sessions)

EDUC 521	Language, Literature, & the Creative Arts for Elementary & Middle Schools ¹	3 hrs
EDUC 525	Educating Exceptional Individuals	3 hrs
EDUC 563	Management of the Classroom Environment ¹	3 hrs
EDUC 580	Methods of Effective Academic Evaluation	3 hrs
EDUC 698	Graduate Student Teaching ³ (16 weeks)	9 hrs
	Additional Graduate Courses	18 hrs

DAYSTAR 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.

Liberal Arts and Science Degree 40-60 hrs

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

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

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

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

¹ **INCLUDES FIELD EXPERIENCE:** Students must complete the application form(s) for courses that include a field experience component **by the semester BEFORE desired enrollment.** See the Education Office for deadline information.

² Students will take this course after their undergraduate degree is completed

³ Must receive a "B" or higher for certification

Middle Level Content Area

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

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

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

MIDDLE SCHOOL CONTENT AREA REQUIREMENTS

Language Arts (Minimum 21 hours)

COMM 203	Understanding Human Communication	3 hrs
COMM 360	Oral Interpretation of Literature	3 hrs
EDUC 336	Creative & Language Arts in Elementary & Middle Schools ¹	3 hrs
ENGL 311	Descriptive Grammar of the English Language or	3 hrs
ENGL 312	The History of the English Language or	
ENGL 490	Literary & Critical Theory	
	English/Language Arts Electives	6 hrs
	Electives (3 courses from the following):	9 hrs
	ENGL 231, ENGL 232, ENGL 241, ENGL 242, ENGL 350, ENGL 351, ENGL 370	

Mathematics (Minimum 21 hours)

CISS 176	Intro. to Computer Science or	3 hrs
CISS 145	Intro. to Python Programming	
MATH 102	Mathematics for the Elementary School Teacher	3 hrs
MATH 150	College Algebra	3 hrs
MATH 155	Algebraic Reasoning for Elementary & Middle Teachers	3 hrs
MATH 165	Geometric Reasoning for Elementary & Middle Teachers	3 hrs
MATH 250	Statistics I	3 hrs
MATH Electives (MATH 170 or higher)		3 hrs

Science (Minimum 21 hours)

BIOL 110	Principles of Biology I	3 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
CHEM/PHYS 108	Phys. Science Survey	3 hrs
CHEM 109	Chemistry for Biological & Health-Related Science or	3 hrs
CHEM 110	Chemistry I	
GEOL 110	Intro. to Physical Geology	3 hrs
PHYS 111	College Physics	3 hrs
	Lab Electives (2 courses from the following)	4 hrs
	BIOL 110L, BIOL/ENVS 115L, CHEM/PHYS 108L, CHEM 111L, GEOL 110L, PHYS 111L	

Social Studies (Minimum 21 hours)

ECON 293	Macroeconomics or	3 hrs
ECON 294	Microeconomics (both recommended)	
GEOG/ANTH 101	Intro. to Geography	3 hrs
HIST 101	Western Civilization I or	3 hrs
HIST 111	World History to 1500	
HIST 102	Western Civilization II or	3 hrs
HIST 112	World History Since 1500	
HIST 121	American History to 1877	3 hrs
HIST 122	American History Since 1877	3 hrs
POSC 111	American National Govt.	3 hrs

Speech/Theatre (Minimum 21 hrs)

COMM 110	Introduction to Speech	3 hrs
COMM 220	Introduction to Theatre	3 hrs
COMM 323	Argumentation & Debate	3 hrs
COMM 420	Advanced Acting & Production Techniques	3 hrs
Electives (3 courses from the following):		9 hrs
COMM 203, COMM 303, COMM 313, COMM 320, COMM 360, COMM 380, COMM 385		

Professional Education Coursework 39 hrs

SOCI/ANTH 270	Min. Cultures & Relations	3 hrs
EDUC 100	Introduction to Education ¹	3 hrs
EDUC 198	Field Experience I ¹	1 hr
EDUC 200	Law, Ethics, & Education ²	3 hrs
EDUC/PSYC 230	Educational Psychology	3 hrs
EDUC 298	Field Experience II ¹	1 hr
EDUC 300	Techniques of Teaching ¹	3 hrs
EDUC 326	Middle School Methods	4 hrs
EDUC 331	Teaching of Reading ¹	3 hrs
EDUC 338	Teaching Reading in the Content Area ¹	3 hrs

Teaching Methods Course¹: Math-359; Social Studies-362; Science-365; English-367; Speech/Theatre-368

EDUC/PSYC 392	Adolescent Psychology	3 hrs
EDUC 398	DAYSTAR Field Exp. III ¹	1 hr
EDUC 400	Senior Seminar ³	3 hrs

Three Year Baccalaureate 120-136 hrs

Students must be admitted to Teacher Certification Program prior to enrolling in the MAT program. (See "Admission to the Teacher Certification Program" on page 48.)

Fourth Year Master of Arts in Teaching 39 hrs
(One academic year and 2 summer sessions)

EDUC 516	Reading & Writing Across the Curriculum ^{1, 4, 5}	3 hrs
EDUC 521	Language, Lit. & Creative Arts for Elem. & Mid. Schools ^{1, 5}	3 hrs

EDUC 525	Educating Exceptional Individuals ⁵	3 hrs
EDUC 563	Management of the Classroom Environment ¹	3 hrs
EDUC 580	Methods of Effective Academic Evaluation ⁵	3 hrs
EDUC 698	Graduate Student Teaching ^{1, 5, 6} (16 weeks)	9 hrs
Additional Graduate Courses		15 hrs

DAYSTAR SECONDARY EDUCATION (9-12) Certification**General Education 38-41 hrs**

The general education component is to be completed according to Columbia College degree requirements.

Liberal Arts and Science Degree 40-63 hrs

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

BA – Biology
BS – Biology
BA – Business Administration
BS – Business Administration
BA – Chemistry
BA – English
BS – Environmental Science
BA – History
BS – Mathematics
BA – Sociology

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

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

Secondary Content Area Requirements

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

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

Biology (Grades 9-12) (Minimum 32 hrs)

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

1 INCLUDES FIELD EXPERIENCE: Students must complete the application form(s) for courses that include a field experience component **by the semester BEFORE desired enrollment.** See the Education Office for deadline information.

2 Meets college Ethics requirement

3 Students will take this course **after** their undergraduate degree is completed

4 This course could be taken to remain full-time in the 2nd session of fourth year, but is not required for the MAT degree.

5 Readmit to the Post-Baccalaureate Program to complete the certification sequence.

6 Must receive a "B" or higher for certification

Business Education (Grades 9-12) Non-Vocational (Minimum 30 hrs)

ACCT 280	Accounting I (Financial)	3 hrs
ACCT 385	Accounting Info. Systems	3 hrs
or An approved Computer Technology course		
CISS 170	Introduction to Computer Information Systems or	3 hrs
CISS 171	Intro. to Computer Information Systems for MAC Users or	
CISS 176	Introduction to Computer Science	
ECON 293	Macroeconomics or	3 hrs
ECON 294	Microeconomics	
EDUC 369	Teaching Business ¹	3 hrs
MGMT 254	Business Communication	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 330	Principles of Management	3 hrs
MGMT 393	Business Info. Systems	3 hrs
MKTG 310	Principles of Marketing	3 hrs
Implementing Business Education Programs ²		
Business Electives (0-6 hrs) recommended ³ :		
ACCT 281	Accounting II (Managerial)	3 hrs
FINC 298	Personal Financial Planning	3 hrs
MGMT 338	International Business	3 hrs
MKTG 410	Global Marketing	3 hrs

Chemistry (Grades 9-12) (Minimum 32 hours)

BIOL 110	Principles of Biology I	3 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/CHEM 420	Biochemistry I	3 hrs
BIOL/CHEM 420L	Biochemistry Laboratory	2 hrs
CHEM 306	Analytical Chemistry I	5 hrs
CHEM 310	Organic Chemistry I	3 hrs
CHEM 310L	Organic Chemistry I Lab	2 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM/PHYS 401	Intro. to Physical Chemistry/Chemical Physics	3 hrs
GEOL 110	Intro. to Physical Geology	3 hrs
HIST/PHIL 303	History & Philosophy of Modern Science	3 hrs
PHYS 111	College Physics I	3 hrs

English (Grades 9-12) (Minimum 30 hours)

EDUC 270	Literature for Children & Adolescents	3 hrs
EDUC 367	Teaching Middle School & Secondary English ⁴	3 hrs
ENGL 111	English Composition I	3 hrs
ENGL 112	English Composition II	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs
Two courses selected from:		
ENGL 241	American Literature I or	3 hrs
ENGL 242	American Literature II or	
ENGL 450	Minority & Ethnic Literature of the United States	

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

² This course is not offered at Columbia College; course can be taken online with the Department of Elementary and Secondary Education via the Consortium Agreement.

³ Electives only needed if Business hours in above categories are below 30 hours required by DESE.

⁴ Course will include one hour of field experience: 35 hour placement

One course selected from:

ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 263	World Literature I	3 hrs
ENGL 264	World Literature II	3 hrs
Electives criticism courses and		3 hrs
Elective World/English Literature		3 hrs
Elective English Credit ⁵		0-2 hrs

General Science (Grades 9-12)(Minimum 32 hours)

ASTR 108	Introduction to Astronomy	3 hrs
BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Lab	2 hrs
BIOL/ENVS 115	Introduction to Environmental Science	3 hrs
BIOL/ENVS 115L	Introduction to Environmental Science Lab	2 hrs
PHYS 111	College Physics I	3 hrs
PHYS 111L	Physics I Laboratory	2 hrs
CHEM 109	Chemistry for Biological & Health-Related Sciences	3 hrs
CHEM 111L	Introductory Chemistry Lab	2 hrs
GEOL 110	Intro. to Physical Geology	3 hrs
HIST/PHIL 303	History & Philosophy of Modern Science	3 hrs

Electives from any of the above categories:

Mathematics (Grades 9-12) (Minimum 30 hours)

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

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

Recommended: MATH 330-History of Mathematics

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

Recommended: MATH 102-Mathematics for the Elementary School Teacher

Number Theory (2-3 hrs)

Recommended: MATH 300-Multivariate Calculus

Probability and Statistics (2-3 hrs)

Recommended: MATH 250-Statistics I **or**

MATH 251-Statistics II **or**

MATH 340-Introduction to Probability Theory

Computer Science (2-5 hrs)

Recommended: CISS 240-Intro. to Programming

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

Recommended: MATH 303-Linear Algebra

⁵ Electives only needed if English hours in above categories are below 30 hours required by DESE.

Speech/Theatre (Grades 9-12) (Minimum 30 hrs)

Speech (12 hours)

COMM 110	Introduction to Speech	3 hrs
COMM 323	Argumentation & Debate	3 hrs

Speech Electives (choose from the following): 6 hrs

COMM 203	Understanding Human Communication	3 hrs
COMM 303	Intercultural Communication	3 hrs
COMM 313	Interpersonal Communication	3 hrs
COMM 393	Organizational Communication	3 hrs

Theatre (12 hours)

COMM 220	Introduction to Theatre	3 hrs
COMM 420	Advanced Acting & Production Techniques	3 hrs

Theatre Electives (choose from the following): 6 hrs

COMM 320	Advanced Theatre	3 hrs
COMM 360	Oral Interpretation of Lit.	3 hrs
COMM 380	Performance Studies	3 hrs
COMM 385	Performance Styles & Genres	3 hrs

Other Electives (choose from the following): 6 hrs

COMM 214	Mass Comm. in Society	3 hrs
COMM/ENGL 302	Screenwriting	3 hrs

Any Speech/Theatre electives not used above

Social Studies (Grades 9-12) (Minimum 40 hours)

ECON 293	Macroeconomics <u>or</u>	3 hrs
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ECON 294 Microeconomics

GEOG/ANTH 101	Intro. to Geography	3 hrs
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HIST 101	Western Civilization I	3 hrs
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HIST 102	Western Civilization II	3 hrs
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HIST 121	American History to 1877	3 hrs
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HIST 122	American History since 1877	3 hrs
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POSC 111	American National Government	3 hrs
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POSC 215	State & Local Government	3 hrs
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PSYC 101	General Psychology	3 hrs
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SOCI 111	General Sociology <u>or</u>	3 hrs
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SOCI/ANTH 270 Minority Cultures & Relations

Electives – Six (6) hours in American History

Electives – Three (3) hours in World History

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

Professional Education Coursework 26 hrs

SOCI/ANTH 270	Minority Cultures & Relations	3 hrs
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EDUC 100	Introduction to Education ¹	3 hrs
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EDUC 198	Field Experience I ¹	1 hr
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EDUC 200	Law, Ethics, & Education ²	3 hrs
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EDUC/PSYC 230	Educational Psychology	3 hrs
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EDUC 298	Field Experience II ¹	1 hr
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EDUC 300	Techniques of Teaching ¹	3 hrs
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Teaching Methods Courses¹: Math-360; Social Studies-362; Science-365; English-367; Business-369

EDUC/PSYC 392	Adolescent Psychology	3 hrs
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EDUC 398	DAYSTAR Field Exp. III ¹	1 hr
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EDUC 400	Senior Seminar ³	3 hrs
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1 INCLUDES FIELD EXPERIENCE: Students must complete the application form(s) for courses that include a field experience component by the semester BEFORE desired enrollment. See the Education Office for deadline information.

2 Meets college Ethics requirement

3 Students will take this course after their undergraduate degree is completed

Three Year Baccalaureate Program 127-136 hrs

Students must be admitted to Teacher Certification Program prior to enrolling in the MAT Program (See "Admission to Teacher Certification," page 48).

Fourth Year Master of Arts In Teaching 36 hrs

(One academic year and 2 summer sessions)

EDUC 521	Language, Literature, & the Creative Arts for Elementary & Middle Schools ^{1, 4, 5}	3 hrs
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EDUC 525	Educating Exceptional Individuals ⁵	3 hrs
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EDUC 563	Management of the Classroom Environment ¹	3 hrs
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EDUC 580	Methods of Effective Academic Evaluation ⁵	3 hrs
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EDUC 698	Graduate Student Teaching ^{1, 6} (16 weeks)	9 hrs
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Additional Graduate Courses		15 hrs
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FIRST YEAR TEACHERS

First year teachers who are eligible for the GI Bill may now receive VA Education Benefits for On-the-Job Training (OJT) during their first contract year. They can be teaching with a regular professional certificate or a temporary authorization.

A. Requirements for participation:

- Application for VA Benefits.
- Application for approval of the OJT position.
 - Training outline developed by school officials, including a letter detailing mentoring/supervision by either school principal or experienced teacher.
 - Designate a school official to serve as the contact person between the school and Missouri Department of Elementary and Secondary Education and the VA.

B. Benefits:

- First year teachers can receive VA Education Benefits under Chapter 34/30 that are paid directly to him/her and thus need no special accounting or payroll practices. This is a valuable addition to first year salaries. The amount a person receives depends upon his/her chapter of eligibility and years of service.
- This benefit is separate from Troops-to-Teachers and may be used in addition to Troops-to-Teacher funds.
- Allows the school districts to participate and be a positive force in the veteran's transition from military to civilian life.

Contact the Veterans' Education and Training Section of DESE at 573-751-3487 for more details.

4 This course could be taken to remain full-time in the 1st session of the fourth year, but is not required for the MAT degree.

5 Readmit to the Post-Baccalaureate Program to complete the certification sequence.

6 Must receive a "B" or higher for certification

ENGLISH

Department: Humanities
Chairperson: David Roebuck, Ph.D.
Full-Time Faculty: Danny Campbell, Ph.D.
 Johanna Denzin, Ph.D.
 Heather Ditzer
 Christina Ingoglia
 Peter Monacell, Ph.D.
 Miranda Wilkerson, Ph.D.

Degree: Bachelor of Arts in English
Minor: English
Program: English for Academic Purposes
Culminating Experience Course:
 ENGL 431 Senior Essay

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

BACHELOR OF ARTS IN ENGLISH

- A. General Education Requirements** 38-41 sem. hrs
Ethics Course Requirement 3 hrs
 ENGL 331 Ethical Issues in Literature or
 PHIL 330 Ethics
- B. Foreign Language Requirement** 6 sem. hrs
- C. Multicultural Requirement** 3 sem. hrs
 Eligible courses can be found on page 27.
- D. Choice of Literature or Creative Writing Emphasis** 39 sem. hrs
- 1. Literature Emphasis** 21 sem. hrs
Core Requirements
 All must be completed with a grade of C or higher.
 Courses in the major cannot be taken Pass/Fail.
- | | | |
|----------|----------------------------|-------|
| ENGL 231 | British Literature I | 3 hrs |
| ENGL 232 | British Literature II | 3 hrs |
| ENGL 241 | American Literature I | 3 hrs |
| ENGL 242 | American Literature II | 3 hrs |
| ENGL 351 | Readings in Shakespeare | 3 hrs |
| ENGL 431 | Senior Seminar | 3 hrs |
| ENGL 490 | Literary & Critical Theory | 3 hrs |

Literature Emphasis Electives 18 sem. hrs

Choose 18 semester hours from the following:

ENGL 204	Technical Writing	3 hrs
ENGL 207	Introduction to Creative Writing I - Multigenre	3 hrs
*ENGL 263	World Literature I	3 hrs
*ENGL 264	World Literature II	3 hrs
ENGL 280	Film & Literature	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs
ENGL 323	The Hero in Mythology	3 hrs
ENGL 331	Ethical Issues in Literature Topics	3 hrs
ENGL 333	Topics	3 hrs
ENGL 350	Major Literary Figures	3 hrs
ENGL 360	Readings in Fiction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
ENGL 362	Readings in Drama	3 hrs
ENGL 370	Major Literary Periods	3 hrs
ENGL 397	Science Fiction & Fantasy	3 hrs
ENGL 420	Advanced Editing & Revision	3 hrs
ENGL 433	Topics	3 hrs
*ENGL 450	Minority & Ethnic Literature of the United States	3 hrs

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

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

2. Creative Writing Emphasis 21 sem. hrs

Core Requirements

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

ENGL 207	Introduction to Creative Writing I - Multigenre	3 hrs
ENGL 313	Intermediate Creative Writing I - Fiction	3 hrs
ENGL 314	Intermediate Creative Writing II - Creative Non-Fiction	3 hrs
ENGL 315	Intermediate Creative Writing III - Poetry	3 hrs
ENGL 408	Advanced Creative Writing	3 hrs
ENGL 490	Literary & Critical Theory	3 hrs
ENGL 431	Senior Seminar	3 hrs

(Creative Writing Emphasis continues below)

* Course meets Multicultural graduation requirement

Creative Writing Electives 18 sem. hrs

Choose 18 hours from the following: Students may choose no more than two of the following: ENGL 231, ENGL 232, ENGL 241, and ENGL 242.

ENGL 204	Technical Writing	3 hrs
*ENGL 231	English Literature I	3 hrs
ENGL 232	English Literature II	3 hrs
ENGL 241	American Literature I	3 hrs
ENGL 242	American Literature II	3 hrs
ENGL 263	World Literature I	3 hrs
*ENGL 264	World Literature II	3 hrs
ENGL 280	Film & Literature	3 hrs
ENGL 311	Descriptive Grammar of the English Language	3 hrs
ENGL 312	The History of the English Language	3 hrs
ENGL 323	The Hero in Mythology	3 hrs
ENGL 331	Ethical Issues in Literature	3 hrs
ENGL 333	Topics	3 hrs
ENGL 399	English Internship	3 hrs
ENGL 350	Major Literary Figures	3 hrs
ENGL 351	Readings in Shakespeare	3 hrs
ENGL 360	Readings in Fiction	3 hrs
ENGL 361	Readings in Poetry	3 hrs
ENGL 362	Readings in Drama	3 hrs
ENGL 370	Major Literary Periods	3 hrs
ENGL 397	Science Fiction & Fantasy	3 hrs
ENGL 420	Advanced Editing & Revision	3 hrs
ENGL 433	Topics	3-6 hrs
*ENGL 450	Minority & Ethnic Literature of the United States	3 hrs
ENGL 499	Advanced English Internship	3 hrs
COMM 304	Introduction to Screenwriting	3 hrs
COMM 360	Oral Interpretation of Lit.	3 hrs
COMM 380	Performance Studies	3 hrs

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

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

E. Open Electives: 31 - 34 sem. hrs

More courses in upper level English are recommended.

120 sem. hrs

F. A candidate for a baccalaureate degree with a major in English must pass, with a satisfactory rating (grade of C or higher), ENGL 431 Senior Essay as a culminating evaluative experience.

ENVIRONMENTAL SCIENCE

Department: Physical and Biological Sciences

Chairperson: Frank Somer, Ph.D.

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

Degree: Bachelor of Science in Environmental Science

Minors: Biology
Chemistry
Environmental Science

Culminating Experience Course:
ENVS 490 Senior Seminar

The Environmental Science major is a science-based course of study that focuses on the natural environment and man's interactions and use of its resources. Students examine the structure and function of natural systems and develop techniques and skills that will allow them to work in the field of natural resources.

A degree in Environmental Science can lead to careers in a wide variety of public and private organizations and government agencies. It will also prepare those students who wish to pursue advanced graduate study.

Core Rotation Schedule:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>
BIOL 110	BIOL 110	BIOL 110	BIOL 110
BIOL 110L	BIOL 110L	BIOL 110L	BIOL 110L
BIOL 112	BIOL 112	BIOL 112	BIOL 112
BIOL 112L	BIOL 112L	BIOL 112L	BIOL 112L
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324
BIOL 343	BIOL 353	CHEM 110	CHEM 110
CHEM 110	CHEM 110	CHEM 111L	CHEM 111L
CHEM 111L	CHEM 111L	CHEM 112	CHEM 112
CHEM 112	CHEM 112	CHEM 112L	CHEM 112L
CHEM 112L	CHEM 112L	ENVS/BIOL 230	ENVS/BIOL 320
ENVS/GEOG 251	ENVS/BIOL 222	ENVS/BIOL 230L	ENVS/BIOL 320L
ENVS/BIOL/ CHEM 395	ENVS/BIOL/ CHEM 395	ENVS/BIOL 320	ENVS/BIOL/ CHEM 395
ENVS 399	ENVS 399	ENVS/BIOL/ CHEM 395	ENVS 399 ENVS 490
ENVS/BIOL 490	ENVS/BIOL 490	ENVS 399	ENVS 499
ENVS 499	ENVS 499	ENVS/BIOL 490	
GEOG 101	GEOG 101	ENVS 499	

* Course meets Multicultural graduation requirement

BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE

- A. General Education Requirements** 38-41 sem. hrs
Ethics Course Requirement 3 hrs
 ENVS/PHIL 332 Environmental Ethics or
 PHIL 330 Ethics
- B. Multicultural Requirement** 3 sem. hrs
 Eligible courses can be found on page 27.
- C. Core Requirements** 54 sem. hrs
 All must be completed with a grade of C or higher.
 Courses in the major cannot be taken Pass/Fail.
- | | | |
|--------------------|--|-------|
| BIOL 110 | Principles of Biology I | 3 hrs |
| BIOL 110L | Principles of Biology I Lab | 2 hrs |
| BIOL 112 | Principles of Biology II | 3 hrs |
| BIOL 112L | Principles of Biology II Lab | 2 hrs |
| BIOL/PSYC/SOCI 324 | Statistics for the Behavioral & Natural Sciences | 3 hrs |
| BIOL 343 | Botany | 5 hrs |
| BIOL 353 | Zoology | 5 hrs |
| ENVS/BIOL 222 | Conservation Biology | 3 hrs |
| *ENVS/GEOG 251 | Resource Management | 3 hrs |
| ENVS/BIOL 320 | Ecology | 3 hrs |
| ENVS/BIOL 320L | Ecology Laboratory | 2 hrs |
| ENVS/BIOL/CHEM 395 | Research Design | 3 hrs |
| ENVS/BIOL 490 | Senior Seminar | 1 hr |
| ENVS 399/499 | Science Internship | 3 hrs |
| CHEM 110 | Chemistry I | 3 hrs |
| CHEM 111L | Introductory Chemistry Lab | 2 hrs |
| CHEM 112 | Chemistry II | 3 hrs |
| CHEM 112L | Chemistry II Laboratory | 2 hrs |
| *GEOG/ANTH 101 | Intro. to Geography | 3 hrs |
- D. Environmental Science Electives** 18 sem. hrs
 Eighteen semester hours of courses with a BIOL, ENVS, CHEM, GEOL prefix. A minimum of 12 of these hours must be in upper-level coursework. A maximum of three of these hours may be obtained from internships (ENVS 399/499) All courses must be completed with a grade of C or higher.
- E. Electives** 4-7 sem. hrs
 120 sem. hrs
- F. ENVS 490 Senior Seminar is the culminating evaluative experience course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.**

FORENSIC SCIENCE

- Department:** Criminal Justice Administration and Human Services
- Chairperson:** Barry Langford, J.D.
- Coordinator:** Melinda McPherson, Ph.D.
- Full-Time Faculty:** Christopher Babayco, Ph.D.
 Joseph Carrier, Ph.D.
 Kenneth Felts, II, Ph.D.
 Alan James, Ph.D.
 Barry Langford, J.D.
 Natasha Latushkina, Ph.D.
 Michael Lyman, Ph.D.
 Melinda McPherson, Ph.D.
 Nathan Means, Ph.D.
 Rie Sasaki, Ph.D.
 Ann Schlemper, Ph.D.
 Frank Somer, Ph.D.
 Kent Strodman, Ph.D.
 Suzanne Tourville, Ph.D.
 Peggy Wright, Ph.D.
- Degree:** Bachelor of Science in Forensic Science
- Minors:** Biology
 Chemistry
 Criminal Justice Administration
 Criminology
 Forensic Science
- Certificate:** Crime Scene Investigation
- Culminating Experience Course:** FRSC 475 Senior Seminar in Forensic Science

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

The degree is generated from a cross-disciplinary perspective, blending faculty expertise from both the criminal justice and science program areas. A principal focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions in the criminal justice and science areas. The faculty encourages wide and varied preparation in both the liberal arts and sciences to provide students with an appreciation of the scientific and social environment of crime and criminal justice.

* Course meets Multicultural graduation requirement

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 forensic laboratory, positions may be categorized as Forensic Scientist, Forensic Technician, Forensic Examiner, or Criminalist, but various areas will require specific coursework. Examples are as follows:

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).

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

TRACE EVIDENCE. Coursework should include at least 20 hours of chemistry (organic and inorganic).

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.

LATENT PRINTS. Coursework should include at least two natural science classes, with a minimum acceptable grade of C.

QUESTIONED DOCUMENTS. The baccalaureate degree should be in one of the Natural Sciences or in 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.

Core/Track Rotation Schedule:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 110	BIOL 110	BIOL 110	BIOL 110	PHYS 211
BIOL 110L	BIOL 110L	BIOL 110L	BIOL 110L	PHYS 212
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	
BIOL 410	BIOL 410	BIOL 342	BIOL 342	
BIOL 410L	BIOL 410L	BIOL 342L	BIOL 342L	
CHEM 110	CHEM 110	BIOL/CHEM 420	BIOL/CHEM 420	
CHEM 111L	CHEM 111L			
CHEM 306	CHEM 306	BIOL/CHEM 420L	BIOL/CHEM 420L	
CHEM 310	CHEM 310			
CHEM 310L	CHEM 310L	CHEM 110	CHEM 110	
CJAD 101	CJAD 101	CHEM 111L	CHEM 111L	
CJAD 201	CJAD 201	CHEM 112	CHEM 112	
FRSC 210	FRSC 210	CHEM 112L	CHEM 112L	
FRSC/CHEM 425	FRSC/CHEM 425	CHEM 312	CHEM 312	
FRSC/CHEM 425L	FRSC/CHEM 425L	CHEM 312L	CHEM 312L	
FRSC 475	FRSC 475	CJAD 101	CJAD 101	
MATH 201	MATH 201	FRSC 310	FRSC 310	
MATH 222	MATH 222	FRSC/CHEM 430	FRSC/CHEM 430	
PHYS 111	PHYS 111	FRSC/CHEM 430L	FRSC/CHEM 430L	
PHYS 111L	PHYS 111L	FRSC 475	FRSC 475	
		MATH 201	MATH 201	
		MATH 222	MATH 222	
		PHYS 112	PHYS 112	
		PHYS 112L	PHYS 112L	

Electives Rotation Schedule:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL 221	BIOL 221	BIOL 312	BIOL 312	CJAD 413
BIOL 221L	BIOL 221L	BIOL 312L	BIOL 312L	FRSC 305
BIOL 223	BIOL 223	BIOL/CHEM 422	CHEM 312	FRSC 315
BIOL 223L	BIOL 223L		CHEM 312L	FRSC 333
BIOL 290	BIOL 290	CHEM 307	CHEM 307	FRSC 433
BIOL 290L	BIOL 290L	CHEM 312	CHEM/BIOL/ ENVS 395	FRSC 445
BIOL/CHEM 420	BIOL/ CHEM 420	CHEM 312L	ENVS 395	PHIL/HIST 303
BIOL/CHEM 420L	BIOL/CHEM 420L	CHEM/BIOL/ ENVS 395	CHEM/PHYS 401	
CHEM 305	CHEM 306	CHEM/PHYS 401	CHEM 412	
CHEM/BIOL/ ENVS 395	CHEM 322	CHEM 412	CJAD 203	
CJAD 203	CHEM/BIOL/ ENVS 395	CJAD 203	CJAD 303	
CJAD 399	CJAD 203	CJAD 303	CJAD 303	
CJAD 406	CJAD 399	CJAD 399	CJAD 415	
CJAD 499	CJAD 406	CJAD 405	CJAD 499	
FRSC 327	CJAD 499	CJAD 415	MATH 225	
MATH 225	FRSC 327	CJAD 499	MATH 250	
MATH 250	FRSC 327	MATH 225	PHIL 210	
MATH 300	MATH 225	MATH 250		
PHIL 210	MATH 300	PHIL 210		
PSYC 450	PHIL 210			
	PSYC 450			

BACHELOR OF SCIENCE IN FORENSIC SCIENCE

A. General Education Requirements 38-41 sem. hrs

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

B. Multicultural Requirement 3 sem. hrs

Eligible courses can be found on page 27.

C. Core Requirements 53 sem. hrs for both Chemistry and Biology Tracks

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

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Lab	2 hrs
BIOL/PSYC/SOCI 324	Statistics for the Behavioral & Natural Sciences	3 hrs
CHEM 110	Chemistry I	3 hrs
CHEM 111L	Introductory Chemistry Lab	2 hrs
CHEM 112	Chemistry II	3 hrs
CHEM 112L	Chemistry II Laboratory	2 hrs
CHEM 310	Organic Chemistry I	3 hrs
CHEM 310L	Organic Chemistry I Lab	2 hrs
CJAD 101	Introduction to Criminal Justice Administration	3 hrs
CJAD 201	Criminal Investigation	3 hrs
FRSC 210	Intro. to Forensic Science	3 hrs
FRSC 310	Professional Issues in Forensic Science	3 hrs
FRSC 475	Senior Seminar in Forensic Science	3 hrs
FRSC 335L	Criminalistics Laboratory	2 hrs
MATH 201	Calculus & Analytic Geometry I	5 hrs
MATH 222	Calculus & Analytic Geometry II	5 hrs
PHYS 111	College Physics I <u>and</u>	3 hrs
PHYS 111L	Physics I Lab <u>or</u>	2 hrs
PHYS 211	Calculus-based Physics I	5 hrs

In addition to successful completion of the core requirements listed above, students seeking a Bachelor of Science in Forensic Science degree must complete one of two tracks: **Chemistry** or **Biology**.

The decision to choose one of these two options is based on the student's career objectives, which can be very specific about which coursework is required. Therefore, it is incumbent upon the student to be familiar with their targeted career track in order to ensure they have taken the correct coursework to be a competitive candidate for the position desired.

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

D. Chemistry Track 25 sem. hrs

CHEM 306	Analytical Chemistry I	5 hrs
CHEM 312	Organic Chemistry II	3 hrs
CHEM 312L	Organic Chemistry II Lab	2 hrs
FRSC/CHEM 425	Forensic Chemistry I	3 hrs
FRSC/CHEM 425L	Forensic Chemistry I Laboratory	2 hrs
FRSC/CHEM 430	Forensic Chemistry II	3 hrs
FRSC/CHEM 430L	Forensic Chemistry II Laboratory	2 hrs
PHYS 112	College Physics II and	3 hrs
PHYS 112L	College Physics II Lab or	2 hrs
PHYS 212	Calculus-Based Physics II	5 hrs

E. Biology Track 15 sem. hrs

BIOL 342	Genetics	3 hrs
BIOL 342L	Genetics Laboratory	2 hrs
BIOL 410	Molecular Biotechnology	3 hrs
BIOL 410L	Methods in Molecular Biotechnology	2 hrs
BIOL 420	Biochemistry	3 hrs
BIOL 420L	Biochemistry Laboratory	2 hrs

F. General Electives (continued next page)

Chemistry Track None required
Biology Track 10 sem. hrs

BIOL 221	Clinical Microbiology	3 hrs
BIOL 221L	Clinical Microbiology Lab	2 hrs
BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 290	Principles of Cell Biology	3 hrs
BIOL 290L	Principles of Cell Biology Laboratory	2 hrs
BIOL/CHEM/ENVS 395	Research Design in the Sciences	3 hrs
BIOL/CHEM 420	Biochemistry I ¹	3 hrs
BIOL/CHEM 420L	Biochemistry Lab ¹	2 hrs
BIOL/CHEM 422	Biochemistry II	3 hrs
CHEM 312	Organic Chemistry II ²	3 hrs
CHEM 312L	Organic Chemistry II Lab ²	2 hrs
CHEM 306	Analytical Chemistry I ²	3 hrs
CHEM 307	Analytical Chemistry II	5 hrs
CHEM 322	Inorganic Chemistry	3 hrs
CHEM/PHYS 401	Introduction to Physical Chemistry/Chemical Physics	3 hrs
CHEM 412	Advanced Experimental Chemistry	3 hrs

MATH 225	Discrete Math	3 hrs
MATH 250	Statistics I	3 hrs
MATH 300	Multivariate Calculus	3 hrs
PHIL 210	Logic & Critical Thinking	3 hrs
PHIL/HIST 303	History & Philosophy of Modern Science	3 hrs

G. Forensic Science Electives

Chemistry Track 3 sem hrs
Biology Track 3 sem hrs

CJAD 203	Crime Scene Investigation	3 hrs
CJAD 303	Crime Scene Photography	3 hrs
CJAD 305	Forensic Anthropology	3 hrs
CJAD 405	Laws of Criminal Evidence	3 hrs
CJAD 406	Expert & Scientific Evidence	3 hrs
CJAD 413	Bloodstain Evidence	3 hrs
CJAD 415	Criminal Procedures	3 hrs
CJAD 399/499	Criminal Justice Internship	1-3 hrs
FRSC 305	Forensic Anthropology	3 hrs
FRSC 315	Forensic Microscopy	3 hrs
FRSC 333/433	Topics	3 hrs
FRSC 327	Fingerprint Evidence	3 hrs
FRSC 445	Forensic Pathology	3 hrs
PSYC 450	Abnormal Psychology	3 hrs

H. Crime Scene Investigation Certificate (Optional) 15 sem. hrs

I. A candidate for a baccalaureate degree with a major in Forensic Science must pass, with a satisfactory rating (grade of C or higher), FRSC 475 Senior Seminar in Forensic Science, as a culminating evaluative experience.

122-125 sem. hrs

CERTIFICATE IN CRIME SCENE INVESTIGATION

Students desiring a concentration in the identification, documentation and preservation of evidence at crime scenes may pursue a Certificate in Crime Scene Investigation as part of their academic plan.

The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of 15 semester hours of designated coursework. The student must successfully complete 9 of these semester hours at Columbia College.

To qualify for the awarding of the certificate, each Columbia College course that comprises the certificate must be completed with a minimum grade of "B."

¹ Chemistry track only

² Biology track only

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

These courses are:

Required:		9 sem. hrs
CJAD 201	Criminal Investigation	3 hrs
CJAD 203	Crime Scene Investigation	3 hrs
CJAD 303	Crime Scene Photography	3 hrs
Electives: (Chosen from the following)		6 sem. hrs
FRSC 305	Forensic Anthropology	3 hrs
FRSC 327	Fingerprint Evidence	3 hrs
CJAD 328	Shooting Incidents	3 hrs
CJAD 413	Bloodstain Evidence	3 hrs
CJAD 333/433	Topics (Departmental approval required)	3 hrs
FRSC 445	Forensic Pathology	3 hrs
Total required		15 sem. hrs

Certificate Categories: The CSI Certificate is available to students in the following categories:

1. Degree-seeking students at Columbia College (or Columbia College graduates):
 - Students in this category must have declared a major in Criminal Justice Administration (AS, BS, or BA), a minor in Criminal Justice, or a major in Forensic Science (BS).
 - The certificate will be awarded only after successful completion of the student's degree program in one of the above areas.
 - Students in this category must complete at least 9 hours of certificate coursework at Columbia College.
2. State certified law enforcement academy graduates with bachelor's or associate degrees from a regionally accredited academic institution:
 - Students in this category must have earned a major or minor in Criminal Justice, Justice Studies, or Forensic Science.
 - Students in this category must complete 15 hours of certificate coursework at Columbia College.

Transfer Credit: Students with valid transfer credit for CJAD 201, CJAD 203, CJAD 303 and/or for a designated elective must take 3-9 hours of additional elective coursework from the certificate electives (above) in order to receive the certificate.

Certificate Award: The CSI certificate will be awarded after completion of the necessary coursework and submission of appropriate proof-of-degree completion and law enforcement academy certification documentation

GENERAL STUDIES

BACHELOR OF GENERAL STUDIES

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

A. General Education Requirements	38-41 sem. hrs
B. Multicultural Requirement	3 sem. hrs
Eligible courses can be found on page 27.	
C. Ethics Course Requirement	3 hrs
PHIL 330 Ethics or	
Ethics course specific to the minor being pursued.	
D. Electives	76-79 sem. hrs
	120 sem. hrs

ASSOCIATE IN GENERAL STUDIES

See degree requirements, page 83

HISTORY

Department: History, Philosophy, and Political Science

Chairperson: Brian Kessel, Ph.D.

Full-Time Faculty: Anthony Alioto, Ph.D.
Tonia Compton, Ph.D.
David Karr, Ph.D.
Brad Lookingbill, Ph.D.
Michael Polley, Ph.D.

Degree: Bachelor of Arts in History

Minors: History
International Relations
Legal Studies
Political Science

Culminating Experience Course:
HIST 494 Historical Research and Methods

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

Core Rotation Schedule:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
HIST 101	HIST 101	HIST 101	HIST 101	
HIST 102	HIST 102	HIST 102	HIST 102	
HIST 111	HIST 111	HIST 112	HIST 112	
HIST 121	HIST 121	HIST 121	HIST 121	
HIST 122	HIST 122	HIST 122	HIST 122	
HIST 294	HIST 294	HIST 494	HIST 494	

Electives Rotation Schedule:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
HIST 312	HIST 321	HIST 314	HIST 316	HIST/PHIL 303
HIST 358	HIST 335	HIST 336	HIST 337	HIST 304
HIST 372	HIST 370	HIST 342	HIST 342	HIST 318
	HIST 374	HIST 350	HIST/	HIST 319
		HIST/MGMT	WMST	HIST 322
		371	373	HIST 332
				HIST 334
				HIST 339
				HIST/PHIL 340
				HIST 348
				HIST/ENVS 352
				HIST 359
				HIST 362
				HIST/MGMT 371
				HIST 381
				HIST 382
				HIST 391
				HIST 392

BACHELOR OF ARTS IN HISTORY

- A. General Education Requirements** **38-41 sem. hrs**
Ethics Course Requirement **3 hrs**
 PHIL 330 Ethics
- B. Foreign Language Requirement** **6 hrs**
- C. Multicultural Requirement** **3 sem. hrs**
 Eligible courses can be found on page 27.
- D. Core Requirements** **18 sem. hrs**
 All must be completed with a grade of C or higher.
 Courses in the major cannot be taken Pass/Fail.
- | | | | |
|----------|---------------------------------------|-----------|-------|
| HIST 101 | Western Civilization I | or | 3 hrs |
| HIST 111 | World History to 1500 | | |
| HIST 102 | Western Civilization II | or | 3 hrs |
| HIST 112 | World History Since 1500 | | |
| HIST 121 | American History to 1877 | | 3 hrs |
| HIST 122 | American History since 1877 | | 3 hrs |
| HIST 294 | Introduction to the Historian's Craft | | 3 hrs |
| HIST 494 | Historical Research & Methods | | 3 hrs |
- E. History Electives** **24 sem. hrs**
Nine semester hours from the following United States History cluster:
- | | | |
|-----------|--|-------|
| HIST 312 | 20th Century American Diplomatic History | 3 hrs |
| HIST 318 | The U.S. & the Vietnam War | 3 hrs |
| HIST 321 | History of the Modern U.S. | 3 hrs |
| HIST 342 | American Civil War | 3 hrs |
| HIST 350 | American Revolution | 3 hrs |
| HIST 352 | American Environmental History | 3 hrs |
| HIST 362 | History of the American West | 3 hrs |
| HIST 370 | American Military History | 3 hrs |
| HIST 371 | History of American Business | 3 hrs |
| *HIST 372 | American Indian History | 3 hrs |
| HIST 373 | Women & Gender in American History | 3 hrs |
| HIST 374 | African American History | 3 hrs |

Nine semester hours from the following European History cluster:

HIST 303	History & Philosophy of Modern Science	3 hrs
HIST 329	Warfare, Witches & the Outlines of Modern Life: Early Modern Europe, 1550-1700	3 hrs
HIST 332	The European Renaissance	3 hrs
HIST 334	The European Enlightenment	3 hrs
HIST 335	19 th Century Europe	3 hrs
HIST 336	20 th Century Europe	3 hrs
HIST 337	Fascism in Europe, 1900-1945	3 hrs
HIST 340	Philosophy of Revolution	3 hrs
HIST 358	The Making of Modern Britain	3 hrs
HIST 359	Rise & 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 semester hours from the following World History cluster:

*HIST 304	History of Latin America	3 hrs
*HIST 314	Modern China	3 hrs
*HIST 316	Modern Japan	3 hrs
HIST/ANTH 319	History & Democracy of the Modern Middle East	3 hrs
HIST/WMST 322	Women & Gender in World History	3 hrs
HIST/ANTH 339	History of Modern Africa	3 hrs
HIST 348	World War II	3 hrs
HIST 391	Imperial Russia	3 hrs
HIST 392	History of Russia 1825 to Present	3 hrs
HIST 394	Modern Historiography: The West & the World	3 hrs

F. Other Electives **28-31 sem. hrs****120 sem. hrs**

- G. HIST 494 Senior Seminar in History 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.**

* Course meets Multicultural graduation requirement

HUMAN SERVICES

Department: Criminal Justice Administration
and Human Services

Chairperson: Barry Langford, J.D.

Full-Time Faculty: Michael Perkins
Lia Willis, Ph.D.

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

Minors: Criminology
Human Services
Intergenerational Studies
Sociology

Culminating Experience Course:
HUMS 495 Integrative Seminar

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

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

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

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

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

Core Rotation Schedule:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
HUMS 105	HUMS 105	HUMS 105	HUMS 105	
HUMS 250	HUMS 250	HUMS 250	HUMS 250	
HUMS 325	HUMS 325	HUMS 300	HUMS 300	
HUMS 335	HUMS 335	HUMS 340	HUMS 340	
HUMS 495	HUMS 495	HUMS 345	HUMS 345	
HUMS 499	HUMS 499	HUMS/SOCI	HUMS/SOCI	
PSYC 101	PSYC 101	365	365	
SOCI/	SOCI/	HUMS 495	HUMS 495	
ANTH270	ANTH 270	HUMS 499	HUMS 499	
		PSYC 101	PSYC 101	
		SOCI/ANTH 270	SOCI/ANTH 270	

Electives Rotation Schedule:

HUMS/SOCI 350	HUMS 380	HUMS 375	HUMS 375
HUMS 380	HUMS 385	HUMS 390	HUMS 390
HUMS 385	SOCI 421		
SOCI 421			

BACHELOR OF ARTS IN HUMAN SERVICES

A. General Education Requirements 38-41 sem. hrs

Ethics Course Requirement 3 hrs
PHIL 330 Ethics

B. Foreign Language Requirement 6 hrs

C. Multicultural Requirement 3 sem. hrs
Eligible courses can be found on page 27.

D. Core Requirements 33 sem. hrs

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

HUMS 105 Introduction to Human Services 3 hrs

HUMS 250 Working with Individuals 3 hrs

HUMS 300 Exploring Research 3 hrs

HUMS 325 Case Management 3 hrs

HUMS 335 Working with Groups 3 hrs

HUMS 340 Working with Families 3 hrs

HUMS 345 Working with Communities & Organizations 3 hrs

HUMS/SOCI 365 American Social Policy 3 hrs

HUMS 495 Integrative Seminar 3 hrs

PSYC 101 General Psychology 3 hrs

*SOCI/ANTH 270 Minority Cultures & Relations 3 hrs

E. Human Services Electives 12 sem. hrs
Chosen from below:

HUMS 310 Military Case Work 3 hrs

HUMS 333/433 Topics 3 hrs

HUMS/SOCI 350 Social Gerontology 3 hrs

HUMS 375 Disabilities 3 hrs

HUMS 380 Substance Abuse 3 hrs

HUMS 385 Mental Health 3 hrs

HUMS 390 Child Welfare 3 hrs

SOCI 421 Class, Status & Power 3 hrs

F. Electives 25-28 sem. hrs

120 sem. hrs

G. As the Culminating Evaluative Experience, all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.

* Course meets Multicultural graduation requirement

BACHELOR OF SCIENCE IN HUMAN SERVICES

- A. General Education Requirements** 38-41 sem. hrs
Ethics Course Requirement 3 hrs
 PHIL 330 Ethics
- B. Multicultural Requirement** 3 sem. hrs
 Eligible courses can be found on page 27.
- C. Core Requirements** 33-36 sem. hrs
 All must be completed with a grade of C or higher.
 Courses in the major cannot be taken Pass/Fail.
- | | | |
|----------------|--|---------|
| HUMS 105 | Introduction to Human Services | 3 hrs |
| HUMS 250 | Working with Individuals | 3 hrs |
| HUMS 300 | Exploring Research | 3 hrs |
| HUMS 335 | Working with Groups | 3 hrs |
| HUMS 340 | Working with Families | 3 hrs |
| HUMS 345 | Working with Communities & Organizations | 3 hrs |
| HUMS/SOCI 365 | American Social Policy | 3 hrs |
| HUMS 495 | Integrative Seminar | 3 hrs |
| HUMS 499 | Internship | 3-6 hrs |
| PSYC 101 | General Psychology | 3 hrs |
| *SOCI/ANTH 270 | Minority Cultures & Relations | 3 hrs |
- D. Human Services Electives** 12 sem. hrs
 Chosen from below:
- | | | |
|---------------|-----------------------|-------|
| HUMS 310 | Military Case Work | 3 hrs |
| HUMS 325 | Case Management | 3 hrs |
| HUMS 333/433 | Topics | 3 hrs |
| HUMS/SOCI 350 | Social Gerontology | 3 hrs |
| HUMS 375 | Disabilities | 3 hrs |
| HUMS 380 | Substance Abuse | 3 hrs |
| HUMS 385 | Mental Health | 3 hrs |
| HUMS 390 | Child Welfare | 3 hrs |
| SOCI 421 | Class, Status & Power | 3 hrs |
- E. Electives** 28-34 sem. hrs
 120 sem. hrs.
- F. As the Culminating Evaluative Experience, all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.**

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

See degree requirements, page 83

MANAGEMENT INFORMATION SYSTEMS

- Department:** Computer and Mathematical Sciences
- Chairperson:** Ann Schlemper, Ph.D.
- Full-Time Faculty:** Ken Akers
 Timothy Ireland, Ph.D.
 Angela Kinworthy
 Yihsiang Liow, Ph.D.
 David Ruggeri, Ph.D.
 Kenneth Middleton, Ph.D.
 Tom Stauder
 Diane Suhler, Ph.D.
 Seth Warn, Ph.D.
 Joann Wayman, Ph.D.
 Sally Wells
 Youlong Zhuang, Ph.D.
- Degree:** Bachelor of Science in Management Information Systems
- Minors:** Business
 Computer Information Systems
 Computer Science
- Culminating Experience Course:**
 CISS 492 Senior Seminar in Management Information Systems

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

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

Core Rotation Schedule:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
ACCT 280	ACCT 280	ACCT 280	ACCT 280	
ACCT 281	ACCT 281	ACCT 281	ACCT 281	
CISS 234	CISS 234	CISS 302	CISS 325	
CISS 285	CISS 285	CISS 325	CISS 430	
CISS 365	CISS 301	CISS 492	CISS 492	
CISS 492	CISS 492	FINC 350	FINC 350	
FINC 350	FINC 350	MATH 250	MATH 250	
MATH 250	MATH 250	MGMT 254	MGMT 254	
MGMT 254	MGMT 254	MGMT 330	MGMT 330	
MGMT 330	MGMT 330	MKTG 310	MKTG 310	
MKTG 310	MKTG 310			

Electives Rotation Schedule:

CISS 240	CISS 240	ACCT 385	ACCT 385	CISS 355/455
CISS 245	CISS 245	CISS 238	CISS 238	CISS 433
CISS 390	CISS 391	CISS 240	CISS 240	
CISS 499	CISS 472	CISS 245	CISS 245	
ECON 293	CISS 499	CISS 499	CISS 298	
ECON 294	ECON 293	ECON 293	CISS 499	
MGMT 265	ECON 294	ECON 294	ECON 293	
MGMT 338	MGMT 265	MGMT 338	ECON 294	
MGMT 341	MGMT 338	MGMT 362	MGMT 265	
MGMT 362	MGMT 341	MGMT 365	MGMT 338	
	MGMT 362		MGMT 362	

**BACHELOR OF SCIENCE IN
MANAGEMENT INFORMATION SYSTEMS****A. General Education 38-41 sem. hrs
Requirements**

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

B. Multicultural Requirement 3 sem. hrs
Eligible courses can be found on page 27.**C. Computer Information 24 sem. hrs
System Core Requirements**

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

CISS 234	Visual Basic	3 hrs
CISS 285	Structural Systems Analysis & Design	3 hrs
CISS 301	Operating Systems for Business Computing	3 hrs
CISS 302	Business Data Communications & Networking	3 hrs
CISS 325	Systems Analysis Design Implementation Projects	3 hrs
CISS 365	Project Management	3 hrs
CISS 430	Intro. to Database Systems	3 hrs
CISS 492	Senior Seminar in Management Information Systems	3 hrs

D. Business Core Requirements 21 sem. hrs

All must be completed with a grade of C or higher.		
ACCT 280	Accounting I	3 hrs
ACCT 281	Accounting II	3 hrs
FINC 350	Business Finance	3 hrs
MATH 250	Statistics I	3 hrs
MGMT 254	Business Communication	3 hrs
MGMT 330	Principles of Management	3 hrs
MKTG 310	Principles of Marketing	3 hrs

**E. Management Information 24 sem. hrs
Systems Electives (15 hours from E1 and 9
hours from E2):****E1. Information Systems Electives (15 hours)**

CISS 238	Java Programming	3 hrs
CISS 240	Intro. to Programming	4 hrs
CISS 245	Advanced Programming	4 hrs
CISS 298	Web Programming	3 hrs
CISS 355	Directed Studies	3 hrs
CISS 390	Global Information Management Systems	3 hrs
CISS 391	Information Sys. Security	3 hrs
CISS 433	Topics in MIS	3 hrs
CISS 455	Directed Study	3 hrs
CISS 472	Data Warehousing & Decision Support Systems	3 hrs
CISS 499	Internship	3 hrs

E2. Business Electives (9 hours)

ACCT 385	Accounting Info. Systems	3 hrs
ECON 293	Macroeconomics	3 hrs
ECON 294	Microeconomics	3 hrs
MGMT 265	Business Law I	3 hrs
MGMT 338	International Business	3 hrs
MGMT 341	Small Business Mgmt.	3 hrs
MGMT 362	Organizational Behavior	3 hrs

F. Electives 7-10 sem. hrs**120 sem. hrs****MATHEMATICS****Department: Computer and Mathematical
Sciences****Chairperson: Ann Schlemper, Ph.D.**

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

**Degrees: Bachelor of Science in
Mathematics**
**Associate in Science in
Pre-Engineering**

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

Culminating Experience Courses:
**MATH 493 Senior Seminar in Mathematics
for Teachers**
MATH 494 Senior Seminar in Mathematics

The Computer and Mathematical Sciences Department offers the Bachelor of Science degree in Mathematics. The degree provides students a mathematics education in the context of a liberal arts and sciences college. A mathematics major is excellent preparation for professional employment in a variety of areas such as business, technology and actuarial science, for teaching at the secondary school level and for entry into medical or law school.

The program is also designed to give mathematics majors a solid background for graduate study, not only in mathematics but in related areas as well.

Core Rotation Schedule:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
CISS 240	CISS 240	CISS 240	CISS 240	
MATH 201	MATH 201	MATH 201	MATH 201	
MATH 222	MATH 222	MATH 222	MATH 222	
MATH 225	MATH 225	MATH 225	MATH 225	
MATH 300	MATH 303	MATH 304	MATH 338	
MATH 493	MATH 380	MATH 381	MATH 493	
MATH 494	MATH 493	MATH 493	MATH 494	
	MATH 494	MATH 494		

Electives Rotation Schedule:

MATH/CISS 362	MATH 330	MATH 325	MATH 305
MATH 390	MATH 399	MATH 331	MATH 325
MATH 399		MATH 371	MATH 370
			MATH/CISS 451

BACHELOR OF SCIENCE IN MATHEMATICS

- A. General Education Requirements** 38-41 hrs
Ethics Course Requirement 3 hrs
 PHIL 330 Ethics
- B. Multicultural Requirement** 3 sem. hrs
 Eligible courses can be found on page 27.
- C. Core Requirements** 38 sem. hrs
 All must be completed with a grade of C or higher.
 Courses in the major cannot be taken Pass/Fail.
- | | | |
|----------|--|-------|
| MATH 201 | Calculus & Analytic
Geometry I | 5 hrs |
| MATH 222 | Calculus & Analytic
Geometry II | 5 hrs |
| MATH 225 | Discrete Mathematics I | 3 hrs |
| MATH 300 | Multivariate Calculus | 3 hrs |
| MATH 303 | Linear Algebra | 3 hrs |
| MATH 304 | Introduction to Abstract
Algebra | 3 hrs |
| MATH 338 | Mathematical Statistics &
Probability | 3 hrs |
| MATH 380 | Advanced Calculus I | 3 hrs |
| MATH 381 | Advanced Calculus II | 3 hrs |
| MATH 493 | Senior Seminar in
Mathematics for Teachers ¹ or | 3 hrs |
| MATH 494 | Senior Seminar in Mathematics | |
| CISS 240 | Intro. to Programming | 4 hrs |
- D. Mathematics Electives** 12 sem. hrs
 6 semester hours selected from the following:
- | | | |
|-----------|--------------------------|-------|
| MATH 305 | Number Theory | 3 hrs |
| *MATH 330 | History of Mathematics | 3 hrs |
| MATH 331 | Foundations of Geometry | 3 hrs |
| MATH 390 | Introduction to Topology | 3 hrs |
- 6 semester hours selected from the following:
- | | | |
|---------------|--|-------|
| MATH 325 | Discrete Mathematics II | 3 hrs |
| MATH/CISS 362 | Intro. to Automata Theory
Languages & Computation | 3 hrs |
| MATH 370 | Differential Equations | 3 hrs |
| MATH 371 | Intro. to Complex Variables | 3 hrs |
| MATH/CISS 451 | Intro. to Cryptography
& Computer Security | 3 hrs |
- E. Other Electives** 26 - 29 sem. hrs
 MATH 399 Teaching Assistantship² 1-6 hrs

120 sem. hrs

- F. MATH 494 Senior Seminar in Mathematics and
 MATH 493 Senior Seminar in Mathematics for
 Teachers are culminating evaluative courses for
 the Mathematics program and include the
 assessment of outcomes of the major.
 MATH 493 is open only to students pursuing
 teacher certification. All students majoring in
 mathematics must pass one of these courses.**

¹ The courses MATH 494 Senior Seminar in Mathematics and MATH 493 Senior Seminar in Mathematics for Teachers are culminating evaluative courses for the Mathematics program and include the assessment of outcomes of the major. MATH 493 is open only to students pursuing teacher certification.

² MATH 399 is highly recommended for those students who seek to attend graduate school in mathematics and/or those who wish to pursue a teaching certificate.

MUSIC

- Department:** Visual Arts and Music
Chairperson: Michael Sleadd
Full-Time Faculty: Nollie Moore
Degree: Bachelor of Arts in Music
Minors: Music
Culminating Experience:
MUSI 400 Senior Recital

The Bachelor of Arts degree with a major in Music is designed to give the student a general experience in music within a liberal arts degree and to allow students to explore a minor in another area. The degree can be successfully combined with a minor emphasis in business, religious studies, and speech communication or with a declared minor in education leading to K-12 Missouri certification. With the general education foreign language requirement and the broad scope of coursework, this degree provides for excellent preparation to enter the field of music or for continued graduate study.

Core Rotation Schedule:

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
MUSI 101	MUSI 101	MUSI 101	MUSI 101	
MUSI 122	MUSI 122	MUSI 122	MUSI 102	
MUSI 134	MUSI 134	MUSI	MUSI 122	
MUSI 135	MUSI 135	160/360	MUSI 123	
MUSI	MUSI	MUSI 71/172/	MUSI	
160/360	160/360	273/274	160/360	
MUSI	MUSI	MUSI	MUSI	
170/370	170/370	180/380	171/172/	
MUSI 174	MUSI	MUSI	273/274	
MUSI	171/172/	181/122/	MUSI	
181/122/	273/274	283/284	180/380	
283/284	MUSI 174	MUSI 236	MUSI	
MUSI 184	MUSI	MUSI 237	181/122/	
MUSI	181/122/	MUSI 275	283/284	
171/172/	283/284	MUSI 285	MUSI 236	
273/274	MUSI 184	MUSI 326	MUSI 237	
MUSI 223	MUSI 223	MUSI	MUSI 275	
MUSI 338	MUSI 338	400/490	MUSI 285	
MUSI 339	MUSI 339	MUSI 440	MUSI 326	
MUSI	MUSI	MUSI 441	MUSI	
400/490	400/490		400/490	
			MUSI 440	
			MUSI 441	

Electives Rotation Schedule:

MUSI 300	MUSI 300	MUSI	MUSI 353	MUSI 354
MUSI 322	MUSI 322	183/383	MUSI 351	MUSI 386
		MUSI 353	MUSI 352	
		MUSI 323		
		MUSI 351		
		MUSI 352		

BACHELOR OF ARTS IN MUSIC**A. General Education Requirements 38-41 hrs**
Ethics Course Requirement 3 hrs
PHIL 330 Ethics orEDUC 200 Law, Ethics, & Education
(for students pursuing the K-12 certification minor)**B. Foreign Language Requirement 6 sem. hrs****C. Multicultural Requirement 3 sem. hrs**
Eligible courses can be found on page 27.**D. Basic Musicianship Requirements 25 sem. hrs**
All must be completed with a grade of C or higher.
Courses in the major cannot be taken Pass/Fail.

*MUSI 123	Music in World Cultures	3 hrs
MUSI 134	Music Theory I	3 hrs
MUSI 135	Aural Skills I	1 hr
MUSI 223	Music History I	3 hrs
MUSI 236	Music Theory II	3 hrs
MUSI 237	Aural Skills II	1 hr
MUSI 338	Music Theory III	3 hrs
MUSI 339	Aural Skills III	1 hr
MUSI 440	Music Theory IV	3 hrs
MUSI 441	Aural Skills IV	1 hr
MUSI 326	Music History II	3 hrs

E. Ensemble Requirements 7 sem. hrsMUSI 160/360 The Jane Froman Singers 1 hr
(Students must take 4 semesters at 160 or have achieved junior standing to take 360.)MUSI 170/370 Show Choir 1 hr
(Students must complete 170 twice or have achieved junior standing to take 370.)MUSI 180/380 Chamber Choir 1 hr
(Students must complete 180 or have achieved junior standing to take 380.)**F. Applied Music Requirements 14 sem. hrs**
Students must choose either the vocal/choral or piano/accompanying track. Students must complete two semesters of applied lessons at each level to advance through the course sequence. MUSI 400 must be taken concurrently with MUSI 274 or 284.**Track A: Vocal/Choral Studies**

MUSI 101	Recital Attendance	0 hrs	(must be taken every semester.)
MUSI 181/182/283/284	Applied Voice Lessons	1 hr	
MUSI 174	Class Piano I	3 hrs	
MUSI 275	Class Piano II	3 hrs	
MUSI 400	Jr./Sr. Recital	1 hr	

Track B: Piano/Accompanying Studies

MUSI 101	Recital Attendance	0 hrs	(must be taken every semester.)
MUSI 171/172/273/274	Applied Piano Lessons	1 hr	
MUSI 184	Class Voice	3 hrs	
MUSI 285	Class Voice II	3 hrs	
MUSI 400	Jr./Sr. Recital	1 hr	

G. Open Electives 24-27 sem. hrsFollowing four areas of study will prepare the student for work or continued study in the areas of music education, stage performance, music management or church music leadership. **Choosing a cluster of electives is recommended but not mandatory.****Directed Music Education Cluster:** A declared minor in Education is required. Courses required for state certification to teach are indicated below.

MUSI 285	Basic Conducting ¹	2 hrs
MUSI 300	Diction for Singers	3 hrs
MUSI 322	Masterpieces of Music	3 hrs
MUSI 323	Music of the United States	3 hrs
MUSI 351	Choral Arranging ¹	2 hrs
MUSI 353	Basic Conducting ¹	2 hrs
MUSI 354	Accompanying Techniques	2 hrs
MUSI 386	Advanced Choral Techniques, Literature & Conducting ¹	5 hrs

Directed Speech Communication Cluster:

COMM 220	Introduction to Theatre	3 hrs
COMM 224	Film History & Analysis	3 hrs
COMM 320	Advanced Theatre	3 hrs
COMM 360	Oral Interpretation of Lit.	3 hrs
COMM 380	Performance Studies	3 hrs
MUSI 383	Opera/Musical Theatre Workshop	3 hrs

COMM 420 Advanced Acting & Production Techniques 3 hrs

COMM 399/499 Communication Internship 1 hr

Directed Business Administration Cluster:

ACCT 280	Accounting I	3 hrs
MGMT 150	Introduction to Business	3 hrs
COMM 393	Organizational Communication	3 hrs
MGMT 330	Principles of Management	3 hrs
MKTG 310	Principles of Marketing	3 hrs
ARTS 140	2-D Design	3 hrs
ARTS 216	Graphic Design I	3 hrs
MGMT 499	Internship	1 hr

Directed Religious Studies Cluster:

RELI 101	Religion & the Human Experience	3 hrs
RELI 381	History of Christianity: The Early Church	3 hrs
RELI 382	Christianity in the Modern World	3 hrs
RELI 202	Asian Philosophy & Religion ¹	3 hrs
PHIL 201	Introduction to Philosophy	3 hrs
PHIL 350	Philosophy of Religion	3 hrs
PHIL 455	Directed Study/Internship	1 hr

120 Sem. hrs**H. A candidate for the baccalaureate degree with a major in Music must pass, with a satisfactory rating (grade of C or higher), MUSI 400 Senior Recital as a culminating evaluative experience.**

* Course meets Multicultural graduation requirement

¹ Course is required for state certification to teach.

PHILOSOPHY

Department: History, Philosophy, and Political Science

Chairperson: Mark Price, Ph.D.

Full-Time Faculty: Anthony Alioto, Ph.D.
Mark Price, Ph.D.

Degree: Bachelor of Arts in Philosophy

Minors: Ethics
Philosophy
Religious Studies

Culminating Experience Course:
PHIL 490 Thematic Seminar
in Philosophy

The academic study of philosophy has been traditionally an essential part of the liberal arts. The study of philosophy seeks to develop the intellectual abilities important for life as a whole. Properly pursued, philosophy enhances analytical, critical and interpretive capacities that may be applied to any academic field. Philosophy is as old as human civilization, asking the most general and profound questions; philosophy begins in wonder and, at its best, seeks the path to wisdom. The major seeks to develop the individual's abilities to critically examine, analyze and appreciate these traditions and ideas – and, in the process, build personal self-expression, creativity and an appetite for lifelong learning.

MISSION AND GOALS

1. Students will develop intellectual abilities important for life as a whole. Examples: the study of logic, critical examination of ethics, the study of scientific thought.
2. Students will be prepared for the tasks of citizenship. Example: participation in democracy requires a citizen be sufficiently informed, have knowledge of political philosophy, and be aware of manipulation and demagoguery.
3. Students will develop analytical skills and problem solving abilities. Example: philosophy courses require analysis and reflection on complex issues and texts.
4. Students will develop writing and verbal skills. Example: every course demands cogent logical and creative responses to issues raised in debate, responses that eschew ill-informed and uncritical (often emotional) arguments.
5. In a global world and economy, students need to clearly understand diverse assumptions and ways of thinking. Examples: students will read and analyze basic philosophical texts and practices of the world.
6. Students will be acquainted with the basic methodologies employed in the study of philosophy. Example: courses require research and the practice of such methodologies.
7. A good education in philosophy enhances the individual's ability to construct a personal and well thought-out value system. Example: examining past philosophies, the student will become aware of their strengths and weaknesses, and how and why many fail in practice.

8. Assessment: all majors are required to take PHIL 490 Thematic Seminar. This culminating course requires:
 - a) concentrated study of a particular issue in the chosen field,
 - b) rigorous examination of the literature,
 - c) a major research paper,
 - d) giving and defending the paper to the seminar, a conference or college-wide audience.

Course Rotation Schedule:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
PHIL 201	PHIL 201	PHIL 201	PHIL 201	PHIL/HIST 303
PHIL/RELI 202	PHIL/RELI 202	PHIL/RELI 202	PHIL/RELI 202	PHIL 310
PHIL 210	PHIL 210	PHIL 210	PHIL 210	PHIL 333/433
PHIL/HIST 303	PHIL 321	PHIL 490	PHIL 210	PHIL/HIST 340
PHIL 322	PHIL/ENVS 332	PHIL 358	PHIL 490	PHIL/RELI 350
PHIL/ENVS 332		PHIL 460	PHIL 323	PHIL/RELI 390
PHIL/POSC 402			PHIL/POSC 403	PHIL 401
			PHIL 460	PHIL 430

BACHELOR OF ARTS IN PHILOSOPHY

- A. General Education Requirements** **38-41 sem. hrs**
Ethics Course Requirement **3 hrs**
 PHIL 330 Ethics
- B. Foreign Language Requirement** **6 sem. hrs**
- C. Multicultural Requirement** **3 sem. hrs**
 Eligible courses can be found on page 27. .
- D. Core Requirements** **12 sem. hrs**
 All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.
- | | | |
|----------------|--------------------------------|-------|
| PHIL 201 | Introduction to Philosophy | 3 hrs |
| *PHIL/RELI 202 | Asian Philosophy & Religion | 3 hrs |
| PHIL 210 | Logic & Critical Thinking | 3 hrs |
| PHIL 490 | Thematic Seminar in Philosophy | 3 hrs |
- E. Electives** **27 sem. hrs**
 Twenty-seven hours selected from the following:
- | | | |
|---------------|--|-------|
| PHIL/HIST 303 | History & Philosophy of Modern Science | 3 hrs |
| PHIL 310 | Symbolic Logic | 3 hrs |
| PHIL 321 | Ancient Philosophy | 3 hrs |
| PHIL 322 | Modern Philosophy | 3 hrs |
| PHIL 323 | Marx & Marxism | 3 hrs |
| PHIL/ENVS 332 | Environmental Ethics | 3 hrs |
| PHIL 333 | Topics | 3 hrs |
| PHIL/HIST 340 | Philosophy of Revolution | 3 hrs |
| PHIL/RELI 350 | Philosophy of Religion | 3 hrs |
| PHIL 358 | Existentialism | 3 hrs |
| PHIL/RELI 390 | The Buddha & Buddhism | 3 hrs |
| PHIL 401 | Significant Philosophers | 3 hrs |
| PHIL/POSC 402 | Classical Political Philosophy | 3 hrs |
| PHIL/POSC 403 | Modern Political Philosophy | 3 hrs |
| PHIL 430 | Philosophy of Law | 3 hrs |
| PHIL 433 | Topics | 3 hrs |
| PHIL 460 | Biomedical Ethics | 3 hrs |
- F. Electives** **31 - 34 sem. hrs**
120 sem. hrs

* Course meets Multicultural graduation requirement

POLITICAL SCIENCE

Department: History, Philosophy and
Political Science

Chairperson: Brian Kessel, Ph.D.

Full-Time Faculty: Brian Kessel, Ph.D.
David Roebuck, Ph.D.

Degree: Bachelor of Arts in
Political Science

Minors: Geography
History
International Relations
Legal Studies
Political Science

Culminating Experience Course:
**POSC/PADM 495 Independent Study
in Political Science & Public
Administration**

The Bachelor of Arts in Political Science offers students the opportunity to examine government from theoretical and practical perspectives. As a discipline, Political Science is concerned with theoretical issues such as democracy, justice and equality, and also with such practical issues as the constitutional structure of governments and the relations between branches and levels of government. Political Science also cultivates an understanding of governmental systems in other areas of the world, the manner in which nations interact, and various modes of citizen participation.

Students are exposed to these concepts in the classroom and by enrolling in governmentally related internships. Other learning experiences are also available, including participation in the Columbia College Mock Trial Team and Model United Nations Team.

A degree in Political Science can lead to careers in government, international affairs, journalism, politics, public relations, graduate study in law, public administration, political science and other academic fields.

Course Rotation

<u>Even Fall</u>	<u>Odd Fall</u>	<u>Even Spring</u>	<u>Odd Spring</u>	<u>Occasional</u>
POSC 111	POSC 111	POSC 111	POSC 111	
POSC/PADM 395		POSC/PADM 495	POSC 292	
POSC/PHIL 402			POSC/PHIL 403	
			POSC 490	
POSC 350	AMST/POSC 280	POSC 315	POSC 215	POSC 312
POSC 353		POSC 331	POSC 326	POSC 317
POSC 361	CJAD/POSC 370	POSC 332	POSC 340	POSC 330
	POSC/PADM/ MGMT 311	POSC 340		
	POSC 321	POSC 360		
	POSC 440			

BACHELOR OF ARTS IN POLITICAL SCIENCE

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

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

C. Multicultural Requirement **3 sem. hrs**
Eligible courses can be found on page 27.

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

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

POSC 111 American National Government 3 hrs

*POSC 292 International Relations 3 hrs

POSC/PADM 395 Political Science & Public Administration Research Methods 3 hrs

PHIL/POSC 402 Classical Political Philosophy 3 hrs

PHIL/POSC 403 Modern Political Philosophy 3 hrs

POSC/PADM 495 Independent Study in Political Science & Public Administration 3 hrs

E. Political Science Electives **30 sem. hrs**
Any course with the POSC prefix at the 200 level or higher may be used to fulfill major electives. However, students must take a minimum of twelve hours from each of the following two tracks. A maximum of six hours may be taken as POSC 399 Internship.

Track A: American Politics

POSC 215 State & Local Government 3 hrs

POSC/AMST 280 American Political & Social Thought 3 hrs

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

POSC/PADM 315 American Public Policy 3 hrs

POSC 330 Media & Politics 3 hrs

POSC 332 The American Presidency 3 hrs

POSC 340 Judicial Process 3 hrs

POSC 350 Legislative Process 3 hrs

POSC 361 American Political Parties 3 hrs

POSC 440 Constitutional Law 3 hrs

Track B: International Studies

*POSC 317 Politics of Russia & Eurasia 3 hrs

*POSC 321 Politics Developing Nations 3 hrs

POSC 326 International Law & Orgs. 3 hrs

*POSC 331 European Politics 3 hrs

*POSC 353 Asian Politics 3 hrs

POSC 360 U.S. Foreign Policy 3 hrs

F. Other Electives **22-25 sem. hrs**

120 sem. hrs

Students are encouraged to use elective credits to obtain a minor in a related academic field.

G. POSC 495 Independent Study is the culminating experience course for all students receiving the Bachelor of Arts in Political Science.

* Course meets Multicultural graduation requirement

PSYCHOLOGY

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

PSYC 495 Integrative Psychology

Psychology is the science that endeavors to achieve the goals of observation, description, understanding, prediction and control of behavior and psychological processes. Topical areas of inquiry include: human development, personality theory, neuroscience, learning, memory and cognition, emotion, sensation and perception, interpersonal relationships, personal adjustment, abnormal behavior and psychotherapy. Theoretical perspectives most emphasized over the course of studies include: Neuroscience, cognitive science, behavioral and social learning theories, humanist-existential, post-structural and psychodynamic theories.

Because scientific knowledge of behavior and psychological processes are important to all fields of study, persons majoring in areas other than psychology should enroll in selected courses of interest. For the same reason, choosing psychology as a minor also is encouraged. Students majoring in psychology may work with their advisor to select a guided program of study. An applied program is designed to prepare those who plan to seek employment in community agencies in either the private or public sector immediately following graduation with the bachelor degree. Academic studies programs prepare students to pursue studies in psychology at the graduate school level in either practical (i.e., clinical, school, counseling) or experimental (i.e., neuroscience, developmental, social, cognitive) specializations. Psychology majors are expected to understand scientific methods, conduct research, write scholarly research reports in APA style, and present their research findings to peers.

BACHELOR OF ARTS IN PSYCHOLOGY

- A. General Education Requirements 38-41 sem. hrs**
Ethics Course Requirement 3 hrs
 PHIL 330 Ethics
- B. Foreign Language Requirement 6 sem. hrs**
- C. Multicultural Requirement 3 sem. hrs**
 Eligible courses can be found on page 27.
- D. Psychology Core Requirements 15 sem. hrs**
 All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.
- | | | |
|--------------------|--|-------|
| PSYC 101 | General Psychology | 3 hrs |
| PSYC/SOCI/BIOL 324 | Statistics for the Behavioral & Natural Sciences | 3 hrs |
| PSYC/SOCI 325 | Quantitative Research Methods | 3 hrs |
| PSYC 381 | History & Systems of Psychology | 3 hrs |
| PSYC 495 | Integrative Psychology | 3 hrs |
- E. Psychology Electives 33 sem. hrs**
 At least 21 hours chosen from below:
- | | | |
|---------------|--|---------|
| PSYC 304 | Personality Theory | 3 hrs |
| PSYC 330 | Lifespan Developmental Psychology | 3 hrs |
| PSYC/SOCI 360 | Social Psychology | 3 hrs |
| PSYC/BIOL 371 | Neuroscience | 3 hrs |
| PSYC/BIOL 372 | Sensation & Perception | 3 hrs |
| PSYC 410 | Learning Theories | 3 hrs |
| PSYC 420 | Cognitive Psychology | 3 hrs |
| PSYC 450 | Abnormal Psychology | 3 hrs |
| PSYC 460 | Introduction to Clinical & Counseling Psychology | 3 hrs |
| PSYC 399 | Psychology Internship (maximum three hours) | 1-3 hrs |
| PSYC 499 | Advanced Psychology Internship (maximum six hours) | 1-6 hrs |
- Twelve additional hours in psychology are chosen by the student with the approval of a Psychology advisor. Psychology electives should be selected on the basis of career interests. PSYC 399/499 highly recommended.
- F. Electives 22-25 sem. hrs**
-
- 120 sem. hrs**
- G. Culminating Evaluative Experiences: all students must complete PSYC 495 Integrative Psychology with a grade of C or higher and also a comprehensive exit interview.**

PUBLIC ADMINISTRATION

Department: History, Philosophy, and Political Science

Chairperson: Brian Kessel, Ph.D.

Full-Time Faculty: Brian Kessel, Ph.D.
David Roebuck, Ph.D.

Degrees: Bachelor of Arts in Public Administration
Bachelor of Science in Public Administration

Minors: International Relations
Legal Studies
Political Science

Culminating Experience Course:
PADM/POSC 495 Independent Study in Political Science and Public Administration

The Bachelor of Arts and Bachelor of Science degrees in public administration are interdisciplinary degrees incorporating coursework in public administration, political science, management, psychology, and other academic fields. Available internships provide students a unique opportunity to explore possible career options and to attain "hands on" experience to supplement their coursework.

These degrees prepare students for positions in state and local or national government, health care administration, non-profit management and similar workplaces. Graduates may pursue careers in such areas as urban planning, city management, hospital and clinic administration, fundraising or other positions for non-profit organizations, or international relief agencies.

Core Requirements:

Even Fall	Odd Fall	Even Spring	Odd Spring	Occasional
BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	ENVS/POSC 312
ECON 293	ECON 293	ECON 293	ECON 293	MGMT 360
ECON 294	ECON 294	ECON 294	ECON 294	SOCI 312
MATH 250	MATH 250	HUMS 345	HUMS 345	
MGMT 330	MGMT 330	HUMS/SOCI 365	HUMS/SOCI 365	
MGMT 362	MGMT 362			
PADM 325	MGMT/ PADM/	MATH 250	MATH 250	
PADM 330		MGMT 330	MGMT 330	
PADM/POSC 395	POSC 311 PADM 340	MGMT 362	MGMT 362	
PADM 399	PADM 399	PADM/POSC 315	PADM 399	
POSC 111	POSC 111	PADM 320	PADM 399	
PSYC 336		PADM 335	POSC 111	
		PADM 399	POSC 215	
		PADM/POSC 495		
		POSC 111		
		POSC 360		

BACHELOR OF ARTS IN PUBLIC ADMINISTRATION

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

B. Foreign Language Requirement 6 sem. hrs

C. Multicultural Requirement 3 sem. hrs
Eligible courses can be found on page 27.

D. Public Administration Core Requirements 51 sem. hrs

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

*ECON 293 Macroeconomics 3 hrs
ECON 294 Microeconomics 3 hrs
HUMS 345 Working with Communities & Organizations **or**

PSYC 336 Industrial/Organizational Psychology **or**

SOCI 312 Organizations & Institutions
HUMS/SOCI 365 American Social Policy **or** 3 hrs

PADM 399 Public Administration Internship (strongly recommended) **or**

POSC/ENVS 312 Environmental Politics **or**
POSC 360 U.S. Foreign Policy

MGMT 330 Principles of Management 3 hrs
MGMT 360 Organizational Theory **or** 3 hrs

MGMT 362 Organizational Behavior

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

PADM/POSC 315 American Public Policy 3 hrs
PADM 320 Non-Profit Organization & Management 3 hrs

PADM 325 Public Financial Resources Management 3 hrs

PADM 330 Public Human Resources Administration 3 hrs

PADM 335 Methods of Public Decision Making 3 hrs

PADM 340 Values & Ethics in Public Administration 3 hrs

PADM/POSC 395 Political Science & Public Administration Research Methods 3 hrs

PADM/POSC 495 Independent Study in Political Science & Public Admin. 3 hrs

POSC 111 American National Government 3 hrs
POSC 215 State & Local Government 3 hrs

E. Minor (Optional) 18 sem. hrs.
Students are encouraged to complete a minor in a related field. Suggested minors are Business, Criminal Justice Administration, Human Services, Political Science, Psychology, Sociology.

F. Electives (with minor included) 1-4 sem. hrs.

120 sem. hrs.

G. PADM/POSC 495 is the culminating experience course for all students receiving the Bachelor of Arts in Public Administration.

* Course meets Multicultural graduation requirement

BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION

- A. General Education** 38-41 sem. hrs
Requirements
Ethics Course Requirement 3 hrs
PHIL 330 Ethics
- B. Multicultural Requirement** 3 sem. hrs
Eligible courses can be found on page 27.
- C. Public Administration Core** 57 sem. hrs
Requirements
All must be completed with a grade of C or higher.
Courses in the major cannot be taken Pass/Fail
- *ECON 293 Macroeconomics 3 hrs
ECON 294 Microeconomics 3 hrs
HUMS 345 Working with Communities 3 hrs
& Organizations **or**
PSYC 336 Industrial/Organizational Psychology
or SOCI 312 Organizations & Institutions
HUMS/SOCI 365 American Social Policy **or** 3 hrs
PADM 399 Public Administration Internship
(additional 3 hrs strongly recommended) **or**
POSC/ENVS 312 Environmental Politics **or**
POSC 360 U.S. Foreign Policy
- MATH 250 Statistics I **or** 3 hrs
BIOL/PSYC/SOCI 324 Statistics for the
Behavioral & Natural Sciences
- MGMT 330 Principles of Management 3 hrs
MGMT 360 Organizational Theory **or**
MGMT 362 Organizational Behavior
- PADM/MGMT/POSC 311 Public 3 hrs
Administration & Policy
- PADM/POSC 315 American Public Policy 3 hrs
PADM 320 Non-profit Organization 3 hrs
& Management
- PADM 325 Public Financial Resources 3 hrs
Management
- PADM 330 Public Human Resources 3 hrs
Administration
- PADM 335 Methods of Public Decision 3 hrs
Making
- PADM 340 Values & Education in 3 hrs
Public Administration
- PADM/POSC 395 Political Science & Public 3 hrs
Administration Research Methods
- PADM 399 Public Administration 3 hrs
Internship
- PADM/POSC 495 Independent Study in 3 hrs
Science & Public Administration
- POSC 111 American National Government 3 hrs
POSC 215 State & Local Government 3 hrs
- D. Minor (Optional)** 18 sem. hrs.
Students are encouraged to complete a minor in
a related field. Suggested minors are Business,
Criminal Justice Administration, Human Services,
Political Science, Psychology, Sociology.
- E. Electives (with minor included)** 1-4 sem. hrs.
120 sem. hrs.
- G. PADM/POSC 495 is the culminating experience
course for all students receiving the Bachelor
of Science in Public Administration.**

* Course meets Multicultural graduation requirement

SOCIOLOGY

- Department:** Psychology and Sociology
Chairperson: Graham Higgs, Ph.D.
Full-Time Faculty: Yngve Digernes, Ph.D.
Aurelien Mauxion, Ph.D.
Aho Tabatabai, Ph.D.
- Degree:** Bachelor of Arts in Sociology
Minors: Anthropology
Criminology
Intergenerational Studies
Sociology
Women's Studies
- Culminating Experience Course:**
SOCI 495 Integrative Seminar

Sociology is a social science involving the study of the social lives of people, groups, and societies. It is the study of our behavior as social beings, covering everything from the analysis of short contacts between anonymous individuals on the street to the study of global social processes. Sociology is the scientific study of how our lives are shaped by social institutions, such as family, schools, religious institutions, mass media, government, etc. It includes the analysis of social issues and problems such as poverty, crime, deviance, racism, sexism, homophobia, as well as the analysis of social change, e.g. through policy, social movements, cultural phenomena, technological innovations, or new ideas and values.

A Bachelor's degree in Sociology prepares students to pursue graduate study in sociology and in other related areas such as business, law, public policy, urban planning, and social work. It also develops valuable skills in data analysis, social trend research, program evaluation and organizational management that are highly marketable for entry positions and occupational advancement in business, government agencies, and non-profit organizations. Sociology graduates enter a wide range of fields, from teaching to advocacy.

Core Requirements:

Even/Fall	Odd/Fall	Even/Spring	Odd/Spring	Occasional
BIOL/PSYC/ SOCI 324	BIOL/PSYC/SOCI 324	BIOL/PSYC/ SOCI 324	BIOL/PSYC/ SOCI 324	ANTH/HIST 319
PSYC/SOCI 325	PSYC/SOCI 325	PSYC/SOCI 325	PSYC/SOCI 325	SOCI 312
SOCI 111	SOCI 111	SOCI 111	SOCI 111	SOCI 401
SOCI 112	SOCI 112	SOCI 112	SOCI 112	
SOCI 270	SOCI 270	SOCI 270	SOCI 270	
SOCI 495	SOCI 460	SOCI 327	SOCI 327	
ANTH/GEOG 101	SOCI 495	SOCI 470	SOCI 495	
SOCI 230	ANTH/GEOG 101	SOCI 495	AMST/SOCI 375	
SOCI/WMST 310	SOCI 214	ANTH 212	ANTH 212	
SOCI 321	SOCI 230	PSYC/SOCI 360	PSYC/SOCI 360	
SOCI 350	SOCI/WMST 310	SOCI/WMST 210	SOCI/WMST 210	
SOCI 380	SOCI 321	SOCI 216	SOCI 218	
SOCI/PSYC 385	SOCI/WMST 336	SOCI 218	SOCI 331	
SOCI 421	SOCI/WMST 341	SOCI 331	SOCI/PSYC 360	
WMST/ANTH/ SOCI 336	SOCI 380	SOCI/PSYC 360	SOCI/HUMS 365	
	SOCI/PSYC 385	SOCI/HUMS 365	SOCI/AMST 375	
	SOCI 421	SOCI/WMST 375	SOCI/ANTH 412	
	SOCI/WMST 485	SOCI/ANTH 412		

BACHELOR OF ARTS IN SOCIOLOGY

- A. General Education** 38-41 sem. hrs
Requirements
Ethics Course Requirement 3 hrs
 PHIL 330 Ethics
- B. Foreign Language Requirement** 6 sem. hrs
- C. Multicultural Requirement** 3 sem. hrs
 Eligible courses can be found on page 27.
- D. Core Requirements:** 21 sem. hrs
 All must be completed with a grade of C or higher.
 Courses in the major cannot be taken Pass/Fail.
 *SOCI 111 General Sociology or 3 hrs
 SOCI/ANTH 112 General Anthropology
 *SOCI/ANTH 270 Minority Cultures & 3 hrs
 Relations
 SOCI/PSYC/BIOL 324 Statistics for the 3 hrs
 Behavioral & Natural Sciences
 SOCI/PSYC 325 Quantitative Research 3 hrs
 Methods or
 SOCI/ANTH/PSYC 327 Qualitative Research
 Methods
 SOCI 460 Classical Social Theory 3 hrs
 SOCI 470 Contemporary Social Theory 3 hrs
 SOCI 495 Integrative Seminar 3 hrs
- E. Anthropology Cluster** 9 sem. hrs
 (Minimum 3 courses; two must be upper level.)
 *ANTH/GEOG 101 Intro. to Geography 3 hrs
 *ANTH 212 Cultural Anthropology 3 hrs
 *ANTH/HIST 319 History & Democracy of 3 hrs
 the Modern Middle East
 *ANTH/SOCI/WMST 336 Global Perspectives 3 hrs
 on Women & Development
 ANTH/SOCI 341 Sociology & Anthropology 3 hrs
 of Religion
 ANTH/SOCI 412 Slavery & Human 3 hrs
 Trafficking: Past & Present
- F. Crime & Social Inequality Cluster** 9 sem. hrs
 (Minimum 3 courses, of which two must be upper level.)
 SOCI 216 American Social Problems 3 hrs
 SOCI 218 Social Deviance 3 hrs
 SOCI 230 The Sociology of Sport 3 hrs
 SOCI 312 Organizations & Institutions 3 hrs
 SOCI 321 Criminology 3 hrs
 SOCI 331 Juvenile Delinquency 3 hrs
 SOCI/AMST 375 Social Movements 3 hrs
 SOCI 401 The American Community 3 hrs
 SOCI 421 Class, Status & Power 3 hrs
- G. Gender and Family Cluster** 9 sem. hrs
 (Minimum 3 courses; two must be upper level.)
 SOCI/WMST 210 The Sociology of Gender 3 hrs
 SOCI 214 Family 3 hrs
 SOCI/WMST 310 Women & Society 3 hrs
 SOCI/HUMS 350 Social Gerontology 3 hrs
 SOCI/PSYC 360 Social Psychology 3 hrs
 SOCI/HUMS 365 American Social Policy 3 hrs
 SOCI 380 Sociology of Culture & 3 hrs
 Mass Media
 SOCI/PSYC 385 Human Sexuality 3 hrs
 SOCI/WMST 485 Feminist Theory & 3 hrs
 Methodology
- H. Electives** 22-25 sem. hrs

120 sem. hrs.

* Course meets Multicultural graduation requirement

PRE-PROFESSIONAL PROGRAMS**HEALTH-RELATED PROGRAMS**

Columbia College's biology and chemistry degrees prepare students for graduate-level health sciences programs with the necessary foundation in science and liberal arts; however, these programs typically require additional coursework in the sciences and mathematics. Students interested in pursuing careers such as medicine, dentistry, physical therapy, and pharmacology are strongly advised to research the specific requirements of their post-graduate school of choice. Pre-professional advisors at those schools can help to ensure that students' undergraduate coursework meets the entry requirements of the program.

PRE-ENGINEERING

The Computer and Mathematical Sciences Department offers advising to students who plan to transfer to an engineering program after one or two years of study at Columbia College. Typically, pre-engineering students should enroll in mathematics, science, and computer science courses appropriate to their chosen area of engineering, and liberal arts courses that will meet general education requirements at the transfer institution. Additionally, students should consider taking introductory engineering courses through the cooperative cross-enrollment program with the University of Missouri in order to minimize time to graduation.

PRE-LAW

The liberal arts component of the general education requirements at Columbia College provides a strong foundation for student success in law school. Students from all majors may have an excellent chance of being admitted to law school. Recently criminal justice, philosophy, 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, and they should consider pursuing a minor in legal studies.

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

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): 573-882-7721
- Naval Science (Navy ROTC): 573-882-6693
- Aerospace Studies (Air Force ROTC): 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 Office of the Registrar 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 6 hrs

ENGL 112 English Composition II 3 hrs
 CISS 170 Introduction to Computer Information Systems **or** 3 hrs

CISS 171 Intro. to Computer Information Systems for MAC users **or**

CISS 176 Introduction to Computer Science

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

ECON 293 Macroeconomics **and**

ECON 294 Microeconomics recommended.

MATH 150 College Algebra **or**

MATH 170 Finite Mathematics required.

C. Major Area Requirements 24 sem. hrs

(Courses in the major cannot be taken Pass/Fail.)

MGMT 150 Introduction to Business 3 hrs

ACCT 280 Accounting I (Financial) 3 hrs

ACCT 281 Accounting II (Managerial) 3 hrs

FINC 350 Business Finance 3 hrs

MKTG 310 Principles of Marketing 3 hrs

MGMT 330 Principles of Management 3 hrs

Choose at least two courses from the following:

ECON 294 Microeconomics

MGMT 254 Business Communication

MGMT 265 Business Law I

MGMT 361 Human Resource Mgmt.

D. Major Area Electives 12 sem. hrs

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

Accounting

Computer Information Systems

Economics

Finance

Management

Marketing

60 sem. hrs

ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS

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

- A. ENGL 111 English Composition I** 3 sem. hrs
- B. General Education** 21 sem. hrs
Requirements
- Basic Studies** 6 hrs
- | | | |
|----------|--|-------|
| ENGL 112 | English Composition II | 3 hrs |
| CISS 170 | Introduction to Computer Information Systems or | 3 hrs |
| CISS 171 | Intro. to Computer Information Systems for MAC users or | |
| CISS 176 | Introduction to Computer Science | |
- Art, Humanities & History; Natural Sciences & Mathematics; and Social Behavioral Sciences (credits distributed to include each of the three areas.) History or literature strongly recommended. 15 hrs
- | | | |
|----------|--|--|
| MATH 150 | College Algebra or | |
| MATH 170 | Finite Mathematics | |
| PSYC 101 | General Psychology and | |
| SOCI 111 | General Sociology or | |
| ECON 293 | Macroeconomics and | |
| ECON 294 | Microeconomics (strongly recommended.) | |
- C. Major Area Requirements** 26 sem. hrs
(Courses in the major cannot be taken Pass/Fail.)
- | | | |
|----------|--|-------|
| CISS 240 | Intro. to Programming | 4 hrs |
| CISS 245 | Advanced Programming | 4 hrs |
| CISS 285 | Structured Systems Analysis & Design | 3 hrs |
| CISS 325 | Systems Analysis, Design & Implementation Projects | 3 hrs |
| CISS 350 | Advanced Algorithms and Data Structures | 3 hrs |
| CISS 360 | Computer Systems & Assembly Language | 3 hrs |
- Choose two of the following: 6 hrs
- | | | |
|----------|-----------------------|--|
| CISS 234 | Visual Basic | |
| CISS 236 | COBOL Programming | |
| CISS 238 | Java Programming | |
| CISS 355 | Directed Study | |
| CISS 370 | Operating Systems | |
| CISS 380 | Computer Graphics | |
| CISS 430 | Database Systems | |
| CISS 445 | Programming Languages | |
- D. Related Area Requirements** 9 sem. hrs
- | | | |
|----------|---------------|-------|
| ACCT 280 | Accounting I | 3 hrs |
| ACCT 281 | Accounting II | 3 hrs |
- Choose one of the following: 3 hrs
- | | | |
|----------|----------------------|--|
| MGMT 152 | Business Mathematics | |
| MATH 170 | Finite Mathematics | |
| MATH 250 | Statistics I | |
- E. Open Elective:** 1 sem. hr

60 sem. hrs

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

The Associate in Science in Criminal Justice Administration is a comprehensive two-year program designed to allow specialization within the field while integrating the interdisciplinary perspectives of sociology and psychology.

- A. General Education** 21 sem. hrs
Requirements
- Basic Studies** 6 hrs
- | | | |
|----------|--|-------|
| ENGL 112 | English Composition II | 3 hrs |
| CISS 170 | Introduction to Computer Information Systems or | 3 hrs |
| CISS 171 | Intro. to Computer Information Systems for MAC users or | |
| CISS 176 | Introduction to Computer Science | |
- Art, Humanities & History; Natural Sciences & Mathematics; and Social/Behavioral Sciences (credits distributed to include each of the three areas.) 15 hrs
- | | | |
|----------|---------------------------------|--|
| PSYC 101 | General Psychology and | |
| SOCI 111 | General Sociology (recommended) | |
- B. ENGL 111 English Composition I** 3 hrs
- C. Major Area Requirements** 24 sem. hrs
(Courses in the major cannot be taken Pass/Fail.)
- | | | |
|----------|---|-------|
| CJAD 101 | Introduction to Criminal Justice Administration | 3 hrs |
| CJAD 311 | Police in a Democratic Society | 3 hrs |
| CJAD 345 | Ethics & Morality in Criminal Justice | 3 hrs |
| CJAD 350 | Corrections & Penology | 3 hrs |
| POSC 340 | Judicial Process | 3 hrs |
- Choose at least three of the following:
- | | | |
|----------|---|-------|
| CJAD 301 | Criminal Law | 3 hrs |
| CJAD 405 | Laws of Criminal Evidence | 3 hrs |
| CJAD 410 | Drug Abuse & Crime Control | 3 hrs |
| CJAD 415 | Criminal Procedures | 3 hrs |
| CJAD 451 | Management of Criminal Justice Agencies | 3 hrs |
| SOCI 331 | Juvenile Delinquency | 3 hrs |
- D. Major Area Electives** 9 sem. hrs
Six semester hours must be criminal justice electives. The remaining 3 hours must be from one of the following: criminal justice, forensic science, sociology, political science or psychology.
- E. Open Elective** 3 sem. hrs

60 sem. hrs

ASSOCIATE IN GENERAL STUDIES

This degree is developed by the student and advisor. Coursework may be from the liberal arts and sciences or from any preprofessional discipline. The following requirements must be met:

- A. General Education Requirements** **21 sem. hrs**
- | | | |
|----------|--|---------------|
| ENGL 112 | English Composition II | 3 hrs |
| CISS 170 | Introduction to Computer Information Systems <u>or</u> | 3 hrs |
| CISS 171 | Intro. to Computer Information Systems for MAC users <u>or</u> | |
| CISS 176 | Introduction to Computer Science Art, Humanities & History; Natural Sciences & Mathematics; and Social/Behavioral Sciences (credits distributed to include each of the three areas.) | <u>15 hrs</u> |
- B. ENGL 111 English Composition I** **3 hrs**
- C. Electives** **36 sem. hrs**
- 60 sem. hrs**

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

The Associate in Science in Human Services is designed to assist students in developing empirically based knowledge and practice skills fundamental for responsible and effective application within the Human Service field.

- A. ENGL 111 English Composition I** **3 hrs**
- B. General Education Requirements** **21 sem. hrs**
- Basic Studies:**
- | | | |
|----------|--|---------------|
| ENGL 112 | English Composition II | 3 hrs |
| CISS 170 | Introduction to Computer Information Systems <u>or</u> | 3 hrs |
| CISS 171 | Intro. to Computer Information Systems for MAC users <u>or</u> | |
| CISS 176 | Introduction to Computer Science Art, Humanities and History; Natural Sciences and Mathematics; and Social Behavioral Sciences (credits distributed to include each of the three areas.) | <u>15 hrs</u> |
- C. Major Area Requirements** **15 sem. hrs**
(Courses in the major cannot be taken as Pass/Fail.)
- | | | |
|----------|--------------------------------|-------|
| HUMS 105 | Introduction to Human Services | 3 hrs |
| HUMS 250 | Working with Individuals | 3 hrs |
| HUMS 335 | Working with Groups | 3 hrs |
| HUMS 340 | Working with Families | 3 hrs |
- Three hours from one of the following:
- | | | |
|---------------|--|-------|
| HUMS 300 | Exploring Research | 3 hrs |
| HUMS 345 | Working with Communities & Organizations | 3 hrs |
| HUMS/SOCI 365 | American Social Policy | 3 hrs |
| SOCI/ANTH 270 | Minority Cultures & Relations | 3 hrs |
- D. Human Services Elective** **3 sem. hrs**
- E. Electives** **18 sem. hrs**
- 60 sem. hrs**

ASSOCIATE IN SCIENCE IN NURSING

The Associate in Science in Nursing Program is offered at two sites – at the Main Campus in Columbia, Missouri and at the Lake Ozark Campus. The program is open to individuals who have no prior nursing education and to individuals who hold a Licensed Practical Nursing license.

The program is approved by the Missouri State Board of Nursing.

The program is designed to prepare the graduate for a nurse generalist role. Graduates are awarded an Associate in Science in Nursing degree and are eligible to apply for the Registered Nursing Licensure Examination.¹

The curriculum consists of general education, mathematics and science courses and specific nursing courses. Students are required to complete all of the general education, mathematics and science courses before entering the Nursing Course Sequence.

Columbia College systematically reviews the curriculum to ensure that students are prepared for a position in the nursing field. As a result the prerequisite requirements noted in the Undergraduate Catalog are periodically updated to reflect coursework that best supports degree completion. Although not required, students are highly encouraged to transfer to the most recent catalog year in order to complete the prerequisite courses that have been identified as best aiding in the successful completion of the Nursing Course Sequence.

Admission to the nursing program is on a selective basis. Selection will be made each July and each December. The application deadline is the end of June for students who plan to start the nursing sequence courses in October. The application deadline is the end of November for students who plan to start the nursing sequence courses in March. LPN students begin the nursing sequence courses based on the fundamental standard exam. The maximum number for the Home Campus-Columbia is 40 students. The maximum number for the Lake Campus is 32 students. The class consists of non-LPNs and LPNs.

All candidates for the nursing program are expected to meet general admission requirements to the College. Acceptance to Columbia College does not guarantee acceptance to the Nursing Course Sequence.

¹ Successful completion of the program does not guarantee eligibility to take the licensure examination. According to the Nursing Practice Act, licensure may be withheld or revoked. More information is available on the Nursing Program Website and in the Nursing Program Information document.

Selection criteria for the Nursing Course Sequence:

1. Completion of the Nursing prerequisite courses, NURS 209 Introduction to Nursing or at least one year of documented clinical experience in a health care setting. An admission committee of nurse faculty will determine the adequacy of health care experience and will require the student to successfully complete a clinical skills test. There is a \$50 fee for this test.
2. Completion of the general education, mathematics and science courses. Students may elect to complete NURS 209, one or more of their remaining general education, mathematics, or science courses in the eight week session between the time of submission of the nursing application and the start of the nursing classes. Students are limited to a maximum of six semester hours of coursework during an eight-week session. Students registering for more than six hours will be required to have overload approval.
3. Minimum of an overall GPA of 2.75 for the general education, mathematics, science courses, NURS 209 and be in good academic standing within Columbia College. A minimum grade of "C" is required for all prerequisite courses.
4. Possess the necessary functional abilities to provide safe and effective patient care.¹
5. LPN students must submit a copy of LPN license (current and undisciplined) for the state of Missouri.
6. A criminal background check is required at the time of submission of the nursing application. Forms and directions for completion are available as part of the nursing application.
7. Selection of nursing students will be based on the GPA of the Nursing Program prerequisite courses and the TEAS score (minimum composite TEAS score of 150 is required for application to the Nursing Program).
8. Additional requirements for those selected for the Nursing Program:
 - Urine drug test
 - Physical forms, including documentation of immunizations/titers
 - Current CPR certification by the American Heart Association, Health Care Providers course.

¹ Functional abilities to meet the role of the nurse include: behavioral/emotional abilities, cognitive abilities, communication abilities, professional conduct, psychomotor skills, and sensory/perceptual abilities. These Functional Abilities are described in the Nursing Student Handbook

A. Required Courses 41 sem. hrs

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

BIOL 110	Principles of Biology I	3 hrs
BIOL 110L	Principles of Biology I Laboratory	2 hrs
BIOL 221	Clinical Microbiology and	3 hrs
BIOL 221L	Clinical Microbiology Laboratory or	2 hrs
BIOL 312	Microbiology and	
BIOL 312L	Microbiology Laboratory	
BIOL 223	Anatomy	3 hrs
BIOL 223L	Anatomy Laboratory	2 hrs
BIOL 326	Physiology	3 hrs
BIOL 326L	Physiology Laboratory	2 hrs
CHEM 109	Chemistry for Biological & Health-Related Sciences or	3 hrs
CHEM 110	Chemistry I and	
CHEM 112	Chemistry II	
ENGL 111	English Composition I	3 hrs
ENGL 112	English Composition II	3 hrs
MATH 106	Intermediate Algebra or higher General Education Mathematics course.	3 hrs
NURS 209	Introduction to Nursing ²	6 hrs
PSYC 101	General Psychology	3 hrs

B. Nursing Sequence Courses 36 sem. hrs

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

NURS 210	Fundamentals of Nursing ³	6 hrs
NURS 211	Mental Health Nursing	3 hrs
NURS 212	Pharmacology for Nursing	3 hrs
NURS 213	Foundations of Professional Nursing	6 hrs
NURS 214	Medical Surgical Nursing I	6 hrs
NURS 215	Medical Surgical Nursing II	6 hrs
NURS 216	Women's and Infant's Health	6 hrs

77 sem. hrs

² NURS 209 is a prerequisite for NURS 210. NURS 209 may be waived if students have at least one year of documented clinical experience in a health care setting. See <http://web.ccis.edu/Departments/Nursing/> for more information.

³ Licensed Practical Nurses (LPN's) are not required to take NURS 210 Fundamentals of Nursing if they are able to pass the Fundamentals Placement Exam with a minimum satisfactory/acceptable performance, as determined by test psychometrics, and successfully complete a clinical skills assessment conducted by nurse faculty. The Fundamentals Exam and clinical skills assessment are arranged through the Nursing Department Office. The exam costs \$50.

ASSOCIATE IN SCIENCE IN PRE-ENGINEERING

The Associate in Science in Pre-Engineering is designed for students who plan to transfer into an engineering bachelor's degree program after completing their general education and preliminary math/science courses at Columbia College. It is extremely important for students to work with an advisor to select elective coursework appropriate to the type of engineering they plan to study and to the institution that they plan to transfer to.

Students who are not prepared to take MATH 201 Calculus and Analytic Geometry I during their first semester should not expect to complete this degree in four semesters.

A. ENGL 111 English Composition I 3 hrs

B. General Education 24-26 Sem. Hrs Requirements

CISS 170 Introduction to Computer Information Systems **or** 3 hrs

CISS 171 Intro. to Computer Information Systems for MAC users **or**

CISS 176 Introduction to Computer Science

COMM 110 Introduction to Speech 3 hrs

ECON 293 Macroeconomics **or** 3 hrs

ECON 294 Microeconomics

ENGL 112 English Composition II 3 hrs

MATH 201 Calculus & Analytic Geometry I **or** 5 hrs

MATH 215 Differential Calculus

Arts, Humanities, History, Social & Behavioral Sciences 6 hrs

HIST 121 American History to 1877 **or** 3 hrs

HIST 122 American History since 1877

HIST 102 Western Civilization II **or**

POSC 111 American National Government

Two additional courses are chosen by the student in consultation with an advisor.

C. Major Area Requirements 26-27 sem. hrs

CHEM 110 Chemistry I 3 hrs

CHEM 111L Introductory Chemistry Laboratory 3 hrs

MATH 222 Calculus & Analytic Geometry II **or** 5 hrs

MATH 226 Integral Calculus Part I **and**

MATH 235 Integral Calculus Part II (6 hrs total)

MATH 300 Multivariate Calculus 3 hrs

MATH 370 Differential Equations 3 hrs

PHYS 211 Calculus-Based Physics I 5 hrs

PHYS 212 Calculus-Based Physics II 5 hrs

D. Major Area Electives 3-5 sem. hrs

BIOL 110 Principles of Biology I **and** 3 hrs

BIOL 110L Principles of Biology I 2 hrs

CHEM 112 Chemistry II **and** 3 hrs

CHEM 112L Chemistry II Laboratory 2 hrs

CISS 238 Java Programming 3 hrs

CISS 240 Intro. to Programming **or** 4 hrs

CISS 241 Programming I 3 hrs

ENGL 204 Technical Writing 3 hrs

GEOL 110 Introduction to Physical Geology **and** 3 hrs

GEOL 110L Introduction to Physical Geology Laboratory 2 hrs

MATH 303 Linear Algebra 3 hrs

MATH 338 Mathematical Statistics & Probability 3 hrs

E. Electives 0-4 hrs

60 sem. hrs

ACADEMIC HONORS

HONORS PROGRAM

Mission

The Honors Program is designed for high achieving students who are philosophers in the literal sense, i.e., lovers of wisdom. Honors students approach the liberal arts and sciences with excitement; they do not continually look for the “cash value” of their education. The goal of the program is to promote genuine inquiry and collaborative learning, emphasizing the dialogic nature of academic work and intellectual discovery. Students who lack the appropriate intellectual curiosity should not take honors courses.

Description

Through multidisciplinary and collaborative coursework, honors students respond to the significant challenges confronting the next generation of scholars. The honors courses both within the General Education curriculum and beyond it are consistent with the students’ academic abilities, preparation and goals. The courses resonate with any academic major or minor and provide opportunities for students to discover their intellectual curiosities, to engage in community service, to develop critical thinking skills, and to excel in oral and written expression.

Although faculty may propose to teach a special topics course or to designate a General Education course, favorable consideration is given to courses that cohere to one or more of the following descriptions: multidisciplinary, collaborative teaching, travel/co-curricular activities, and reading and writing intensive. Classes range in size from 5 to 20 students. Under the direction of a faculty mentor, honors students are encouraged to complete an Honors Distinction project during their final year.

Students admitted to the Honors Program are eligible to take traditional courses with an honors component that allows students to become independent researchers to challenge themselves academically. The honors option allows students to design their own research and/or creative project under the direction of a faculty mentor. Students and mentors will complete a contract that outlines the activities students must complete to earn honors option credit.

Participation

To graduate with honors, a student completes at least 16 academic hours in the Honors Program. A one semester hour community service project for Honors 310 must be completed prior to graduation. Students may enroll in three to six hours of honors credits designated for General Education and may be eligible to enroll in a maximum of 3 hours of honors credits for an Honors Distinction project. An honors student may apply no more than six hours of honors credits transferred from accredited institutions toward the completion of the Honors Program.

No honors courses may be taken with the pass/fail option. A minimum 3.25 GPA overall and a 3.0 GPA in honors courses is required to remain qualified for graduation from the Honors Program. Graduation from the Honors Program is recognized during the graduation ceremony and indicated on the final transcript.

Admission

Eligible students must demonstrate academic achievement with at least two of the following minimum standards:

1. 3.6 high school GPA;
2. 26 ACT or 1200 SAT or 2800 GED;
3. 3.6 Columbia College GPA;
4. Thirty transferrable semester hours with a 3.6 GPA.

Eligible students gain entry into the Honors Program after review of the honors program application and review by the Honors Council and Honors Program Chair. Home-schooled or other non-traditional schooled students are eligible for admission to the Honors Program upon presentation of appropriate ACT, SAT or GED score and demonstration of scholarship in high school level academic coursework. Any student may petition for admission to the Honors Program if he or she has completed a minimum of 30 hours of academic credit at Columbia College with a cumulative grade point average of 3.6.

Transfer students with prior college experience must have 30 semester hours of credit with a minimum GPA of 3.6 or higher on a 4.0 scale to apply for admission to the Honors Program. International students who qualify are eligible for the Honors Program.

Required Coursework:

Honors General Education	3-6 hrs
HNRS 310 Honors Service	1 hr
HNRS 340 Schiffman Ethics in Society Lecture	3-9 hrs
HNRS 350 Honors Topics	<u>3-9 hrs</u>
Total	16 hrs

RECOGNITION OF ACADEMIC ACHIEVEMENT

Dean’s List

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

1. They complete at least 12 semester hours of Columbia College credit in a given semester with a GPA of 3.5 or higher; **or**
2. They complete a minimum of 6 semester hours during each of two consecutive eight-week sessions with a GPA of 3.5 or higher.

A grade of Incomplete eliminates a student from Dean's List consideration. A grade given to replace an Incomplete cannot be applied to Dean's List requirements. EAPP 100, 101, 102, 103, 104, 105; ENGL 107; MATH 104 and MATH 106 do not apply when determining Dean's List eligibility.

Courses taken by students as pass/fail or satisfactory/unsatisfactory are not included in the minimum requirement of at least 12 semester hours (Day) or six semester hours in two consecutive terms (Evening, Online, AHE).

Awards Convocation

An Honors and Awards Convocation is held during the spring of each year, a special occasion recognizing those students who have made exceptional contributions to Columbia College through outstanding scholarship and/or leadership. Students who have completed at least 15 semester hours at Columbia College with a cumulative GPA of 3.5 or higher are eligible for these awards. Recipients of these awards are generally chosen from this pool.

Graduation Honors

Columbia College confers baccalaureate degrees with the following Latin honors designations:

GPA	Designation
3.9 and above	<i>summa cum laude</i>
3.75 - 3.89	<i>magna cum laude</i>
3.50 - 3.74	<i>cum laude</i>

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

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

Dean's Academic Achievement Award

Students who graduate with at least 39 but fewer than 60 Columbia College hours and who earn at least a 3.5 cumulative GPA may be eligible for the Dean's Academic Achievement Award upon graduation. Students must meet the following criteria:

1. Hold an Associate in Arts or Associate in Science from a community college with an articulation agreement with Columbia College.
2. Complete a bachelors degree at the AHE site of articulation.
3. Earn a cumulative GPA of 3.5 or higher.
4. Complete 39 hours in residency with Columbia College.

Students seeking a second baccalaureate degree and to whom a Dean's Academic Achievement Award was granted with a prior degree must complete an additional 39 hours in residency with at least a 3.5 cumulative GPA to be granted a second Dean's Academic Achievement Award.

Students eligible for Latin Honors are ineligible for the Dean's Academic Achievement Award.

Baccalaureate Degrees with Distinction

The Bachelor's Degree with Distinction is available for any degree program offered by Columbia College and requires a demonstration of excellence in a special two-semester project (excluding summer session) in addition to satisfying degree requirements.

Distinction work is conducted under the direct supervision of a faculty member qualified in the field of the project. At all major stages of the project (formal prospectus, complete draft or evidence of significant and substantive progress, and final project), work must be submitted by designated deadlines to the Chair of the Academic Honors and Awards Committee for approval or direction. Credits and grades for distinction work are optional.

To be eligible, a student must be currently enrolled and must have second-semester junior standing (75 semester hours, with at least 15 semester hours at Columbia College) and a 3.5 cumulative GPA. Eligibility is based on the assumption that a student may be eligible after five semesters. Entry into the program must be at a date that permits two semesters of work on the project.

High Achievement On Senior Test

The Major Field Test is taken by thousands of college seniors at hundreds of schools. It tests achievement in the senior's baccalaureate degree program.

Columbia College offers the Major Field Test in biology, business administration (undergraduate and graduate), chemistry, computer information systems, computer science, English, history, mathematics, political science, psychology and sociology.

Graduates who score in the top ten percentile nationally in their academic area are presented with a navy and silver cord at the graduation ceremony.

The President's Honorarium for Academic Excellence (Overload Fee Waiver)

Columbia College day students who have earned 30 institutional semester hours may take an overload to a total of 21 semester hours without additional cost if their cumulative grade-point average is at least 3.75.

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

SPECIAL ACADEMIC PROGRAMS

ARTICULATION AGREEMENTS

Columbia College has an articulation agreement with the following colleges:

Allan Hancock College (CA)

Associate in Arts
Associate in Science

Brevard Community College (FL)

Associate in Arts

Central Christian College of the Bible (MO)

Associate in Arts
Associate of General Studies
Associate in Science

Central Texas College (TX)

Associate in Arts
Associate of Arts in General Studies
Associate in Science
Associate of General Studies
Associate in Applied Science

Coastline Community College (CA)

Associate in Arts

College of Lake County (IL)

Associate in Arts
Associate in Science

Community College of Aurora (CO)

Associate in Arts
Associate in Science

Cottey College (MO)

Associate in Arts
Associate in Science

Cuesta College, San Luis Obispo Campus (CA)

Associate in Arts
Associate in Science

Cuyamaca Community College (CA)

Associate in Arts
Associate in Science

Dallas County Community College District (TX)

Associate in Arts
Associate in Science
Associate in Arts in Teaching

East Central College (MO)

Associate in Arts
Associate in Science
Associate in Applied Science

Elgin Community College (IL)

Associate in Arts
Associate in Science
Associate in Applied Science in Criminal Justice
Associate in Science in Paralegal

Florida State College of Jacksonville (FL)

Associate in Arts

Front Range Community College (CO)

Associate in Arts
Associate in Science

Grossmont College (CA)

Associate in Arts
Associate in Science

Harper College (IL)

Associate in Arts
Associate in Science
Associate in Applied Teaching
Associate in Engineering Science

Highland Community College (IL)

Associate in Arts
Associate in Science

Jefferson Community College (NY)

Associate in Arts
Associate in Applied Science
Associate in Science

Johnson County Community College (MO)

Associate of Arts

McHenry Community College (IL)

Associate in Arts
Associate in Science
Associate of Fine Arts

The Metropolitan Community College (MO)

Associate in Arts
Associate in Science

Moberly Area Community College (MO)

Associate of Arts
Associate of Arts in Teaching
Associate of Science

Onondaga Community College (NY)

Associate of Arts
Associate of Science

Ozarks Technical College (MO)

Associate in Arts

Rock Valley College (IL)

Associate in Arts
Associate in Science
Associate in Engineering Science

Rockford Business College (IL)

Associate in Applied Science

Salt Lake Community College (UT)

Associate in Arts
Associate in Science

San Diego City College (CA)

Associate of Arts
Associate of Science

San Diego Miramar College (CA)

Associate of Arts
Associate of Science

Seminole State College of Florida (FL)

Associate of Arts
Associate of Science

St. Charles Community College (MO)

Associate in Arts
Associate in Science

Valencia Community College (FL)

Associate in Arts
Associate in Science

Waubensee Community College (IL)

Associate in Arts
Associate in Science
Associate in Engineering Science

Wentworth Military Academy and College (MO)

Associate in Arts

West Hills Community College (CA)

Associate in Arts
Associate in Science

COOPERATIVE CROSS-ENROLLMENT Programs with The University of Missouri – Columbia and Stephens College

Columbia College participates with the University of Missouri – Columbia and Stephens College in a cooperative cross-enrollment program. The intent of the program is to facilitate students' educational needs when a desired course or its equivalent is not available at the home institution during the semester of enrollment. Students must meet the course prerequisites prescribed and all coursework must be for academic credit.

Enrollment is on a space-available basis on the first day of classes during the Fall and Spring/Winter semesters on the Columbia, Missouri campuses of the respective institutions. Each institution reserves the right to close courses in certain programs to cross enrollment and to prohibit its students from enrolling in courses in designated programs at the other institutions. Tuition will be paid at the student's home institution at the home institution rate. Each institution will waive the admission application fee.

To be eligible to enroll in the Cooperative Cross-Enrollment Program, Columbia College students must:

1. Be enrolled as full-time, degree-seeking undergraduate Day Program students (includes hours taken at both the home and host institution) during the semester of cross-enrollment.
2. Be in good academic standing. Students who are dismissed for low academic achievement from one Cooperative institution and subsequently accepted at another Cooperative institution may not cross-register at the institution of dismissal until they are eligible for readmission.
3. Receive the approval of the appropriate faculty advisor.
4. Receive the approval of the Registrar or Dean for Academic Affairs.

Students shall be subject to the rules, regulations, and standards of conduct of the institution offering the course during the time of actual attendance.

Students must be in good financial standing at the cooperating institution in order for a transcript showing course grades and credits earned to be sent to the parent institution.

No earlier than two weeks prior to classes starting:

- Columbia College students should e-mail studentrecords@ccis.edu their name, ID number, and the course(s) they wish to take at MU.
- The Registrar will check eligibility and e-mail a fillable PDF to eligible students. The students will fill out the COOP paperwork and e-mail it to the Registrar for signature. The student may elect to pick up the signed form in RFS or the Registrar will send it back via e-mail. On the first day of class, Friday before for MU, the student will take the signed form to Jesse Hall and register at MU.

- Once the student has registered at MU, the student should return the COOP form, along with their registration printout from MU or Stephens, to RFS to be enrolled in placeholder class(es) at Columbia College. The student may come to RFS during the designated COOP hours or e-mail registration@ccis.edu for an appointment.

Students may also request library privileges at Ellis Library on the University of Missouri – Columbia campus, participate in University of Missouri – Columbia study abroad programs and may use Education Career Services at University of Missouri – Columbia.

SUMMER SESSION

The eight-week term held during the months of June and July is administered by the Evening Campus. Students may enroll in both evening and online courses. Students may not enroll for more than 8.5 semester hours of credit without written permission from the Academic Affairs department advising staff.

THE MATHEMATICS CENTER

The Ether L. Bruce Mathematics Center, located in 209 Missouri Hall, provides academic tutoring services for students enrolled in 100- or 200-level math courses, from Beginning Algebra to Calculus II as well as Discrete Math I and Statistics I. These services are provided free of charge to students enrolled for credit in a course offered through the Computer and Mathematical Sciences Department on the Columbia College main campus as well as local online students.

The Center is staffed by experienced professionals committed to helping students broaden their educational opportunities and achieve excellence in their academic careers at Columbia College.

All services are offered on a walk-in basis in a one-on-one or small group format and include:

- Help in understanding concepts
- Problem-solving development
- Graphing calculator instruction
- Exam preparation
- Strategies for dealing with math anxiety.

To view the Mathematics Center hours or to access our handouts, go to <http://web.ccic.edu/Offices/AcademicResources/MathCenter.aspx>.

For more information, contact Mrs. Susan Hughes at (573) 875-7618 or e-mail: sdhughes@ccis.edu.

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services (SSS) program is a federally funded, U.S. Department of Education TRIO program that provides support for first-generation college students with economic and/or disability related needs. The goal of SSS is to promote the academic success, retention and graduation rates of the program participants through various forms of academic assistance.

SSS provides financial and personal counseling, academic advice, peer and professional tutoring, mentoring, career services, and serves as a referral agent for many departments on campus. Activities are varied from month-to-month and include educational workshops, cultural excursions, and social events. SSS also offers opportunities to develop leadership skills and to participate in community service. In addition to these services, SSS offers a computer lab, study room and a student lounge.

Student Support Services is located in Columbia House, 311 North Tenth Street. Office hours are Monday-Friday, 8:00 a.m.-5:00 p.m. Applications to determine eligibility are available to all interested students. For more information, please call (573) 875-7624, or e-mail: asrigg@ccis.edu.

STUDY ABROAD

Columbia College encourages students to explore opportunities to study outside the United States. Students are afforded the opportunity to earn credit while experiencing the world up close, building cultural awareness and enhancing language skills. The College is a member of the Missouri Study Abroad Intercollegiate Consortium (MOSAIC), the Central College (IA) study abroad consortium and Webster University's (WINS) network.

Exchange Partnerships

The College has exchange partnerships with Canterbury Christ Church University in England; Jeju National University; Konkuk University and Kongju National University in South Korea; Rangsit University in Thailand; Robert Gordon University in Scotland; and the University of Shiga Prefecture in Japan.

Columbia College students participating in an exchange program must enroll in the ABRD 144 course. Students pay tuition to their home university and retain institutional scholarships. Room and board fees are paid to the host institution. Students are responsible for travel costs and incidental expenses related to their study abroad experience.

Study Tours

The College offers a study tour to a different country or region of the world each year. These tours typically take place at the end of the spring semester. Trips last 9-14 days, and students may earn up to six credits of optional coursework.

Other Programs

Students may participate in study abroad programs offered by other institutions or providers. Any student participating in a program not sponsored by Columbia College must submit a Study Abroad Application to the Study Abroad office.

Costs

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 the study abroad experience. Students may also apply for the Columbia College Study Abroad Scholarship.

For questions and more information, please contact Dr. Brian Kessel, Study Abroad Advisor. He counsels students about the availability, value and academic appropriateness of study abroad programs.

TUTORING SERVICES

Professional and peer tutors are available through the Seabrook Writing Center to enhance student learning experiences in the various academic disciplines, such as accounting, computer information systems and the sciences. This free service is available on a walk-in basis at a variety of times each week.

The following services are available to students enrolled in tutor-supported classes taught on the home campus:

- Help in understanding concepts and working problems.
- Discussion and study groups.
- Test preparation.
- Strategies for researching and writing papers in disciplines other than English.

The current tutoring schedule can be found at <http://www.ccis.edu/writingcenter/tutoring>. For more information, contact Ms. Katie Denehy at (573) 875-7614 or e-mail: mcdenehy@ccis.edu.

THE WRITING CENTER

The Elizabeth Toomey Seabrook Writing Center, located in 214 Missouri Hall, provides free educational support services to help students enrolled at Columbia College maintain and enhance writing skills needed to meet established academic standards. These services are offered by appointment or walk-in basis at selected times to students taking classes at the main campus or local students enrolled in online English courses.

The Center offers the following services in a one-to-one or small group format:

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

For more information contact Mrs. Lynda Dunham, Coordinator, at (573) 875-7616 or e-mail: lmdunham@ccis.edu. Writing and study skills information is available at www.ccis.edu/writingcenter.

SPECIAL ACADEMIC FACILITIES

LIBRARY

The J.W. and Lois Stafford Library provides a place for students to study individually or in groups. The library is open more than 90 hours a week and librarians are available to provide assistance and answer questions at all times for persons visiting the library or by phone, e-mail, chat or text. Library instruction is provided to individuals or to classes. The library classroom is used for group study and library instruction. Computers, printers, scanners, and copy machines are available for student use.

The library's collection supports the curriculum of Columbia College and contains more than 60,000 physical items (books, videos, compact discs, etc.), 150 print magazine, journal and newspaper titles as well as more than 25,000 full-text electronic journals, 150,000 electronic books, and 15,000 streaming videos. All of the library's electronic collections are accessible remotely 24 hours/day via the library website

Columbia College is a member of the MOBIUS Consortium. This membership provides Columbia College students access to over 23 million items in more than sixty academic, special or public libraries in the state of Missouri. Students can borrow books by using the MOBIUS online catalog or by visiting a participating library.

CONTACT INFORMATION:

PHONE: 573-875-7381, 800-231-2391 x7381

E-MAIL: reference@ccis.edu

WEBSITE: <http://library.ccis.edu>

LIBRARY HOURS: *

Monday – Thursday:	8:00 a.m. – Midnight
Friday:	8:00 a.m.– 8:00 p.m.
Saturday:	9:00 a.m. – 5:00 p.m.
Sunday:	2:00 p.m. – Midnight

*Hours subject to change during breaks and holidays.

LAPTOP AVAILABILITY

Laptops can be checked out from the Stafford Library circulation desk to be used in the library only. Students must have their ID card and a loan agreement form must be signed to check out a laptop. Students using these laptops are responsible for damage to or theft of the computer.

TECHNOLOGY SOLUTIONS CENTER

The Technology Solutions Center is available to students via phone or face-to-face. Help desk analysts are available to assist students with Internet connectivity and telephone issues in the residence halls, issues with accessing e-mail and CougarTrack and general computer related questions.

HOURS OF OPERATION *

Phone Support:

Monday – Thursday:	7:00 a.m.–10:00 p.m.
Friday:	7:00 a.m.– 8:00 p.m.
Saturday:	10:00 a.m.– 6:00 p.m.
Sunday:	Noon– 6:00 p.m.

Walk-In Support:

Monday – Thursday:	8:00 a.m.–7:00 p.m.
Friday:	8:00 a.m.– 5:00 p.m.
Saturday:	11:00 a.m.– 5:00 p.m.
Sunday:	Noon– 5:00 p.m.

* Hours subject to change during breaks and holidays.

E-MAIL, INTERNET ACCESS AND ANTI-VIRUS SOFTWARE

Students are assigned e-mail accounts for all college-related communications. Students must authenticate their accounts using their student ID number at: <http://accounts.ccis.edu>. To access your college e-mail, click on CougarMail on the main page of the web site.

CougarMail, an Internet application, is a free service to all students and is a life-time account for graduates. The system is accessible using any web browser from any location with the exception of military bases. Internet access is available to students for use as a resource in the student Open Lab and lab classrooms, Stafford Library and the residence halls. A wireless network is available for laptop users.

Students using computers on the College network must have the latest version of anti-virus software.

COMPUTER CLASSROOMS

Two classrooms for instructional use are maintained by Technology Services in Buchanan Hall. Classes using computing resources, such as English, Computer Programming and Accounting are conducted in these facilities. Students are able to complete assignments outside of class using the computer resources in the Open Lab. In addition, instructional labs are available in the Tenth Street Center and Federal Hall.

OPEN LAB USE

Technology Services maintains an Open Lab equipped with computers, scanners, a copy machine and a high speed laser printer in Buchanan Hall. This lab is available to currently enrolled students on a walk-in basis and offers extended hours. Software used in classroom instruction is available to students for use in completing assignments. E-mail and Internet access is also provided.

Within the Buchanan Open Lab is a multi-media room. The room is equipped with two Dell computers and one Apple computer. In addition, a color printer, a black and white printer, and scanners are available for student use. These computers have video and photo editing software installed. This room is available for use as a group study room.

Federal Hall and Tenth Street Center offer open labs with computers and high speed laser printers.

The Technology Solutions Center has one digital still camera and two digital video cameras available for check out. Cameras may be checked out for a period of 24 hours. For more information, contact the Technology Solutions Center at 875-7333.

COLUMBIA COLLEGE ACCEPTABLE USE POLICY

The computer resources at Columbia college support the academic and administrative activities of the College. Use of resources for academic and administrative objectives takes precedence over personal reasons. Use of any Columbia College (CC) computing resource is considered a privilege, and all users are expected to adhere to the following acceptable use policy (AUP). This policy applies to any person or organization utilizing CC computing resources.

All users of College computing resources must adhere to the following:

- Ensure the security and confidentiality of all College data and information.
- College technology resources shall not be used for commercial purposes unless authorized by the college.
- It is prohibited to use college computing system/network resources to store, access or send material that is obscene, illegal, discriminating, or intended to defame or harass others, or to interfere with their work on the computer. "Computing system/network resources" include but are not limited to all computers, networks, voice, video, e-mail and other applications.
- It is prohibited to share CC login credentials with others. All users are responsible for activities carried out with the use of these credentials.

- Comply with all College policies.
- Comply with all federal, state, and other applicable laws including copyright regulations.
- Intentional unauthorized use is prohibited, including any modification or disruption to computing resources and systems.

Use of any Columbia College computing resource constitutes full acceptance of the terms and conditions of College policies, including the Investigation and/or Monitoring of Employee Electronic Communications or Files policy. Violations of the terms and conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions up to and including immediate student dismissal and employee termination from the College.

Columbia College reserves the right to change this policy without notice.

ADMISSION POLICIES

DAY STUDENTS

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

GENERAL ADMISSION

Each applicant is individually considered for admission based on their qualifications as a whole. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking. Admission decisions are made on a rolling basis until one week prior to the start of each semester.

Columbia College reserves the right to randomly check any and all applications for a criminal history. Applicants with a felony or misdemeanor conviction must provide details regarding the crime(s).

NEW FRESHMEN

Admission is generally granted to high school applicants with no previous college credit (excludes high school dual enrollment) who follow a college preparatory curriculum and meet the following requirements:

- 2.5 cumulative high school GPA (unweighted) on a 4.0 scale **and**
- 21 ACT or 990 SAT score **or**
 - Ranking in the top half of their graduating class*

**If high school class rank is unavailable, academic consideration will be made for college prep work completed in high school. Applicants who are not ranked in the top half of their graduating class, or if class rank is not provided, must demonstrate successful completion of the twelve units of college prep work identified below with a grade of C or higher in each course.*

- Four units of English
- Three units of Mathematics (two years of algebra and one year of geometry)
- Three units of Science
- Two units of Social Studies

Admission is also generally granted to applicants with a 2521 GED or a 60 HiSET score and home schooled applicants who present a 21 ACT, 990 SAT, 2521 GED, or 60 HiSET score. Applicants who graduated from high school more than two years ago may not be required to submit ACT or SAT scores for admission consideration. However, these scores are also used for freshman course advising and scholarships.

To apply for admission as a new freshman, applicants must:

1. Submit the Columbia College undergraduate application for admission to the Day Campus with a one-time non-refundable \$35 fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. The application fee is waived prior to January 1 for Day Campus fall semester applicants.
2. Request official high school transcripts be sent directly to the Office of the Registrar, or submit official GED scores. Please direct all official documents to: The Office of the Registrar, 1001 Rogers St., Columbia, MO 65216.
3. Request an official transcript be sent directly to the Office of the Registrar from each college or university from which credit (including dual credit) was earned.
4. Submit ACT and/or SAT scores.
5. Provide a copy of a resident alien card, if a permanent resident but not a U.S. citizen.
6. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps, and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

New freshman applicants who do not present the minimum requirements for admission may be considered for admission through the Admissions Review Committee process. (See page 116 for more information about this process.)

HOME SCHOOLED STUDENTS

Complete steps 1, 3, 4, and 5 (if applicable) and submit a record of high school-level coursework or a GED/HiSET score. Scholarship candidates must submit a high school equivalent grade point average or other relative materials and a resumé to be considered for institutional aid. Please contact the Admissions Office for details.

RECOMMENDED HIGH SCHOOL CURRICULUM

Final high school transcripts should reflect a college bound curriculum with a minimum of four units of English, three units of mathematics (two years of algebra and one year of geometry), three units of science, and two units of social studies. Two years (four semesters) of a foreign language is recommended. Students who completed the College Preparatory Certificate recognized by Missouri's Coordinating Board for Higher Education are typically well prepared for academic success at Columbia College.

TRANSFER STUDENTS

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

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

1. Submit the Columbia College undergraduate application for admission to the Day Campus with a one-time non-refundable \$35 application fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. The application fee is waived prior to January 1 for Day Campus fall semester applicants.
2. Request an official transcript from each college or university attended, including dual credit, be sent directly to the Office of the Registrar. (See page 139 for information on the evaluation of transfer credit.) Please direct all official documents to: The Office of the Registrar, 1001 Rogers St., Columbia, MO 65216.
3. If semester hours earned total less than 24, request an official high school transcript or GED/HiSET scores be sent directly to the Office of the Registrar. ACT/SAT scores may also be required for course advising and scholarships.
4. Provide a copy of the resident alien card, if a permanent resident but not a U.S. citizen.
5. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

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

Students who are on suspension from another institution are recommended to wait one semester before applying for admission to Columbia College. Students who are currently serving suspension at another institution will be considered for admission only through the review committee process. See page 106 for more information.

STUDENT AUTHENTICATION

Students will be required to authenticate their identity prior to registering for their first course. A student with access to a Columbia College campus may show a government issued photo identification to a college staff member in order to authenticate their identity. Students who are not located near a campus will be required to authenticate their identity using a service provided by ProctorU, which has been established for online students or others, as designated by the college, to be able to authenticate their identity online. There is no charge to the student for authenticating through ProctorU. At the time of authentication, the student will need to have access to a webcam and be prepared to provide their student ID number, college e-mail address, and government issued photo ID.

NON-DEGREE SEEKING STUDENTS

The non-degree seeking status is designed for part-time students who do not seek an academic degree at Columbia College. Admission decisions are made on a rolling basis until one week prior to the start of the semester. Enrollment as a Non-Degree Seeking student neither guarantees automatic admission to degree seeking status, nor does it necessarily impact an admission decision.

Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking.

Acceptance as a non-degree seeking student is not automatic. Students must be in good academic standing with Columbia College or any other institutions attended and have a cumulative GPA of 2.0 or higher. Students must also have a 2.0 or higher GPA for the most recent semester completed. Students who are on suspension from another institution are recommended to wait one semester before applying to Columbia College. Applicants currently serving suspension at another institution may be denied admission.

Non-degree seeking students in the Day Campus may stay continuously enrolled in consecutive semesters while in good academic standing (not on academic or disciplinary probation). Non-degree seeking students who do not enroll in one or more semesters must reapply for admission. Non-degree seeking students are not eligible for financial aid. Students enrolling at Columbia College under this status may be considered for degree-seeking status in a subsequent term by completing the regular application process.

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

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

Enrollment for non-degree seeking students is on a space available basis only. Course selections may be limited. Students under this status must be cleared for enrollment through the Admissions Office. Non-degree seeking students must provide proof that course prerequisites have been met.

Non-degree seeking students who enroll in twelve or more hours in the Day Campus are considered full-time students. Enrolling as a non-degree seeking student does not negate the residence hall requirement (applicable to full-time students).

ADDITIONAL ACADEMIC INFORMATION

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

RESIDENCE LIFE REQUIREMENTS

All full-time freshmen and sophomore Day Campus students are required to live on campus unless they meet one or more of the following exceptions:

- Live in Boone County with parents
- Are 22 years of age or older
- Have completed 52 semester hours
- Are married
- Are a parent or
- Are a military veteran defined by federal guidelines.

READMISSION

Students who wish to return to Columbia College after interrupting attendance for one semester must apply for readmission through the Admissions Office. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Admissions decisions are made on a rolling basis until one week prior to the start of the semester.

Official transcripts from each college attended after Columbia College will be required for readmission consideration. Resubmission of transcripts may be required if the absence exceeds five years. The Admissions Office checks academic and financial status and notifies the student of the readmission decision. (Students may contact the Registration and Financial Services office directly to determine if there is a balance due.)

READMISSION AFTER SUSPENSION

Students may apply for readmission to Columbia College following a suspension of one semester. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Admissions decisions are made on a rolling basis until one week prior to the start of the semester.

1. To apply for readmission after suspension, students must:
2. Complete the undergraduate application for admission to the Day Campus and submit with the non-refundable \$35 application fee if it was not paid with the original application for admission.
3. Write a letter to the Dean for Academic Affairs requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since suspension and a specific plan of action for success should readmission be approved.
4. Reconcile any balance owed to the Registration and Financial Services office.
5. Request official transcripts be sent directly to the Office of the Registrar from each college attended since leaving Columbia College.
6. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

READMISSION AFTER DISMISSAL

Students may apply for readmission to Columbia College following a dismissal of three years. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Admissions decisions are made on a rolling basis until one week prior to the start of the semester.

To apply for readmission after dismissal, students must:

1. Complete the undergraduate application for admission to the Day Campus and submit with the non-refundable \$35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Dean for Academic Affairs requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed to the Registration and Financial Services office.
4. Request official transcripts be sent directly to the Office of the Registrar from each college attended since leaving Columbia College.
5. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

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

EARLY-OUT ADMISSION

Students of exceptional ability may apply for admission to Columbia College following completion of their junior year of high school and after having earned 15 units of high school credit. Applicants for early-out admission must complete the normal procedure for regular admission as well as arrange for a personal interview. Students must show an academic record which reflects readiness for college-level work. Consent of the high school principal and parents is required. Admission is contingent upon approval by the admissions review committee.

CHANGING CAMPUS LOCATION (CAMPUS TRANSFER)

Students can change their Columbia College campus location as an applicant or a current student at any time. You are encouraged to meet with an advisor at your current location prior to changing locations. Admissions requirements, tuition, scholarships, financial aid, advising and housing requirements vary between campus locations. By meeting with an advisor, you will be able to make an informed decision prior to changing locations.

If you are a current student and wish to officially change your campus location, please log in to your CougarTrack account. Use the "Applicants" drop-down menu to find and highlight "My Information." Select the "Change of Campus" form. Indicate your new desired campus location as well as the session that you would like to start taking courses at the new campus location. Before a student is allowed to register for classes at the new campus location, he or she must meet with their academic advisor at the new campus location.

If you are an applicant and are not currently enrolled, please contact your desired campus location and request that they update your campus location on your application. Note that this process cannot be completed by logging into your application and changing the campus location.

HIGH SCHOOL DUAL ENROLLMENT

High school juniors and seniors have the opportunity to take college courses for credit while completing high school. Application deadlines will be firmly adhered to for all applicants regardless of status.

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

1. Submit the undergraduate application for admission to the Day Campus with a one-time, non-refundable \$35 fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying.
2. Request an official high school transcript and ACT or SAT score be sent directly to the Admissions office.
3. Present a 2.5 cumulative high school grade point average and a minimum 21 ACT/990 SAT or minimum 50th percentile class rank.
4. Provide written support from the high school principal or guidance counselor and a parent or legal guardian by completing the Columbia College dual enrollment form (contact Admissions for this form).
5. Homeschooled students must complete steps 1-3 and submit a letter of written support from a parent or legal guardian by completing the dual enrollment form.

The admissions review committee reserves the right to review any application for admission under the dual enrollment status.

TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

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

An official transcript and official English language translation from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College Office of the Registrar. 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. Only grades of 'C' or higher are accepted in transfer. The following is a list of examinations and test scores that must be submitted for an official evaluation: CLEP, DANTES (DSST), AP, IB.

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

Appeals will **not** be approved nor exceptions made for the following reasons:

- Applicant owes money at another institution and is therefore unable to procure an official transcript;
- Poor grades at the previous institution and therefore courses may not be transferable to Columbia College;
- Applicant does not believe that previous coursework is applicable to Columbia College;
- Applicant does not want to pay transcript fees.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or other records catastrophe may include a letter from the institution or the Department of Education for the state 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.

ADMISSIONS REVIEW PROCESS

Applicants who do not meet the standards described above for general admittance may be considered for admission through the Admissions Review Committee process. Students who complete a file after August 1 for the Day Campus fall semester and December 1 for the Day Campus spring semester who do not meet general admissions standards may not be considered for admission. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking. In addition to the materials outlined above for general admittance, Admissions Review Committee applicants must:

1. Submit a letter that explains previous academic experiences and addresses difficulties encountered; a description of an activity, project or task at which they have persevered to completion; and a plan for success at Columbia College.
2. Complete a personal interview with an Admissions Counselor.

Applications with supporting materials will be reviewed to determine whether applicants are admitted to the College. **If admitted, students must earn a minimum 2.0 grade point average during their first term enrolled at Columbia College. Failure to do so may result in suspension from the College.**

An applicant who is denied admission to the home campus programs may be granted permission to apply through the Evening, Nationwide or Online Campus programs.

ADMISSIONS DEADLINE

Domestic applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. International applicants no later than four weeks from the start of the Day Campus fall semester, and no later than five weeks from the start of the Day Campus spring semester. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking.

DEPOSIT

Upon notification of admission to the Day Campus, students should acknowledge acceptance of the offer of admission by making a deposit payment of \$100. The fee is credited to the student's account and is refundable until May 1 prior to the fall of initial enrollment or until December 15 prior to the spring of initial enrollment. The fee assures the privilege to preregister for classes offered the succeeding semester and secures a residence hall assignment if appropriate. The deposit is required of all students prior to registering for classes, regardless of their financial status.

IMMUNIZATION REQUIREMENT

The Columbia College immunization policy does not affect admission to the College nor initial enrollment in the Day Campus. However, new Day Campus students must submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR), and, if indicated, the meningococcal meningitis vaccine and tuberculosis screening (PPD). Failure to submit this information within the first semester of attendance will affect subsequent enrollment.

COLUMBIA COLLEGE ALUMNI ASSOCIATION LIFELONG LEARNING GRANT

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

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or Online courses.**

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

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

Students must apply for admission to be eligible to register for a course. No application fee is required. CCAA Lifelong Learning applicants must also submit a Columbia College financial assistance application to Registration and Financial Services.

COURSE PREREQUISITES

Many courses include prerequisite/corequisite requirements. (See course descriptions on page 149 for details regarding specific courses.) It is the student's responsibility to fulfill prerequisite requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements will result in being dropped from the course(s).

ADULT HIGHER EDUCATION DIVISION

The moderately selective requirements for admission to the Day and Evening Programs on the main campus are not applicable to the Columbia College adult and higher education campuses. Students seeking to enroll through the AHE Division should apply for admission at the respective location. See page 14 for a map of the Nationwide Campuses.

ONLINE EDUCATION

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

INTERNATIONAL PROGRAMS

INTERNATIONAL STUDENTS

Columbia College is welcoming of international students and encourages applications from non-citizens. An international student is categorized as a foreign-born person who is not a citizen, national, or permanent resident of the United States, nor individuals who have been granted asylum or refugee status. Applicants who have applied for residency or citizenship must provide all application materials necessary to be considered for international admission until residency or citizenship has been granted. The College does not extend admission to undocumented persons.

International students seeking a SEVIS I-20 Form from the College for an F-1 visa are eligible for undergraduate admission through the Day Campus, Elgin Campus, Denver Campus, or Salt Lake Campus only. International students who are accepted for admission will receive a housing contract and I-20, if applicable. International students not seeking an I-20 from the College may apply for admission to any venue so long as the current visa status of the applicant allows for academic study while in the United States. Persons in F-2 status may apply for admission to the College only as non-degree students and are limited to part-time avocational and recreational studies. There are several other visa types that are eligible for full-time study at the College. International applicants should contact the Admissions Office for enrollment eligibility information.

INTERNATIONAL ADMISSIONS

New Freshmen

International applicants are reviewed on a case-by-case basis. Applicants must complete a full sequence of university-preparatory studies that would qualify for admission to post-secondary studies in their home country. In general, students who present a minimum 2.5 cumulative grade point average from university-preparatory studies are considered for admission. This requirement is equivalent to the twelve-year program of elementary, middle, and high school in the United States.

Transfer Students

Columbia College welcomes international students with academic credit from other institutions. In general, students who present a minimum 2.0 cumulative grade point average from previous university-level coursework are considered for admission. University-level coursework completed at appropriate international institutions will be considered for transfer credit on a course-by-course basis. Academic performance at international institutions will be converted to a 4.0 scale for U.S. equivalency. If a transfer student does not present a minimum cumulative grade point average of 2.0, the student may be considered for admission through the Admissions Review Committee process.

Non-Degree Students

International students who wish to enroll part-time at Columbia College may be considered for admission as a non-degree student. Students must be degree seeking to be eligible for a SEVIS I-20 Form from the College. Students in F-2 status must apply as a non-degree student and enroll in courses that are avocational or recreational in nature.

Application Process

International applicants to the Day Campus must provide complete application materials as outlined below. All documents must be received by the College no later than four weeks from the start of the fall semester and no later than five weeks from the start of the spring semester respectively. To be considered for admission to the College, an international student must:

Submit the application for admission to the Day Campus with a one-time, non-refundable \$35 (U.S. dollars) application fee. Checks should be made payable to Columbia College. The application fee is waived prior to January 1 for Day Campus fall semester applicants.

1. Submit the SEVIS Supplement form.
2. Request official, original secondary school records in the native language and an official English translation to be sent directly to the Admissions Office. The College evaluates advanced secondary school education from other countries, such as the British Advanced Level Examinations, the French Baccalaureate, the German Abitur, and the Canadian CEGEPs. Students who successfully have completed advanced secondary school education may receive advanced standing or transfer credit at the College. Such credit is evaluated on a course-by-course basis. Students may be asked to submit course descriptions and/or course syllabi for evaluation purposes.
3. Request official, original transcripts (in the native language) from each college/university attended and an official English translation to be sent directly to the Admissions Office.
4. Submit official bank documents to provide evidence of adequate financial support (in U.S. dollars) for one year of study at the College.
5. Demonstrate evidence of English language proficiency.
6. Complete a Transfer Recommendation Form and furnish a copy of a valid passport, visa, I-94, and I-20 from the last school attended if transferring to the College from an institution in the U.S.

TRANSCRIPTS AND CREDENTIALS

Applicants must inform Columbia College of all institutions of higher learning attended and whether academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript and official English language translation from each college and university attended must be submitted to the College before transfer of credit can be awarded. An official transcript is marked as such and sent directly from the institution attended to the College campus where the applicant plans to attend. A transcript marked official and hand delivered by the applicant in a sealed envelope from the institution will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institutional envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution's transcript. The following is a list of examinations or test scores that must be submitted for an official evaluation: CLEP, DANTES (DSST), AP, and/or IB.

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

Appeals will not be approved nor exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; applicant has poor grades at the previous institution and therefore courses may not be transferable to the College; applicant does not believe that previous coursework is applicable to the College; and/or applicant does not want to pay or is unable to pay transcript fees.

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

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

International bachelor's degrees awarded by institutions that are chartered and recognized by their centralized government educational body, or their national ministry of education, will be accepted as meeting the qualifications for a general education waiver if these criteria are met:

- 33 hours of general education course work (as defined by Columbia College)
- Of the 33 hours, representation in these areas must be met:
 - Humanities general education course(s)
 - Social and behavioral sciences general education course(s)
 - Mathematics/science general education course(s)
- ENGL-111 and ENGL-112 must be completed at Columbia College
 - Requests to allow domestic transfer of ENGL-111 and/or ENGL-112 must be submitted in writing via the Course Waiver/Substitution/Appeal form, found on The Office of the Registrar Forms web page.

International students must meet all of the above criteria in order to be eligible for a general education waiver. Once the criteria are met, a request for evaluation must be submitted by your advisor to the Graduate and International Programs Manager in the Office of the Registrar.

ENGLISH PROFICIENCY REQUIREMENTS

All applicants whose native language is not English must provide proof of English proficiency. Appropriate scores from the following exams demonstrate English language proficiency:

Test Type	Institutional Code	Minimum Requirement	
		EAP Program	Undergraduate Program
TOEFL-iBT* (internet-based test)	6095	Score of 48 (with no subset score lower than 10)	Score of 61 or above; scores of less than 15 in any individual subset will require enrollment in a corresponding EAP course during student's first semester.
TOEFL-PBT* (paper-based test)		Score of 460 (with no subset score lower than 46)	Score of 500 or above; scores of less than 50 in any individual subset will require enrollment in a corresponding EAP course during student's first semester
IELTS	--	Score of 4.5 (with no individual band score lower than 4)	Score of 5.5 or above; scores of less than 5 in any individual band will require enrollment in a corresponding EAP course during student's first semester
SAT	6095	Critical Reading subset score of 380	Critical Reading subset score of 430 or above
ACT	002456	Subset score of 15 in English	Subset score of 17 or above in English

*Submitted results cannot be older than two years prior to the desired enrollment date.

Columbia College will also consider the following evidence of English language proficiency for Day Campus applicants:

- A grade of C or higher from an English composition course completed at a regionally-accredited U.S. institution and deemed equivalent by the Office of the Registrar to the Columbia College ENGL 111 course.
- Successful completion of a U.S.-based English for Speakers of Other Languages Program (EAP) or Intensive English Program (IEP) and a letter of recommendation from the institution endorsing full academic admission.

Applicants from the following countries are required to submit SAT/ACT scores in lieu of English proficiency: Australia, Canada (English speaking provinces), Ireland, Malta, New Zealand, and the United Kingdom.

Please note that credentials are reviewed carefully to confirm that applicants have the requisite English language proficiency to succeed academically at Columbia College. Therefore, the Admissions Office reserves the right to require additional documentation to verify English language proficiency.

INTERNATIONAL STUDENT SERVICES

International Student Services upholds the integrity of Columbia College through the integration and retention of international students. The staff serves as an advocate and liaison for international students at the College concerning interactions with federal, state, and local agencies as well as campus constituents. The Director apprises students, faculty, staff and the administration on current global issues affecting international education. The staff disseminates information regarding changes in the U.S. immigration law to students and the campus community; advises students of their responsibilities to abide by these regulations governing their status; and assists students in achieving their goals within the context of the applicable laws and regulations. Information is also provided to students, faculty, and staff on changes in institutional policies and practices affecting international education. Through effective and mandatory orientation activities as well as ongoing programming and communication, International Student Services promotes an environment of cross-cultural awareness, tolerance, and understanding in all aspects of campus life.

REPORTING REQUIREMENTS

Students in F-1 student status must adhere to the regulatory requirements outlined in the United States Federal Register, Part 8 of the Code of Federal Regulations. Students must register for and complete 12 semester hours each semester of enrollment. Failure to comply with this requirement constitutes a violation of status and can impose serious consequences.

Upon arrival on campus, international students must report to the International Student Services Office. Students must bring the following documents: a valid passport, visa (stamp located inside the passport), I-94 card, and all I-20 forms (Certificate of Eligibility for Non-Immigrant Student) issued to them throughout the duration of their studies in the United States. These documents will be reviewed and photocopied for the student's file. At this time, the Director will register the student in the Student and Exchange Visitor Information System (SEVIS).

Under SEVIS reporting requirements, the Designated School Official (DSO) must report the following information for each student no later than 30 days after the program start date:

1. Full-time enrollment
2. Student dropped below full-time without prior approval by the DSO
3. Student failed to enroll
4. Current address – defined as where the student is physically residing
5. Start date of next term or semester

For students in initial status, the deadline for reporting is 30 days from the report date on the SEVIS I-20 form. For continuing students, the deadline is 30 days from the beginning date of the term.

The DSO at the College enters data and keeps records on all international students as well as their dependents. The DSO is required to update information in SEVIS within a given time period regarding certain events related to a student or the dependent spouse/child. These reportable events include, but are not limited to:

1. Change of legal name
2. Change of address, both in the U.S. and abroad
3. Failure to maintain status or complete the educational program
4. Early completion of the program prior to the end date on SEVIS Form I-20
5. Disciplinary action taken by the school against the student as a result of a conviction of a crime
6. Any other notification about the student's status

Students must report a change of name or address to the International Student Services Office within 10 days of the change. The DSO will update this information in SEVIS within 21 days.

As part of the record-keeping requirements under the F-1 regulations, the College must maintain the following information about each student:

1. Name
2. Date and Place of Birth
3. Country of Citizenship
4. Residential Address, both in the United States and abroad
5. Enrollment status: Full/Part-time
6. Date of Beginning of Activities
7. Degree Program and Field of Study
8. Practical Training Recommendations
9. Termination Date and Reason
10. Documents Required for Admission to Columbia College
11. Credits Completed Each Term/Semester
12. Photocopy of Form I-20

ENROLLMENT IN ONLINE COURSES

Students who are approved to enroll in online courses may only count one course, three semester hours, toward the total required to maintain a full course of study. Other courses must be traditional and in-seat. Note: Students are not limited to take only one online course; however, only one online course counts toward maintaining a full course of study. Student enrollments will be checked each semester for compliance. For example, an undergraduate student taking nine semester hours of in-seat course work and three semester hours through online has met the full course of study requirement while a student taking six hours of in-seat course work and six hours of online courses has not. Please refer to the Registration Processes section for academic eligibility requirements to enroll in online coursework.

In order to maintain F-1 status and ensure compliance with U.S. immigration law, it is imperative that students communicate with the Director of International Student Services through the duration of their studies at the College.

HEALTH INSURANCE

To ensure that non-immigrant students are able to cover any medical expenses in the U.S., it is required that all international students purchase the insurance plan provided through the College. Students in F-1 status will be charged for this insurance on their Columbia College student account upon enrollment for any number of credit hours. Students pursuing Optional Practical Training will be given the opportunity to continue insurance coverage. Payments will be divided in two segments and are due at the beginning of the fall and spring semesters. For questions and details about the mandatory insurance program, please contact the Director of International Student Services.

WITHDRAWING FROM CLASSES

If an emergency develops and an international student must withdraw from the College prior to completing the program, the DSO must update SEVIS to indicate that the student has been authorized to withdraw. If the SEVIS record is updated with an approved early withdrawal, the student has a “grace period” of 15 days within which to depart the United States. Without DSO approval for early withdrawal, the student has no grace period and must depart immediately.

ENGLISH FOR ACADEMIC PURPOSES PROGRAM

The Columbia College English for Academic Purposes (EAP) program is an academic unit of the Humanities Department. It is staffed by caring, qualified College faculty committed to student success and instructional excellence.

EAP is offered only through the Day Campus. Because it begins at the high-intermediate level, prospective students must meet the proficiency requirements set by the College in order to qualify for admission (see English Proficiency Requirements).

Mission

The mission of the Columbia College EAP program is to provide quality language instruction and shared cultural experiences to non-native speakers of English with an emphasis on the skills necessary for academic success and integration into the American college experience.

To carry out the mission, the goals of the program are to:

- Enhance the English language and study skills of students that will enable them to transition to mainstream academic courses;
- Develop intercultural awareness and understanding among students;
- Provide students, faculty, and staff at the College with opportunities for international learning and experiences; and
- Offer support, including services related to admission, advising, academics, and student life, which helps students take full advantage of the College experience.

English Classes for Credit

English classes at many colleges and universities do not carry any credit. Other colleges and universities offer credit only for a few select classes. All EAP classes carry academic credit at Columbia College.

EAP Tuition Grant

All students admitted to the EAP program and who register for at least twelve (12) semester hours of EAP coursework are eligible for an EAP Tuition Grant worth fifteen percent (15%) tuition per semester. The grant is limited to two consecutive semesters only.

Levels

Columbia College's EAP program provides the following two 16-week levels of English study during the fall and spring semesters for non-native speakers of English:

- Level 1: High Intermediate
- Level 2: Advanced

Placement is determined by the internet-based Compass ESL Placement Exam. This exam is administered to students prior to the start of classes, usually during orientation. Students in each level will have core (required) classes, totaling up to 19 contact hours of English study each week.

Core Classes

Core classes are the foundation of the EAP program. They are designed to develop listening, speaking, reading, and writing and are offered each semester at both levels and consist of the following:

Core Classes	Contact Hours per Week	Credits/Semester Hours
EAPP 103 & 104: Oral Communication Skills	8	5
EAPP 105 & 106: Written Communication Skills	8	5
EAPP 101 & 102: Grammar Skills	3	2
Total	19	12

Advanced-level students, when qualified, may be permitted to enroll in a selected (non-EAP) course. Enrollment in evening or online classes during the fall and spring semesters is strictly prohibited.

Course Grading

In order to pass each course, students must earn a grade of "C" or higher. Students may repeat a course once. After a second semester in the same course, a student must pass to the next course in order to continue study in the EAP program.

Level Advancement

Students advance from one level to the next as a result of their final reported grades. If a student fails his/her Oral Communication Skills course but passes his/her Written Communication Skills course, for example, the student is permitted to advance to the next level in only the Written Communication Skills course. The student must repeat the Oral Communication Skills course the following semester. In this case, s/he will be a split-level student the following semester.

Certificate of Participation

A certificate of participation is officially awarded to students who complete a level of English proficiency in the EAP program.

STUDY ABROAD

Columbia College encourages students to explore opportunities to study outside the United States. Students are afforded the opportunity to earn credit while experiencing the world up close, building cultural awareness and enhancing language skills. The College is a member of the Missouri Study Abroad Intercollegiate Consortium (MOSAIC), the Central College (IA) study abroad consortium and Webster University's (WINS) network.

Exchange Partnerships

The College has exchange partnerships with Canterbury Christ Church University in England; Jeju National University; Konkuk University and Kongju National University in South Korea; Rangsit University in Thailand; Robert Gordon University in Scotland; and the University of Shiga Prefecture in Japan.

Columbia College students participating in an exchange program must enroll in the ABRD 144 course. Students pay tuition to their home university and retain institutional scholarships. Room and board fees are paid to the host institution. Students are responsible for travel costs and incidental expenses related to their study abroad experience.

Study Tours

The College offers a study tour to a different country or region of the world each year. These tours typically take place at the end of the spring semester. Trips last 9-14 days, and students may earn up to six credits of optional coursework.

Other Programs

Students may participate in study abroad programs offered by other institutions or providers. Any student participating in a program not sponsored by Columbia College must submit a Study Abroad Application to the Study Abroad office.

Costs

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 the study abroad experience. Students may also apply for the Columbia College Study Abroad Scholarship.

For questions and more information, please contact Dr. Brian Kessel, Study Abroad Advisor. He counsels students about the availability, value and academic appropriateness of study abroad programs.

COURSE DESCRIPTIONS

College Introductory Studies (COLL)

COLL 107 Career Development and Decision Making 0.5 hours

Course will focus on issues of Career Planning and Practical tools for job hunting. Students will understand strategies for successfully getting work in their field of choice and what they will need to prepare. Course may be repeated. This course is required for international students if they will be working off-campus in a paid or unpaid job (unless position is a credit-bearing internship, student teaching experience, and/or practicum). Prerequisite: Sophomore standing and a minimum 2.0 cumulative GPA. Offered Fall, Spring, and Summer.

English for Academic Purposes (EAP) Humanities Department

EAPP 100 Foundations for Success 1 hour

This eight-week course is designed to provide students whose primary language is not English with the skills necessary to become academically successful and socially integrated within the community of Columbia College while maintaining immigration status. Course topics include expectations of students in the U.S. higher education system, U.S. cultural norms, immigration regulations and procedures, health and safety procedures, and campus resources and support services. **All entering EAP students are required to enroll in this course during their first semester.** Offered Fall and Spring.

EAPP 101 Grammar Skills I 2 hours

This course helps students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in longer and more varied discourse settings. Grade of C or higher required. Prerequisite: Placement in the high-intermediate level of the EAP program. Offered Fall and Spring.

EAPP 102 Grammar Skills II 2 hours

This course continues to help students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in academic discourse settings. Prerequisite: Grade of C or higher in EAPP 101 or placement in the advanced level of the EAP program. Grade of C or higher required. Offered Fall and Spring.

EAPP 103 Oral Communication Skills I 5 hours

This course helps students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Prerequisite: Placement in high-intermediate level of the EAP program Offered Fall and Spring.

EAPP 104 Oral Communication Skills II 5 hours

This course continues to help students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Prerequisite: Grade of C or higher in EAPP 103 or placement in the advanced level of the EAP program Grade of C or higher required. Offered Fall and Spring.

EAPP 105 Written Communication Skills I 5 hours

This course helps students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Prerequisite: Placement in the high-intermediate level of the EAP program. Offered Fall and Spring.

EAPP 106 Written Communication Skills II 5 hours

This course continues to help students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Prerequisite: Grade of C or higher in EAPP 105 or placement in the advanced level of the EAP program Grade of C or higher required. Offered Fall and Spring.

EAPP 107 Preparatory English Composition 5 hours

This course provides English language learners (ELLs) with an introduction to composition at the U.S. collegiate level. In preparation for ENGL 111 and other academic courses which require extensive reading and writing, students will become familiar with figurative language and literature, develop skills to read more efficiently, and increase academic vocabulary. Students also will enhance their academic writing and research skills by producing coherent essays and a short research paper using outside source materials. Based on a grade of C or higher in the course, students may proceed to ENGL 111. Prerequisite: Placement by ACT English Score or by SAT Writing Score: students whose ACT English Score is from 1-17 (or whose SAT Writing Score is from 300-420) will be placed in ENGL 107. Offered Fall and Spring.

FINANCIAL AID AND SCHOLARSHIPS

FEDERAL AND STATE FINANCIAL AID AND SCHOLARSHIPS

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

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

APPLYING FOR FEDERAL AND STATE FINANCIAL AID

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

1. Complete an application for admission and submit the required one time non-refundable application fee to the Admissions Office (applies to first-time students only).
2. Complete the Free Application for Federal Student Aid (FAFSA), and indicate the Columbia College school code, 002456. Completing the FAFSA electronically is recommended. Students may apply electronically by accessing the FAFSA through Columbia College's Financial Aid website, www.ccis.edu/financialaid, or the Department of Education's website, www.fafsa.gov. Paper FAFSA applications may be obtained through the Federal Student Aid Information Center by calling 1-800-4-FED-AID. The FAFSA must be completed for each academic year.
 - a. The priority deadline for all financial aid is March 1 of the year the student plans to attend college (i.e. March 1, 2015 for 2015-2016 academic year.)
 - b. The deadline for Missouri state grant aid is April 1 of the year the student plans to attend college (i.e. April 1, 2015 for 2015-2016 academic year).
 - c. All returning students should have the 2015-2016 FAFSA completed and all other needed paperwork submitted by May 2015 to avoid registration delays for Fall 2015.

3. The Financial Aid Office corresponds with applicants primarily via e-mail regarding the status of their financial aid application and award estimates. Notification of missing information will be sent to a student's CougarMail account, the e-mail address assigned to each student by Columbia College.
4. Students who are interested in applying for additional assistance through federal Stafford loan programs should complete:
 - a. Entrance Counseling (first time Columbia College borrower only)
 - b. Stafford Loan Master Promissory Note (first time Columbia College borrower only)
 - c. Submission of eAward letter (see Notification of Financial Aid Status and Awards)

Students may access these forms in CougarTrack under the Financial Section.

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

Parents may access these forms at <http://www.ccis.edu/offices/financialaid/parentforms.aspx>.

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

ELIGIBILITY FOR FEDERAL AND STATE FINANCIAL AID

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

- U.S. citizenship or eligible non-citizen status.
- Pursuing a degree and enrolling in coursework required for the degree. If a student is considered non-degree seeking, they are not eligible for financial aid.
- Making Financial Aid satisfactory academic progress. (See financial aid standards of academic progress.)
- Other eligibility factors that are identified based upon individual student circumstances as determined by the results of the Free Application for Federal Student Aid (FAFSA).
- The Financial Aid Office communicates what necessary documentation is needed to resolve the eligibility issues. This communication will be sent via CougarMail.
- Examples of eligibility issues include verification, selective service, citizenship, etc.

New students who do not have a high school diploma, or an equivalent such as a GED or HiSET, and who did not complete secondary school in a homeschool setting are not eligible for Title IV funds. Additional acceptable equivalent options are:

- A certificate demonstrating that a student has passed a state-authorized examination (e.g., the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- For a student who enrolls before completing high school, a transcript indicating the student has excelled in high school. The student must no longer be enrolled in high school, must satisfy your school's written policy for admitting such students, and must be starting a program that leads at least to an associate's degree or its equivalent.

However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under either the Ability to Benefit (ATB) test or credit hour standards under the 2011-12 regulations.

Full-time status is measured as enrollment in 12 hours or more per semester at Columbia College. Enrollment is determined after the add/drop period.

Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

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

Satisfactory academic progress is measured in terms of qualitative, quantitative, and maximum time standards. All prior course work is applied to these standards. The Financial Aid Office reviews the academic progress of financial aid recipients once per academic year in May.

QUALITATIVE MEASURE

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

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

QUANTITATIVE MEASURE

The quantity of a student's progress is measured by the pace of completion (hours earned divided by hours attempted). Students are required to complete 2/3 of attempted hours while at Columbia College. Students who receive an I (Incomplete), F (Failing), W (Withdrawing), or WE (Excused Withdrawal) for a course in a semester or session will have those courses included in the cumulative attempted hours (for definition of grades please see Academic Policies, Regulations, and Procedures). All courses are included in the Cumulative Completion Rate calculated. Please note the following:

Repeated courses add total hours attempted but not hours completed; the grade is simply replaced. The new grade is included in the cumulative calculation, which is considered when progress is again checked; therefore the repeated course is included in both qualitative and quantitative calculations. Federal regulation allows for financial aid to pay for one retake of any previously passed course.

Withdrawals, including excused withdrawals, count toward hours attempted for the pace of completion.

Remedial, Enrichment and English for Academic Purposes courses count toward the pace of completion as well as cumulative GPA.

Pass/Fail courses count toward the pace of completion.

Audit courses do not count toward the pace of completion.

Transfer credit Transfer credit does not count in the calculation of GPA. Transfer credit does count toward Maximum Time Frame Measure

MAXIMUM TIME FRAME MEASURE

Financial Aid recipients must complete an educational program within a time frame no longer than 150 percent of the published length of the educational program. For example, a student pursuing a bachelor's degree requiring 120 semester hours may attempt up to 180 hours before Financial Aid eligibility is suspended ($120 \times 150\% = 180$).

FINANCIAL AID SUSPENSION

Failure to meet the minimum academic progress requirements will result in Financial Aid Suspension. The first time a student fails to meet the minimum (quantitative or qualitative) requirement, he/she is placed on financial aid suspension. If placed on Financial Aid Suspension, notification will be sent to the student and all forms of Title IV federal and state aid will be withdrawn for the next terms in which the student enrolls. The Financial Aid Office will review the academic progress of financial aid recipients once per year in May. Notification of suspension is sent via e-mail to a student's CougarMail address.

REINSTATEMENT

Financial Aid may be reinstated when one of the following conditions has been met:

- The student completes courses in one or more terms at Columbia College with the cumulative GPA and the cumulative completion rate at the required standard. **It is the student's responsibility to notify the Registration and Financial Services Office when reinstatement conditions have been met.**

OR

- The student files an appeal and, if approved, the student is placed on Financial Aid Appealed Probation. (See Appeal Procedure and Financial Aid Appealed Probation sections below).

APPEAL PROCEDURE

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

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

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

Students who have extenuating circumstances may appeal using the following procedures:

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

FINANCIAL AID APPEALED PROBATION

Financial Aid Appealed Probation is a status assigned to a student who fails to make satisfactory academic progress and:

- Has appealed and
- Has had aid eligibility reinstated

While on Financial Aid Appealed Probation, an academic plan for performance will be set and monitored. Minimum academic plan requirements for the semester are a completion rate of 66.67 percent and a cumulative GPA of 2.0.

The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions.

If the student does not make satisfactory progress or meet requirements of the academic plan by the end of the next term, the student loses eligibility for federal aid again.

DETERMINATION OF FEDERAL FINANCIAL AID AWARD

Financial need for federal and state aid is determined in the following manner:

Cost of attendance (from August, 2014-May, 2015) for students beginning enrollment in 2014-15:

<u>Expense</u>	<u>On Campus</u>	<u>Off Campus</u>
Tuition	\$20,936	\$20,936
Books	1,052	1,052
Room & Board	6,302	7,752
Transportation	2,396	2,396
Personal	2,958	2,958
Loan Fees	48	48
TOTAL:	\$33,692	\$35,142

Students living with their parent(s) have the same expense for all categories except room and board (zero expense amount) for a total cost of attendance of \$27,390.

Financial Need: Cost of Attendance minus EFC (as determined by FAFSA)

Unmet need: Cost of Attendance minus EFC minus aid awarded.

Unmet cost: Cost of Attendance minus aid awarded (shown on electronic award notification).

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

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

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

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

A student who completes the academic requirements for a program but does not yet have the degree is not eligible for further federal aid for that program.

Federal Stafford Loan Annual Limits

Dependent Undergraduate	Subsidized	Total (Subsidized & Unsubsidized)
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0-23.9 semester hours	\$3,500	\$5,500
24-51.9	4,500	6,500
52-83.9	5,500	7,500
84-120	5,500	7,500
120+	5,500	7,500

Independent Undergraduate <i>(and dependents whose parents are unable to borrow under the PLUS program)</i>	Subsidized	Total (Subsidized & Unsubsidized)
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0-23.9 semester hours	\$3,500	\$9,500
24-51.9	4,500	10,500
52-83.9	5,500	12,500
84-120	5,500	12,500
120+	5,500	12,500

Aggregate Limits (Limit of all loans combined)

	Subsidized	Total (Subsidized & Unsubsidized)
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Dependent Undergraduate	\$23,000	\$31,000 (no more than \$23,000 of which may be subsidized).
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Independent Undergraduate	\$23,000	\$57,500 (no more than \$23,000 of which may be subsidized).
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NOTIFICATION OF FINANCIAL AID STATUS AND AWARDS

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

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

ATTENDANCE

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

AID DISBURSEMENT

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

When a student registers for courses, he/she may deduct the amount of aid that has been awarded (except Federal Work-Study) from what is owed to the College. If a student's financial aid awards exceed his/her charges, the student will receive a refund. Estimated refund dates are posted on the Financial Aid website under "Important Dates" and are available from the Registration and Financial Services office. A student may use excess financial aid prior to the start of a term to purchase books by using a book voucher. If you are eligible for a book voucher contact Registration and Financial Services to obtain information.

To assist with expenses associated with attending Columbia College, students often receive funds from multiple sources that are to be used specifically (exclusively) for tuition. Funding beyond 100% of the tuition cost will not be returned to the student or applied to other expenses. These sources include, but are not limited to military/corporate tuition assistance, VA Educational Benefits, MyCAA, institutional aid, endowed aid and Employee Educational Grant (EGG)/ Employee Graduate Educational Grant (GEG). The College will apply the non-institutional tuition-only funding sources first. Any excess funds remaining, after 100% of the tuition is paid, will be returned to the funding source and not the student.

RETURN OF TITLE IV FUNDS

This policy applies to students who complete 60% or less of the enrollment period (i.e., Fall, Spring or Summer session) for which they received Federal Title IV aid. A student who withdraws from a class but still completes one or more classes does not require a Return of Title IV calculation. The term "Title IV aid" refers to the following Federal financial aid programs: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct 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. A student's withdrawal date is defined as the date of academic attendance as determined by the college's attendance records.

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

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

The College's refund policy and return of Title IV Funds procedures are independent of one another. A student who withdraws may be required to return unearned aid and still owe the College for the course (*see Fees section, page 118*).

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 PLUS loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

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

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

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

Phone: 1-800-621-3115

www.myeddebt.com

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

STUDY ABROAD PROGRAMS

Federal financial aid may be available for Study Abroad Programs. Information regarding individual eligibility is available from the Registration and Financial Services Office.

SCHOLARSHIPS, GRANTS AND AWARDS

Scholarships, awards and grants are forms of "gift" assistance that do not require repayment. These types of assistance usually come in one of two forms, institutional aid or endowed aid. Many scholarships for the Day campus at Columbia College are awarded on a competitive basis to students of high academic ability. Some awards are automatic based on specific criteria. Other scholarships, awards and grants are made available in recognition of performance or special talent. Endowed scholarships and awards are made available through the generous gifts of alumni and friends of Columbia College. These awards are competitive and are primarily based on academic performance.

Institutional aid is generally intended to be applied to the cost of tuition. Institutional aid is predominately awarded to degree seeking students working on their first undergraduate degree. A student that completes an associate's degree and continues to pursue their bachelor's degree is considered to still be working on their first degree.

Students are considered for competitive awards based on academic and qualitative information. Only full-time Day Campus students are eligible to be considered for the following scholarships, grants and awards. Aid is awarded for two academic semesters starting with the first semester of Day Campus enrollment.

All institutional aid and endowed aid awarded to day students can only be used for the fall (August to December) and spring (January to May) 16-week semesters. The aid (to include scholarships, grants and awards) cannot be used for any summer session expenses.

The amount of institutional aid is limited to tuition, fees, on-campus basic, double occupancy room, on-campus board and textbooks purchased through a campus book voucher; the actual expense the aid is available to cover varies and is identified in the specific aid documentation. Students are automatically awarded the highest value scholarship earned unless otherwise requested by the recipient.

Scholarship recipients not receiving federal or state aid who also receive external private scholarships may receive the full value of the private scholarship unless otherwise stated by the organization giving the scholarship. Any fees incurred by the recipients (single room, lab fees, etc.) will be deducted from the private scholarship. If the private scholarship is restricted to tuition, room and/or board, the recipient cannot receive a refund.

Any student receiving institutional aid is required to live on campus unless he/she is living in Boone County with a parent, is 22 years of age, or has completed 52 semester hours. Students receiving a room and board scholarship, award or grant must live on campus in order to receive the aid (cash value for this aid will not be issued to students).

Students are eligible for a maximum of four consecutive years (one year initial award and three years renewal). The actual number of years of renewal is dependent upon the number of transferable college credits (earned post high school completion) associated with admission to the college (see Table 1).

See Individual Aid information for specific eligibility and renewal requirements associated with each form of aid.

RENEWAL

Scholarships, awards and grants are typically awarded and distributed over two consecutive semesters. Academic scholarships and awards are reviewed for renewal following the second semester. Awards made for students who are admitted for the spring semester will be reviewed for renewal in January of the following year.

Many awards require a minimum number of semester hours and or a minimum cumulative grade point average (GPA) as a condition of renewal. The semester hours and cumulative GPA are determined from Columbia College courses only.

If a student has not earned the minimum semester hours required of the scholarship during the two semesters, summer courses may be taken at any Columbia College campus (within the same award year) to achieve the required total.

Columbia College aid is awarded based on an established set of criteria identified in the originating documents. Aid is typically awarded for a set amount of time: one term, one session, or one academic year. To receive the aid after the initial award, the student must meet established criteria or re-qualify for the award. If that criterion is not met, the aid is lost and will not be eligible for future reinstatement.

Reinstatement is not an issue when aid eligibility is the measure of qualification; when the student qualifies for the aid, they will receive the aid as identified in their award letter. This type of aid is not renewed; the student just qualifies for it again using the same qualifications as the original award. Examples of this type of aid include but are not limited to: Talent Award, Military Spouse Tuition Grant, Athletic Grant and Two-in-Family Grant.

Other forms of aid are automatically awarded when a set criteria is met for continuing the aid in the subsequent academic period. Examples of this type of aid include, but are not limited to: the Keystone, Cornerstone, and Capstone Scholarships. If the automatic renewal criteria for these types of aid are not met, the aid is lost. For example, a student receives a Cornerstone Scholarship as an entering freshman. Following their freshman year, the student has a cumulative CC GPA of 2.8; they have failed to meet the renewal criteria for the scholarship and it is lost.

NOTE: The CC Scholarship and the Presidential Scholarship are exceptions to this policy.

ENDOWED SCHOLARSHIPS AND AWARDS

Students may benefit from awards and scholarships established through gifts and donations from private individuals, alumni, companies and/or foundations. Eligibility is based on criteria established by the donor and Columbia College. Criteria may include: academic achievement, intended major, community service, financial need or place of residence. A few of these scholarships and awards are included in this section of the catalog.

Boone County Endowed Award

New freshmen who are residents of Boone County with a minimum cumulative high school GPA of 3.0 or equivalent, and a minimum ACT score of 22 or comparable SAT, may compete for these awards. New transfer students must have a cumulative GPA of 3.0 or higher to compete for these awards. A demonstrated involvement in community service is required to be eligible for this award. Each year awards are made to new, full-time Day students, renewable annually for three years with a 2.5 Columbia College cumulative GPA.

Disciples of Christ Schiffman Supplementary Award

Disciples of Christ (Christian Church) members who are nominated by their ministers may be eligible for a supplementary award in varying amounts. This award is available to new, transfer, and returning students. This tuition-only award is renewable annually for up to three additional years with a 2.5 cumulative GPA and full-time status.

Honors and Awards Convocation

Columbia College recognizes the academic achievements of its students through the annual Honors and Awards Convocation. These annual honors or awards consist of gifts, certificates and/or monetary awards given to current students that return the following academic year of their undergraduate program. Many of the awards are made possible by the generous philanthropy of alumni and friends of Columbia College. The monetary awards are applied to the student's institutional expenses for the upcoming academic year and are non-renewable.

GENERAL AID

The following forms of institutional aid are available to all Columbia College Day Campus students. Some forms of institutional aid may be combined to provide increased tuition assistance, but at no point can the combined value of the tuition-only assistance exceed 100 percent of the tuition cost. Any combinations resulting in a value in excess of 100 percent tuition will be capped at the 100 percent amount; the excess will not be applied to other institutional expenses nor refunded to the student. All institutional aid is for tuition use only, unless otherwise identified.

A+ Program Grant

This grant is awarded to students who completed the Missouri A+ Program; this tuition-only grant is valued at \$500 or \$2500. The initial award amount is determined by the Admissions Office upon receipt of all necessary transcripts. The grant is renewable for up to three additional years with full-time status and good academic standing; the value (amount) of the grant at renewal is directly associated with qualification for the Cornerstone, Keystone or Capstone Scholarship. The \$2500 A+ Grant cannot be combined with these scholarships. Eligible students who earn the Cornerstone, Keystone, or Capstone scholarship will receive the \$500 A+ grant.

Alumni Legacy Grant

Children of alumni who earned an associate, bachelors or master's degree at Columbia or Christian College are eligible for this 15 percent tuition-only grant. Grandchildren of alumni are eligible for a 10 percent tuition grant. This grant is renewable annually for three additional years with good academic standing. This tuition grant cannot be combined with the Alumni Legacy Scholarship or the Alumni Referral Grant.

Alumni Legacy Scholarship

Children of alumni who earned an associate, bachelor's or master's degree at Columbia or Christian College are eligible for this 20 percent tuition-only scholarship. Grandchildren of alumni are eligible for a 15 percent tuition scholarship. Incoming freshman recipients must have a minimum 26 ACT (or equivalent SAT) and a 3.5 high school grade point average (or equivalent) to qualify for this scholarship; incoming transfer students have a minimum 3.3 cumulative college GPA to qualify for this scholarship. This scholarship is renewable annually for up to three additional years with 27 semester hours earned at Columbia College per academic year and a 3.3 Columbia College cumulative grade point average in Columbia College coursework. This tuition scholarship cannot be combined with the Alumni Legacy Grant or the Alumni Referral Grant.

Alumni Referral Grant

New traditional freshman or transfer applicants, who are formally referred to the Day Campus Admissions Office by an alumnus, are eligible for a \$500 tuition-only grant. The grant is automatically awarded, up to three additional years, with good academic standing and full-time status. Applicants receiving the Alumni Legacy Grant or Alumni Legacy Scholarship are not eligible for this grant.

Athletic Award

This grant is selectively awarded by the Athletic Department to student-athletes participating in one of the college's 10 NAIA Division I athletic programs. The value of the award is up to cost of tuition and room and board; the grant is renewable through the Athletic Department. Columbia College competes in NAIA Division I in men's and women's basketball, men's and women's soccer, men's and women's golf, men's and women's cross-country, women's volleyball and women's softball.

Capstone Scholarship

This 60 percent tuition-only scholarship is available to all students that have completed the initial eligibility requirements associated with their student status (incoming freshman, transfer student, international or current Columbia College student); the specific eligibility requirements are identified in the accompanying Stone Scholarship Eligibility Matrix (see table 2). All require a minimum 3.60 cumulative grade point average as part of the eligibility; incoming freshmen must also have an ACT \geq 28. The scholarship is renewable annually for up to three years (see table 1) with a 3.6 Columbia College cumulative GPA and 27 Columbia College semester hours earned per academic year.

Columbia College Alumni Association (CCAA) Lifelong Learning Grant

This grant is available to students that completed the highest undergraduate degree available at the time of graduation; for graduates of Christian Female College, this would be the associate degree and for graduates of Columbia College it is the bachelor's degree. Eligible students may enroll in one course, free of charge, if five years have elapsed since receiving their degree, they owe no fees, and they are not in default on federal loans. Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met.

Students are required to pay lab fees and textbooks associated with the courses. Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses. Students must apply for the grant each academic year by completing the Institutional Aid Application (available online). The CCAA Lifelong Learning Grant cannot be used for graduate-level courses or any online courses.

Cornerstone Scholarship

This 25 percent tuition-only scholarship is available to all students that have completed the initial eligibility requirements associated with their student status (incoming freshman, transfer student, international or current Columbia College student); the specific eligibility requirements are identified in the accompanying Stone Scholarship Eligibility Matrix (see table 2). All require a minimum 3.20 cumulative grade point average as part of the eligibility; incoming freshmen must also have an ACT \geq 24. The scholarship is renewable for up to three additional years (see table 1) with a 3.2 Columbia College cumulative GPA and 27 Columbia College semester hours earned per academic year.

Disciples of Christ Pastoral Award

Disciples of Christ (Christian Church) members who are nominated by their ministers are eligible for these \$1,000 tuition-only awards. This award is available to new, transfer and returning students at Columbia College. There is no limit per congregation. The award is renewable annually for up to three additional years with a 2.5 cumulative GPA and full-time status.

Keystone Scholarship

This 50 percent tuition-only scholarship is available to all students that have completed the initial eligibility requirements associated with their student status (incoming freshman, transfer student, international or current Columbia College student); the specific eligibility requirements are identified in the accompanying Stone Scholarship Eligibility Matrix (see table 2). All require a minimum 3.40 cumulative grade point average as part of the eligibility; incoming freshmen must also have an ACT \geq 26. The scholarship is renewable up to three additional years (see table 2) with a 3.4 Columbia College cumulative GPA and 27 Columbia College semester hours earned per academic year.

Midwest Student Exchange Grant

Columbia College is a participating institution in the Midwest Student Exchange Program. Students who are permanent residents of Indiana, Illinois, Kansas, Michigan, Minnesota, Nebraska, North Dakota and Wisconsin receive a 10 percent tuition-only grant upon admission to the College. This grant is renewable annually for up to three additional years with good academic standing.

Military Spouse Tuition Grant

The spouse of an active duty, Guard or Reserve servicemember of any U.S. military service is eligible for this 20 percent tuition grant for in-seat courses. To be eligible, a student must be able to show a valid military spouse ID or other documentation that confirms marriage to a military member and be in good academic standing. Eligibility must be renewed each academic year.

ROTC Award

ROTC scholarship recipients are eligible for this award of 100 percent of basic, double occupancy room charges. Ten awards are available each year. Eligibility for this award is automatically applied upon receipt and confirmation of the student's ROTC scholarship status by the appropriate ROTC department.

Silver Citizen Grant

Students 65 years of age or older are eligible for the Silver Citizen Grant which is a 50 percent tuition-only grant. Students must be at least 65 years of age before the start of the term in order for the grant to be applied.

Study Abroad Scholarship

Current full-time sophomores and juniors who are planning to attend an approved study abroad program may be eligible for a study abroad scholarship of varying amounts; application is completed through the Study Abroad Program Coordinator. Students must have 3.0 cumulative GPA and at least 15 semester hours of coursework at Columbia College at time of application. A 300-500 word essay explaining their interest and goals of studying abroad is required. Preference will be given to students with demonstrated financial need and those without prior study abroad experience.

Students receiving an award must agree to be a Columbia College Study Abroad Ambassador while they are studying abroad and following their return. During their experience, award recipients must document their experiences, such as through a journal, blog or photos that could be posted on the Columbia College Study Abroad website. Following their return, recipients will be expected to work a minimum number of hours for the Study Abroad Program Coordinator helping promote Study Abroad to other students. The number of hours of service required is contingent on the size of the award received.

Students must return to Columbia College for at least one semester immediately following their experience. This scholarship is not renewable.

Talent Awards and Grants

Students with talent in such areas as art, music and athletics are eligible to compete for these awards/grants. The department chairs/directors determine awards/grants, which vary in amount. Contact the Admissions Office for more information. All renewal is determined by the appropriate academic or athletic department.

Two-in-Family Grant

Full-time students with an immediate family member enrolled full-time at Columbia College are eligible. The tuition grant is worth \$500 per year, per Day Campus student. To verify eligibility, the student must apply for the grant each academic year using the Institutional Aid Application available online. The student must be in good academic standing to receive this grant.

Veteran's Grant

Former U.S. military personnel are eligible for this non-renewable grant. The tuition grant is available for \$800. Students must apply for the grant through Institutional Aid Application available online or through the Ousley Family Veterans Service Center.

FRESHMAN AID

The following forms of institutional aid are available to incoming freshman students only.

Columbia College Scholarship

The top five students are selected at Scholarship Days to receive the college's most prestigious scholarship which includes full tuition, and on-campus room and board. New freshman applicants with a minimum 3.5 high school GPA and minimum 26 ACT (or equivalent SAT) are eligible to compete at Scholarship Days for this scholarship. To participate in Scholarship Days, applicants must complete the admission process, submit two letters of recommendation, and submit a résumé of school/community activities.

Scholarship Day activities include a written essay and an interview with Columbia College faculty members and administrators. The scholarship is renewable annually for three additional years with a 3.6 Columbia College cumulative GPA and 30 semester hours earned at Columbia College per academic year. The Columbia College Scholarship is coordinated with federal and/or state need-based aid. In no case will the student receive less than tuition, room and board as a total aid package. Columbia College Scholarship recipients not receiving federal or state need-based aid who also receive external private scholarships may receive the full value of the private scholarship unless otherwise stated by the organization giving the scholarship. Any fees incurred by the recipient (single room, phone charges, lab fees, etc.) will be deducted from the private scholarship. If the scholarship is payable to the College only, or if the scholarship is restricted (e.g., books only) the recipient cannot receive a refund.

Recipients of the Columbia College Scholarship who receive Resident Assistant Award or the Student Government Association Award may receive up to \$400 per semester book voucher.

Dean's Scholarship

Five students are selected at Scholarship Days to receive this special recognition. These students will receive a total gift aid package (combination of institutional and endowed aid) greater than or equal to 75% tuition. The renewal requirements will be the individual renewal requirements associated with the aid included in the package.

New freshman applicants with a minimum of 3.5 high school GPA and minimum 26 ACT (or equivalent SAT) are eligible to compete at Scholarship Days for this scholarship. To participate in Scholarship Days, applicants must complete the admission process, submit two letters of recommendation, and submit a résumé of school/community activities.

IB Diploma Scholarship

New freshman students who have completed a recognized International Baccalaureate (IB) diploma program with satisfactory marks are eligible for this automatic tuition-only scholarship for up to \$4,000. Satisfactory marks are defined as those greater than or equal to scores that will transfer in as Columbia College credit. This scholarship is renewable annually for three years with a 3.2 Columbia College cumulative grade point average and 27 Columbia College semester hours earned per academic year. This award is subject to the Admissions institutional aid cap policy.

Leadership Award

New freshmen who demonstrate leadership in high school and/or community activities are eligible to compete for these awards which vary up to \$2,000. The award is renewable annually for three additional years with participation in leadership development activities, including involvement in a minimum of two campus organizations and satisfactory academic standing. This award is subject to the Admissions institutional aid cap policy.

Presidential Scholarship

Five students are selected annually at Scholarship Days to receive this full tuition-only scholarship. New freshman applicants with a minimum 3.5 cumulative high school GPA (GED equivalent) and a minimum 26 ACT (or equivalent SAT) are eligible to compete for this scholarship.

This scholarship is renewable annually for three additional years with a 3.6 Columbia College cumulative GPA and 30 semester hours earned at Columbia College per academic year. Recipients of the Presidential Scholarship who receive Resident Assistant aid or the Student Government Association Award may receive up to \$400 per semester for a book voucher.

SCHOLARSHIP RENEWAL

Table 1

Semester Hours	At the Time of Initial Award of Aid		
	Less than 30	30 to 59.9	60 or More
Maximum Number Years of Renewal	3	2	1

STONE SCHOLARSHIP ELIGIBILITY

Table 2

	Freshman Student	Current Student (≥ 27 CC hrs.)	Transfer Student** (< 24 transfer hrs.)	Transfer Student** (≥ 24 transfer hrs.)	International Student ***
Capstone (60% Tuition) Initial Award*	High School GPA ≥ 3.60 And Composite ACT ≥ 28	CC GPA ≥ 3.60	High School GPA ≥ 3.60 and transfer GPA ≥ 3.60	Transfer GPA ≥ 3.60	Calculated GPA ≥ 3.60 and EPS ≥ 3
Keystone (50% Tuition) Initial Award*	High School GPA ≥ 3.40 And Composite ACT ≥ 26	CC GPA ≥ 3.40	High School GPA ≥ 3.40 and transfer GPA ≥ 3.40	Transfer GPA ≥ 3.40	Calculated GPA ≥ 3.40 and EPS ≥ 2
Cornerstone (25% Tuition) Initial Award*	High School GPA ≥ 3.20 And Composite ACT ≥ 24	CC GPA ≥ 3.20	High School GPA ≥ 3.20 and transfer GPA ≥ 3.20	Transfer GPA ≥ 3.20	Calculated GPA ≥ 3.20 and EPS ≥ 1
Annual Semester Hrs. for Renewal	27 Columbia College Hours	27 Columbia College Hours	27 Columbia College Hours	27 Columbia College Hours	27 Columbia College Hours
Renewal CC GPA**	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20	Capstone ≥ 3.60 Keystone ≥ 3.40 Cornerstone ≥ 3.20

* All grade point averages (GPA's) are cumulative; equivalent SAT scores are acceptable

** Includes students transferring from other Columbia College Campuses

*** Calculated GPA is a conversion of the international grades to the standard 4.0 scale; the English Proficiency Score (EPS) is a standardized value based on the corresponding TOEFL or IELTS value (see Table 3 below).

ENGLISH PROFICIENCY SCORE (EPS)

Table 3

EPS	iBT TOEFL	PBT TOEFL	IELTS
3	≥ 90	≥ 607	≥ 7.5
2	≥ 75	≥ 550	≥ 6.5
1	≥ 71	≥ 533	≥ 6.5
0	< 71	< 533	< 6.0

iBT – internet based test PBT – paper based test

Valedictorian/Salutatorian Scholarship

New freshman applicants ranked first or second in their high school graduating class are awarded a \$1,000 non-renewable tuition-only scholarship. In situations where high schools do not formally rank students, if a rank can be obtained from the appropriate high school guidance counselor, the Admissions Office will use that information to award the scholarship. Not applicable to home school students.

TRANSFER STUDENT AID

In addition to the General Aid Scholarships, students transferring to Columbia College from other colleges or universities are eligible for specific transfer student scholarships, awards and grants.

Associate Degree Transfer Grant

Students who transfer directly to Columbia College from a community college who have earned an associate degree with a minimum 2.0 cumulative GPA are awarded this \$1,000 grant. This grant is renewable for one year with satisfactory academic standing and completion of 27 Columbia College semester hours. Phi Theta Kappa, Cornerstone, Keystone and Capstone Scholarship recipients are not eligible for this grant.

Phi Theta Kappa Honor Scholarship

New transfer students who are Phi Theta Kappa members may compete for this 100 percent tuition-only scholarship. Applicants must be transferring to Columbia College from a community college with an Associate in Arts or an Associate in Science degree or at least 60 transferable semester hours with a 3.6 cumulative grade point average. The scholarship is renewable for one year with a 3.6 Columbia College cumulative Columbia College grade point average and 30 semester hours earned at Columbia College.

Phi Theta Kappa Scholarship

This \$500 annual tuition-only scholarship is awarded to Phi Theta Kappa members who transfer directly from a community college, and who have earned an Associate in Arts degree, an Associate in Science degree, or 60 transferable semester hours with a 3.5 GPA from the transfer institution. This scholarship is renewable for one year, with a 3.4 cumulative Columbia College GPA per academic year and 27 semester hours earned during the academic year.

INTERNATIONAL STUDENT AID**EAP Tuition Grant**

A 15 percent tuition-only grant is available to full-time English for Academic Purposes (EAP) new freshmen or transfer students enrolled in at least 12 semester hours of the following courses: EAPP 100, EAPP 101, EAPP 102, EAPP 103, EAPP 104 or EAPP 105. The grant is awarded to students who are new to Columbia College and is applied during the first two semesters the student is enrolled in the ESL sequence. This grant is not renewable.

International Exchange Student Grant

Students who attend Columbia College from universities or colleges that maintain an active exchange agreement with Columbia College may receive a tuition waiver on a one-for-one basis. Conditions of agreement apply. Columbia College currently maintains active exchange agreements with Jeju National University (South Korea), Kongju National University (South Korea), Konkuk University (South Korea), Rangsit University (Thailand), Robert Gordon University, Aberdeen Business School (Scotland) and the University of Shiga Prefecture (Japan).

International Student Grant

Students who attend Columbia College from Kongju National University (South Korea) receive a 30% tuition grant upon admission to the college, renewable annually for three additional years with good academic standing and 27 semester hours earned. It cannot be combined with the Cornerstone, Keystone or Capstone Scholarship.

STUDENT EMPLOYMENT**Federal College Work-Study Program**

This federal program provides funding for employment for students who demonstrate financial need according to the results of their FAFSA. Students work either on or off campus earning minimum wage or above. Work-study-eligible students are not guaranteed employment. Student must meet all federal aid eligibility. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator, Human Resources.

College Work Program

This institutional program provides funding for jobs for student employment. Students work on campus earning minimum wage or above. Work Program eligible students are not guaranteed employment. Students must meet and continue making satisfactory academic progress for employment eligibility. Students must be enrolled as a degree-seeking student and attending at least part-time. If a student should withdraw from all classes, the student is no longer eligible for employment. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator, Human Resources.

STIPENDS

This institutional program provides funding for jobs for student employment. Students work on campus earning a set amount based on stipend program. Students must complete all stipend requirements to earn the set amount of funds. Students must be enrolled as degree-seeking and attending at least part time. If a student should withdraw from all classes, the student is no longer eligible for employment. Columbia College has various stipends available to students including athletic trainers, Emerging Leaders, etc. More information is available from the Student Employment Coordinator.

STATE FINANCIAL AID

Access Missouri

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

Renewal students must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress). Renewal is not automatic; renewal is based on financial need and FAFSA application being completed before April 1 (the spring before the academic year begins). A student may not receive Access for more than 10 semesters.

Bright Flight Scholarship

Students who are Missouri high school graduates who scored in the top 3 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship. To apply, students should contact the State of Missouri Department of Higher Education, high school guidance counselors or the Registration and Financial Services Office at Columbia College.

Renewable for four years with full-time enrollment and must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see financial aid standards of academic progress).

Missouri Minority Teacher Education Scholarship

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

ROTC Scholarship

Students who are interested in Army, Navy, or Air Force ROTC programs are eligible for this scholarship. The award provides \$150 monthly and supplies funding for tuition (in varying amounts), books and fees. Two- and three-year scholarships are available. Contact the Admissions Office.

FEDERAL FINANCIAL AID

Pell Grant

The Federal Pell Grant is available to undergraduate students based on the financial need of the student. Pell grants are awarded based on full-time enrollment. A student may be eligible for the Pell Grant with less than full-time enrollment depending on student's award. Students may not receive Pell at more than one school at a time. Pell Grant recipients are limited to six scheduled awards (maximum amount for full-time enrollment for a full academic year).

Iran and Afghanistan Service Grant

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

Direct PLUS Loan Program

This is an unsubsidized loan made to parents (biological, adoptive, or in some cases, step parent) and must be repaid. This loan is a credit-based loan. Student must be enrolled at least half time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid Award). Parent must complete PLUS loan data sheet and PLUS master promissory note for loan to be certified. Parent also must be approved through a credit check for loan to be processed.

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

Direct Loan Program

This program provides to students subsidized and/or unsubsidized loans; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Students must complete Stafford loan entrance loan counseling, Stafford Loan master promissory note, and submission of eAward for loan to be certified. Students must be enrolled at least half time to be eligible for loan disbursement.

- Subsidized Stafford Loan is need based. The US Department of Education pays the interest while a student is in school at least half time, during a period of deferment. Effective July 1, 2013 new borrowers are limited to 150% of their academic program to receive subsidized loans. Students who lose eligibility for additional subsidized loans and who subsequently enroll in the same program or another program of equal or shorter duration lose interest subsidy of subsidized loans received after July 1, 2013.

- Unsubsidized Stafford loans are available for students who do not have financial need and for amounts beyond subsidized loan limit for some students. The US Department of Education does not pay interest on unsubsidized loans.

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant available for undergraduates, based on the financial need of the student. To be eligible students must be receiving Pell. Columbia College is only given a limited amount of funding for SEOG. Awards are no longer made after funds have been expended. To increase possibility of being awarded SEOG, students must submit their FAFSA with Columbia College's school code prior to March 1 (the spring before the academic year begins). Student must be enrolled to be eligible for SEOG. Any unexpended SEOG funds will be allocated to various students with exceptional need at the end of the academic year. SEOG awards range from \$100 to \$4,000; the average award is \$1,000.

OUTSIDE SOURCES

Alternative Loan Program

Students who do not have federal loan eligibility may apply for an alternative loan. These loans are credit based. Information is available on the financial aid website.

Vocational Rehabilitation Benefits

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

War Orphans or Armed Services Benefits

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

GI Educational Benefits

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

Job Training Partnership Act (JTPA)

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

STUDY ABROAD PROGRAMS

Federal financial aid may be available for Study Abroad Programs. Information regarding individual eligibility is available from the Registration and Financial Services Office.

COURSEWORK AT OTHER COLLEGES

A student may be eligible to receive financial aid for courses that apply to the student's degree that the student enrolls in at another school. A student may complete a Consortium Permission Request form and submit it to Registration and Financial Services (RFS) to be reviewed for eligibility. The form must be received in RFS at least three weeks before the course at the other college begins. For more information, contact RFS.

COLUMBIA COLLEGE ALUMNI ASSOCIATION (CCAA) LIFELONG LEARNING GRANT

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

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online education courses.**

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

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

Students must apply for admission to be eligible to register for a course. No application fee is required. CCAA Lifelong Learning applicants must also submit a Columbia College financial assistance application to Registration and Financial Services.

FINANCIAL AID INFORMATION

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

Additional financial aid information is available at the Columbia College web site: www.ccis.edu

FEES

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

FULL-TIME STUDENTS (12 - 18 semester hours)

Fees per year:

Step Tuition Tier	Full Time Day Students First Starting	2012-13	2013-14	2014-15
2012	Aug. 2012 or after	\$17,950		
2013	Aug. 2013 or after		\$19,386	
2014	Aug. 2014			or after \$20,936

Room and Board – campus resident:

Standard two-person basic room.....	\$4,008
(Hughes Haven Room . \$4,214)	
(Cougar Village \$4,524)	
20 Meal Plan.....	\$2,432
14 Meal Plan.....	\$2,294

Each semester's fees are due in full at the time of registration. Arrangements may be made to use a deferred payment plan (refer to deferred payment plan section).

PART-TIME STUDENTS (11.9 or fewer semester hours)

Tuition (per semester hour)	\$ 656
(greater than six hours and less than twelve hours)	
Tuition (per semester hour)	\$ 450
(six or less hours)	

OTHER FEES

Application Fee.....	\$ 35
Audit Fee (per semester hour)	\$ 90
Credit for Prior Learning Assessment Fee	
(per semester hour).....	\$ 75
Deferred Payment Plan Fee	
(three installments).....	\$ 75
Graduation Fee.....	\$ 75
Health Insurance Plan (required for International Students	
in F-1 and F-2 status).....	\$1,500*
Lab Fee (see course descriptions)	\$40 - \$100
Late Payment Fee	2.5% of missed installment
Late Registration Fee	\$ 35
Overload Fee (over 18 sem. hours)	
per sem. hr.....	\$ 450
Parking Fee (yearly)	\$40 - 65
Returned Check Fee	\$ 25
Single Room Charge (per semester).....	\$ 500
Testing Fee/Standardized Tests (CLEP, ACT).....	\$ 20
Transcript.....	\$ 10

*Approximation - premiums adjusted annually.

EXPLANATION OF TUITION AND FEES

Tuition: The basic charge for general instructional, general institutional, student services, library and plant operations. Tuition covers but a portion of these costs, which also are supported by generous gifts, grants and endowment income.

Room and Board: Covers the cost of residence hall operations, repairs and maintenance, utilities, contractual food service operations, etc.

Part-time Student Tuition and Fees: Covers a portion of the expenditures listed above for full-time students.

Audit Fee Per Semester Hour: A reduced rate of tuition designed for students and members of the community who merely wish to take a course without credit. The audit fee per semester hour enables an undergraduate to sit in on as many class periods as the student desires in any lecture course on the campus. Prior permission of the instructor is required and students will participate to the extent determined by the instructor. Audit students will not receive a grade or credit for the course.

Late Registration Fee: A special handling charge for students who register after the prescribed period each semester. Students are encouraged to register early to avoid this charge.

Overload Fee: The full-time tuition at Columbia College is predicated on a certain number of courses, available classroom space and an average student semester hour load which permits graduation within eight semesters of full-time attendance. Students who enroll for more than 18 semester hours per semester are normally required to pay the additional per semester hour fee.

Transcript Fee: A charge for processing a request for a certified transcript copy and mailing to prospective employers and graduate schools.

Graduation Fee: A charge for graduation processing. This fee is charged to all students regardless of participation in a commencement ceremony.

FIXED-RATE TUITION PROGRAM

Beginning with the 2012-13 academic year, the Columbia College Day Campus tuition rate for new, full-time academic students is set to provide a fixed rate for the four consecutive academic years traditionally associated with baccalaureate degree completion. A student's fixed tuition rate is determined based on the first year of attendance in the Day Campus as a full-time (12 semester hours or more) student, beginning with the 2011-12 academic year. That year of first, full-time attendance is established as the student's "classification" year. Tuition rates are set by classification year.

Classification years can only be established with enrollment and the receipt of a transcribed grade in the fall or spring semester of the Day Campus; Columbia College students that attended the Day campus as a full-time student during the 2014-15 Academic Year, have their classification year established as 2014-15. All students attending the Day Campus as full-time students for the first time after January 2015 have their classification year established as the academic year of that enrollment. For example, a new, full-time student registering for the August 2014 (fall 2014) semester has a classification year of 2014-15. A new, full-time student registering for January 2015 (spring 2015) also has a classification year of 2014-15. Students who attended Columbia College prior to 2011-12, but did not attend Day Campus full-time during 2011-12, have their classification year established as the year they re-enter Columbia College as a full-time Day Campus student.

The tuition rates are fixed as to aid in a student's financial planning of their four years of college. The fixed rate policy also acknowledges the reality of life's interruptions that could extend the need to attend Columbia College beyond the four years. The fixed rate is held for the classification year plus the next four academic years, in essence giving students up to five consecutive years at their initial fixed tuition rate. With this added semester (or two semesters, depending on your starting semester) of the fixed tuition rate, no exceptions will be made to extend the initial classification tuition rate beyond the fifth consecutive academic year. Once the initial period of the fixed-rate tuition is exceeded, the student will transition to the lowest fixed tuition rate available for the current academic year. This rate will change with each succeeding year. Should a student leave the Day Campus and/or become a part-time Day Campus student, the student's classification year will remain unchanged. If the student returns to the Day Campus full-time, they will continue at the rate associated with their classification year.

POLICIES ON PAYMENTS, CREDITS, AND REFUNDS

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

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

All students who have moved or changed addresses in the past year should update changes through CougarTrack. The link to this form is called "Address Change" and is located in the "My Information" section of the CougarTrack main menu.

No student may complete registration for any subsequent term if an unpaid balance remains on account or if payments are not current on existing deferred payment arrangements.

Upon receipt of a letter of acceptance from the Admissions Office, a deposit of \$100 is required by May 1 before the fall semester of initial enrollment or by December 15 prior to the Spring semester of initial enrollment. The deposit is non-refundable after May 1 or December 15 respectively. This deposit is applied to the student's semester charges and assures the privilege of pre-registration for classes offered the succeeding semester. If housing contracts are returned with the deposit, room is also assured.

Refunds are processed weekly based on financial aid procedures or when a student has excess payments or financial aid. There are no expedited or emergency refunds.

PAYMENT

Upon registration, all students are required to pay the entire balance of their accounts (after financial aid awards are considered) by either full payment or through the deferred payment plan. A \$35 late registration fee is charged to all students registering on or after the first day of classes.

DEFERRED PAYMENT PLANS

If a student needs to pay educational expenses over a period of time, a deferred payment plan may be requested.

The college offers various plans that allow payments to be deferred over three to five installments. Each plan has different terms, payment due dates and fees. The terms are provided upon enrollment in a payment plan. Payment plans offered are subject to change at any time without notice.

- **5-Installments (per semester) plan**

This plan allows students to make payments for each semester in five installments. There is no fee to enroll in this plan, though automatic payment must be scheduled through your bank account, which will help you to avoid late fees. If you make payments using a credit card, a deferred payment fee of \$75 will be charged to your account.

Fall payment due dates: August 1, September 1, October 1, November 1 and December 1.

Spring payment due dates: January 1, February 1, March 1, April 1 and May 1.

- **3-Installments (per semester) plan**

This plan allows students to make payments for each semester in three installments. There is a \$75 fee to enroll in this plan, which will be charged to your account. This fee will be refunded if you pay your account IN FULL PRIOR to the start of classes. A fee of 2.5 percent per missed installment will apply if you do not make the second or third payment on time. The fee is based on the amount of each missed installment.

Fall payment due dates: August 1, September 15 and November 1

Spring Payment due dates: January 1, February 15 and April 1.

- **Financial aid fully funded plan**

This plan allows students to enroll in a payment plan in which their account will be 100 percent paid by financial aid. This plan will show the entire balance due by a specific date, which will be near the end of the semester. However, the plan will become paid off when financial aid is posted to the student account, and no out of pocket payment should be due from the student. (If financial aid is cancelled/reduced and no longer will cover 100 percent, then payment would be due from the student by the listed due date.)

- **VA benefit plan**

This plan is for students enrolling in a 16-week semester who receive VA benefits. You will be required to schedule automatic payments made on the due date via electronic check or credit card.

ADD/DROP FROM INDIVIDUAL COURSES

Financial liability for the semester is assessed from the time of initial enrollment in the course(s). If students add courses and this creates an overload for the semester, additional overload tuition fees are assessed and are payable at the time of registration for the overload.

Day students may drop a course(s) through Monday (or next business day following a holiday) of the second week of the semester without financial liability (not applicable to total withdrawal).

CANCELLATION OF REGISTRATION

All financial charges are dropped if written notification of registration cancellation is received by the Registration and Financial Services Office prior to the first day of classes. Deposits are nonrefundable after May 1 before the fall of initial enrollment, or December 15 before the Spring of initial enrollment.

TOTAL WITHDRAWAL FROM COLLEGE

After classes begin, tuition and room charges are determined as follows if the student completes the total withdrawal process from Columbia College:

TIME FRAME	CHARGE
<i>NOTE: Count all days of the week, including weekends</i>	
First day of class through Monday of the second week of class	Full-time student: \$250
	Part-time student: \$250
Tuesday of the second week of class through the 14 th day of the semester	20% of original charges
The 15 th through the 21 st day of the semester	40% of original charges
The 22 nd through the 28 th day of the semester	60% of original charges
After the 28th day of the semester	100% of original charges

Students who wish to totally withdraw from classes must see the Dean for Student Affairs to complete the withdrawal process. If a student is removed from the residence hall, tuition and room charges are reduced according to the schedule listed above. Board charges are reduced at the rate charged per day for the days remaining.

Students receiving financial assistance should be aware that their financial aid package could be affected should they elect to drop/withdraw from a course(s). Students who receive any form of federal Title IV assistance and who withdraw may be required by federal regulations to return some or all of the federal aid received. This includes the federal Pell and SEOG grants, and the Stafford and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

The \$100 deposit is nonrefundable after May 1 before the fall of initial enrollment or December 15 before the Spring of initial enrollment and no reduction of charges will be made for laboratory/course fees, etc.

Some students must withdraw from all courses enrolled due to unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member; certain changes in the student's employment, and mental or physical illness befalling the student or member of his/her immediate family). Mere inconvenience, discomfort with the academic workload or changes in employment are not sufficient to meet the definition of extraordinary, mitigating or extenuating circumstances. Columbia College will assist students who must withdraw due to extraordinary circumstances with options regarding the proration of tuition, room and board. Columbia College reserves the right to require additional documentation and/or supporting evidence any time a refund or partial refund is requested by a student.

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

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

FAILURE TO PAY

Timely payment of all tuition and fees is required to continue attendance at the College. If unforeseen circumstances occur that preclude timely payment, the Registration and Financial Services Office should be contacted to see if an alternative payment agreement can be arranged.

Failure to make initial payment for semester/session tuition have the following possible consequences:

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

Failure to meet appropriate payment dates.

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

Outstanding balance from a previous semester.

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

- Register for any subsequent semester.
- Obtain a transcript of academic work.
- Receive their diploma.

STUDENT AFFAIRS

STUDENT AFFAIRS MISSION STATEMENT

Student Affairs provides quality, student-focused programs and services that encourage the development of an inclusive, involved and educated community.

NEW STUDENT ORIENTATION

All entering day students, including transfer and part-time students, are required to participate in new student orientation sessions which are provided each semester. Orientation is intended to help students successfully begin their college careers by acquainting them with campus resources and with college personnel. It provides students an opportunity to socialize with other new students and take care of basic necessities before the start of classes. A group of carefully selected peers, called Community Consultants, assists new students. Orientation is developed and coordinated by the Director of Student Development.

HOUSING REQUIREMENT

All full-time freshmen and sophomore Day Campus students (those with fewer than fifty-two semester hours completed) must live on campus except:

- Married students;
- Single parent students;
- Students residing with parents in Boone County, Missouri, where such address has been established as the sole legal and permanent residence of parents;
- Students age 22 or older;
- Military veterans as defined by federal guidelines.
- Just like a lease, the housing contract persists for the entire academic year (fall and spring), and may not be broken for the spring semester, even if a student meets the requirements listed above.

RESIDENCE HALLS

Columbia College residence halls are an integral part of the campus learning environment. The Residential Life program enriches the total college experience by providing a variety of opportunities that supplement the students' classroom experience. The residence hall program is designed to foster personal growth and development and to provide a successful experience in democratic living.

Residence halls range from modern and modular to charming and traditional. All halls contain lounges, recreation or game rooms, kitchenettes with microwave ovens, laundry rooms and computer labs. Rooms are furnished with beds, dressers, desks and chairs.

Computer labs are provided in each of the residence halls. Each lab is equipped with personal computers networked to the campus computer system.

Students may bring computers for their room and access the campus computer network system, provided they have wireless capacity or ethernet cards.

Each residence hall has an Area Coordinator or Head Resident. Every Area Coordinator/Head Resident is assisted by student Resident Assistants (RAs). RAs are responsible for maintaining contact with students, providing assistance with problems and concerns, encouraging participation in activities, communicating policies and regulations and recording rule violations.

Additional information about residence hall living is available in the Student Handbook and the Residence Hall Handbook.

BANKS HALL

Banks Hall is coeducational and houses 108 students in double rooms. Among its features are special study rooms on each floor, air-conditioning, hall baths and a spacious kitchen area.

HUGHES HALL

Hughes Hall houses 64 women in 32 double rooms. It is traditional in architecture with hardwood floors and a spacious parlor. The air-conditioned double-room suites are connected by full baths shared by four residents.

Hughes Haven is a special living environment, housing nine women, in the lower-level of Hughes Hall. Rooms are apartment style.

MILLER HALL

Miller Hall, a coeducational hall, is Columbia College's largest residence hall, housing 154 students in double-room suites connected by full baths. The modern three-story structure is air-conditioned and subdivided into four sections of living quarters.

COUGAR VILLAGE

Cougar Village is a fourteen-apartment complex housing 52 students. Among its features are full kitchens and three or four bedrooms. All apartments are fully furnished. To live in Cougar Village, students must be at least sophomores and be in excellent standing with Residential Life. Selection occurs in the spring for the following year.

COMPUTER PURCHASE

Students who anticipate buying a computer for use at college are encouraged to purchase a standard laptop model through the Columbia College web site: <http://www.cdwg.com/columbiacollege>

FOOD SERVICES

The College offers two meal plan options: 1) a 20 meals per week plan; or 2) a 14 meals per week plan. All residential students must purchase a meal plan. Students can change their meal plan option up to the first day of class in the Student Affairs Office. Meals are served in Dulany Dining Hall. If students have a class conflict and cannot eat in the dining hall, they can request a sack lunch through the Student Affairs Office or use the value exchange option associated with their meal plan at Cougar Café in the Student Commons. There are limited hours when the value exchange option can be used.

Food service begins with dinner on the day the residence halls open and ends with dinner on the last day of scheduled final examinations each semester. Meals are also served to all students participating in orientation.

Students who live in a residence hall must have their student identification card scanned at the entrance of the dining hall or at check-out at Cougar Café in the Student Commons if using the value exchange option. Students who live off campus may contract for board only, pay for meals individually or purchase discounted meal tickets. Tickets for students' guests may be purchased at Dulany Dining Hall.

A student Food Advisory Committee meets throughout the school year with dining hall personnel to promote the best possible food service operation.

IMMUNIZATION POLICY

Columbia College policy requires that all newly admitted, readmitted or non-degree seeking students in the Day Program, and any person living in the residence halls, provide a completed Columbia College Health History Form and show proof of required vaccinations.

The required immunizations are: two vaccinations for measles, mumps and rubella (MMR). The meningococcal meningitis vaccine is not required, but is highly recommended for students living in the residence halls. A signed waiver is required of students that are not immunized against meningococcal meningitis.

Tuberculosis screening is required for all students. Those who have lived for two or more months in Asia, Africa, Central or South America or Eastern Europe may require tuberculosis testing.

A student will not be able to register and enroll for classes in subsequent semesters beyond the initial semester of enrollment if the health history form and documentation of required immunizations are not submitted. Please complete the appropriate statement of exemption if personal, religious beliefs or specific medical conditions preclude immunization. In the event of an outbreak, exempted persons will be asked to leave school.

It is recommended that students be immunized against other vaccine-preventable diseases such as tetanus, diphtheria, polio, chicken pox, hepatitis A and B and influenza.

STUDENT HEALTH SERVICES

The Student Health Center is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 206). Health services are available to all day and evening students, faculty and staff. The Student Health Center is a nurse practitioner-directed clinic that provides care for minor illnesses and injuries, health care counseling, health promotion and community referral services. Visits to the clinic are free; however, payment of lab work, most vaccines and referred physician visits are the client's responsibility.

ATHLETICS

Columbia College sponsors ten intercollegiate sports: volleyball, softball, cross-country, golf, soccer and basketball for women; basketball, cross-country, golf and soccer for men.

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

Opportunities to participate are available to day campus students who meet the eligibility requirements as established by the NAIA, AMC, and Columbia College. Full-time currently enrolled graduate students who completed or are completing their bachelor's degree in the Day Program may be eligible to participate.

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

In addition, the College sponsors various classes in physical recreation that vary with student interest and have included aerobics, tennis, volleyball, weight training and outdoor recreation.

Further information is available from the Student Affairs Office or Athletic Office.

STUDENT DEVELOPMENT

Student Development provides resources, support, and education to create opportunities for first year students to make a successful transition to college life. The office assists students in reaching their potential in the areas of personal, social, and intellectual development by providing opportunities for learning and growth.

COUNSELING SERVICES

Confidential counseling is provided free of charge by licensed professionals to assist students with personal, developmental, or psychological concerns related to their academic progress and/or personal growth. Students use our services to seek assistance with, or assessment of matters such as anxiety/manic, test anxiety, depression, stress and time management, developing healthy relationships, sleep issues, conflict resolution, grief, eating disorders, drug and alcohol abuse, attention difficulties, and more. Counseling is short-term and solution-focused. Our office also provides referrals to community resources when appropriate. For additional information and online resources, go to www.ccis.edu/counselingservices. Appointments are available Monday - Friday by calling Terri Zeilinga, Director of Counseling Services.

CAREER SERVICES CENTER

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

TESTING SERVICES

The Testing Center administers a variety of exams for Columbia College students, including: ADA Accommodated exams, Online Campus Proctored Exams, Math and English Placement, CLEP, DSST (DANTES), CBASE, ESL and ACT Residual. The Testing Center is located in the Tenth Street Center, at 310 North 10th Street. For more information about services offered, visit www.ccis.edu/testing. Contact the center by phone at (573) 875-7485 or by e-mail at testingservices@ccis.edu.

STUDENT HANDBOOK

Every fall a new edition of the Student Handbook is published providing detailed information about all aspects of campus life. Copies are available in the Student Affairs Office and on CougarTrack <https://cougartrack.ccis.edu>.

STUDENT CONDUCT

General Principles

- **Purpose:** Columbia College has adopted a Student Code of Conduct to protect the rights of students, faculty, staff and the college. This code ensures that the Columbia College learning community is characterized by mutual respect, civility and good citizenship.
- **Inherent Authority:** Columbia College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.
- **Interpretation:** Having voluntarily enrolled in Columbia College, students are presumed to be knowledgeable of and remain in compliance of all rules and regulations of the Student Code of Conduct, both on-campus and off-campus. The Code of Conduct is not a criminal code; it should be read broadly and is not designed to define misconduct in exhaustive terms.
- **Proceedings:** Disciplinary proceedings conducted in relation to the Code of Conduct shall be informal, fair, and expeditious. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.
- **Jurisdiction:** Students may be disciplined for conduct which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the college. These sanctions apply whether or not such conduct occurs on campus, off campus, at college-sponsored or non-college-sponsored events.

Student Code of Conduct

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

1. Treat all members of the community with courtesy, respect and dignity.
2. Comply with directions of college officials acting in the performance of their duties.
3. Treat the campus itself including buildings, grounds and furnishings with respect.
4. Respect the rights and property of other members of the community.
5. Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.

6. Accept responsibility for and the consequences of their actions and encourage responsible conduct in others.
7. Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
8. Abide by all published policies, including but not limited to, those that appear in the Columbia College catalog, student handbook, Residential Life Handbook, Code for Computer Users and class syllabi.
9. Refrain from tampering with fire safety equipment in college buildings and on campus grounds.
10. Have no firearms, weapons or any other item designed to inflict harm or damage on campus. Sworn law enforcement and military officials possessing firearms while on duty may be exempt.
11. Behave in a manner that does not intentionally or recklessly interfere with normal college sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, police or emergency services.
12. Refrain from behavior that intentionally or recklessly endangers, threatens or causes physical or emotional harm to any person, or that intentionally or recklessly causes reasonable apprehension of such harm.

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

Behavioral Misconduct Procedures

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

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

Overview of the Discipline Process

- Complaint is filed or report is received.
- Student receives written notice of alleged violations.
- An investigation is conducted into the alleged violations.
- A hearing is scheduled if necessary and held.
- If a respondent is found responsible for violation of policy, sanctions are issued.
- The respondent will receive written notice of the outcome of the hearing.
- The complainant or respondent may appeal the outcome of a conduct hearing.

Procedures:

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

1. The assistant dean for Student Affairs or another appropriate college official will investigate the situation and review it with the student. If it is determined that no violation occurred, then the matter will be dropped. If the student admits responsibility or the assistant dean for Student Affairs determines there was a violation, college disciplinary action will ensue. If a student fails to respond to the conduct officers request within the time line provided then the case will be heard without the benefit of the students input. The student will be notified in writing of the finding of fact and the disciplinary sanction recommended by the assistant dean for Student Affairs. A student's entire record of both academic misconduct and behavioral misconduct may be considered in determining appropriate sanctions.
2. If facing disciplinary action, the student has the right to accept the assistant dean's finding of fact and recommended sanction, at which time the matter is closed; or the student may appeal to the dean for Student Affairs for a review of the finding of fact and/or the recommended sanction.
3. To initiate an appeal, the student must file an appeal request with the dean for Student Affairs within three (3) business days of the informal disposition meeting with the assistant dean for Student Affairs. The dean for Student Affairs will review the request and determine if there are sufficient grounds for appeal and if evidence submitted warrants reconsideration of the decision. All parties will be notified.
4. If a decision is made to reconsider, a Campus Review Board will be assembled to adjudicate the matter. Decisions made by the Campus Appeals Board are final.

General Guidelines for Student Appeals

1. Students have a right to a fair and impartial hearing of their case. Fundamental fairness includes written notice of the violation and disciplinary action. Students also have a right to speak in their own defense and present substantiating evidence and testimony.
2. Students may appeal on the grounds of their innocence or the inappropriateness of the disciplinary action assigned. Appeals may not be made against the college's accepted standards of conduct or established policies, rules and regulations.
3. Students are encouraged to consult with a member of the counseling staff, a member of the Student Affairs staff or a faculty member of the college in deciding whether to appeal.
4. Students must assume the responsibility for the development of their case. Students have the right to consultation before and during the hearing with a member of the college community willing to provide support and advice and approved by the chairperson of the committee.
5. It is recognized that the hearing is not based upon the strict rules of law and evidence found in a court of law. The hearing will be conducted in a fair and impartial manner and decisions will be based on the evidence presented.

Campus Review Board

The board is composed of faculty members, staff members and students. Its purpose is to ensure due process for students involved in conduct-related offenses, grade appeals or academic dishonesty, and also to uphold the rules of the institution. Procedures for academic related appeals boards are maintained by Academic Affairs and for behavioral related appeals boards are maintained by Student Affairs. Cases involving violations of the student code of conduct may be assigned to the Campus Review Board from the outset of a case by the dean for Student Affairs or designee.

Definitions of Disciplinary Terms

DISCIPLINARY WARNING

Written and/or verbal notice to a student for violation of a campus rule or regulation.

RESTITUTION

Reimbursement for actual damage or loss caused by violations to the student code of conduct.

EDUCATIONAL SANCTIONS

Educational sanctions could be an activity, meeting, writing assignment, community service project, letter of apology or other experiential educational activity that a student may be assigned to complete as part of the adjudication of a violation of the student code of conduct. Conditions may be specific for the completion of the assignment and will be assigned by the conduct

hearing officer. Reasonable suspicion of violations involving drug use may require the student to participate in scheduled or random drug screenings. All costs associated with the drug screenings will be the responsibility of the student.

DISCIPLINARY LIMITATION

In some cases a violation of the student code of conduct could result in a student being restricted from participating in certain campus events, student organizations or entering certain campus facilities.

DISCIPLINARY PROBATION

A student is placed on campus probation for a specified time period. Students holding campus leadership positions who are placed on campus probation may also be removed from that position if recommended by the sanctioning body/conduct officer.

Campus probation may carry over into subsequent semesters and academic years. As a part of the probationary status, conditions to a student's probation may be established (i.e. restitution, community service, required assessments, etc.)

A student who violates additional campus policies while on campus probation will likely appear before a conduct officer/Campus Review Board and will face a full range of disciplinary actions including suspension or dismissal.

DISCIPLINARY SUSPENSION

A disciplinary suspension results in the separation of a student from the college for a specified time period, usually no more than two years. Other conditions can also be stipulated for a student's readmission. Suspension applies to all programs, unless otherwise noted. After the suspension period has been served, the student should contact the dean for Student Affairs for directions regarding the possibility of re-enrollment. A student returning from a disciplinary suspension is placed on disciplinary probation for one year.

DISCIPLINARY DISMISSAL

A disciplinary dismissal results in the permanent separation of a student from the college. Dismissal applies to all programs and campuses.

INTERIM SUSPENSION

The dean for Student Affairs or designee may suspend a student for an interim period pending the outcome of disciplinary proceedings or resolution of health-related concerns. An interim suspension will become immediately effective without prior notice whenever there is evidence that the continued presence of the student in the college community poses a substantial threat to others, or the stability and continuance of normal college functioning.

A student suspended on an interim basis shall be given an opportunity to appear before the dean for Student Affairs or designee within two working days from the effective date of the interim suspension in order to discuss the following issues:

1. The reliability of the information concerning the student's conduct and/or condition.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student in the college community poses a substantial threat to him or herself or others, or the stability and continuance of normal college functions.

An interim suspension period can last until final adjudication of the matter through the normal college disciplinary procedures.

NONDISCRIMINATION AND HARASSMENT POLICY

Columbia College is committed to maintaining an educational and work environment that is free from discrimination and harassment in order to ensure the well-being of all members of our community, including students, faculty, staff and visitors. Discrimination and harassment, either intentional or unintentional, have no place in the learning and working environment. Columbia College does not authorize and will not tolerate any form of discrimination or harassment based on race, religion, gender, color, nationality, ethnicity, age, disability, sexual orientation, marital status, parental status, veteran status or any status protected by law.

This policy complies with the requirements of Federal and State civil rights acts including Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1988, state code as well as applicable case law.

For more information about the Nondiscrimination and Harassment Policy or to file a complaint please visit our website at <http://web.ccis.edu/Offices/HumanResources/TitleIX/Policy.aspx> or contact our Title IX Coordinators at (573) 875-7898

GRIEVANCE

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

The following options are available:

- a. Students should, when appropriate, discuss their concerns with the person involved and seek appropriate means of solution.
- b. Students may, if a policy rather than a person is involved, or if the person involved is unresponsive to the complaint, present the problem to the supervisor of the area - e.g., department head or director of campus safety.
- c. Students may file a written complaint with the dean for Student Affairs and the dean for Academic Affairs. It is then the responsibility of these officials to investigate the issues raised in the written complaint and take appropriate action based on their findings. Students will be provided written notice of the disposition of the complaint.
- d. Students with disabilities have the right to address access and accommodation complaints through a formal appeals procedure. Disabilities grievance forms are available in the Student Affairs office, the academic affairs office and the administrative services office

STUDENTS WITH DISABILITIES

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

1. It is the student's responsibility to notify the institution of a disability that would require academic adjustments in accordance with the Americans with Disabilities Act (ADA) in section 504. To self-identify as a student with a disability, the student must register with the Coordinator of Disability Services. Registration with the Coordinator of Disability Services is necessary each semester or term in order to receive accommodations. All disabilities must be appropriately documented each semester or term.
2. While students are encouraged to self-identify at the earliest possible time, students may not know or choose to self-identify, but may still receive services at any time once they self-disclose and document. Students must allow enough time for the registration process to be completed.
3. Accommodations are provided on a case by case basis through an Intake Interview process between the Coordinator and student. Students must complete all course requirements and testing requirements as stipulated by the College.

4. Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Students wishing to file a grievance must complete the Disabilities Grievance Form in its entirety, attach a description of the circumstances leading to the complaint as directed on the Disabilities Grievance Form, and submit both documents to the Student Affairs Office.

Disabilities Grievance Forms are available in the Student Affairs Office, the Academic Affairs Office, the ADA Coordinator's Office and the Administrative Services Office. The ADA Coordinator's office is located in AHSC 216.

BOOKSTORE

The Campus bookstore, located on the main floor of the Student Commons, carries a wide range of textbooks, trade books, art supplies, study materials, college memorabilia, personal grooming products and snacks. Textbooks are available new, used and for select titles they are available for rent and digitally.

Textbooks for day, graduate, and evening on-campus courses are available for purchase a few weeks before classes begin. When obtainable, used texts are sold for 25% less than the cost of a new text. Rental textbooks for select titles are available for 55% less than the cost of a new text. Students can reserve textbooks online at: <http://ccis.bncollege.com> or whywaitforbooks.com.

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

REFUND POLICY:

For all courses a full refund will be given with a receipt if the textbook is returned within the first week of classes.

- Textbooks must be in original condition, including all components in packages.
- Merchandise other than textbooks may be refunded with a valid receipt within thirty days.
- Merchandise must be in original condition, unopened with tags.
- Refunds will be issued in the original form of payment.
- The textbook buyback period is during finals week. This is the best time to sell back textbooks.
- TI-83 calculators will not be considered for buyback.

BOOKSTORE HOURS:

The Bookstore hours are posted on the Bookstore door; on their website and available via phone greeting.

Contact Information:

Address: Columbia College Bookstore
Atkins-Holman Student Commons
1009 Rogers Street
Columbia, MO 65216

Phone Number: (573) 875-7341

FAX Number: (573) 442-0747

E-mail: ccis@bkstore.com

Website: <http://ccis.bncollege.com>

Facebook: [facebook.com/ColumbiaCollegeBookstore](https://www.facebook.com/ColumbiaCollegeBookstore)

MAIL SERVICES

Every full-time Day student living in a residence hall is assigned a campus mailbox. Students living off campus may request a mailbox by bringing your Columbia College student ID to Mail and Print Services (Robnett-Spence Hall) and completing a mailbox request form. Students keep the same mailbox throughout their enrollment at Columbia College. Mailboxes are located in the AHS Commons and all official campus mail is routed through the student's box. Students are responsible for all mail, publications, and notices placed in their box, including official correspondence from the College. No fee is charged for the mailbox.

Students may mail letters and packages from Mail and Print Services in Robnett-Spence Hall. The College's official address is Columbia College, 1001 Rogers Street, Columbia, Missouri 65216.

Mailcenter Hours:

Monday – Friday 8:00 a.m. – 5:00 p.m.

PARKING PERMITS

To assist in providing a safe and secure environment, all vehicles parking on Columbia College campus property must be registered with the Campus Safety Office. Parking permits must be purchased online by using the "Campus Safety" link found at the bottom of the Columbia College website (www.ccis.edu) or by going directly to the following online address: www.ccis.edu/parkingpermits. Once the application has been completed, a receipt must be printed and taken to Missouri Hall room 205 (Registration and Financial Services). The office staff will require the receipt and proof of identification to issue a parking permit "hangtag."

RESIDENCE HALL ASSOCIATION (RHA)

RHA is composed of the members from each of the residence halls and an advisor. It deals with concerns of resident students and coordinates planning and budgeting among the halls.

STUDENT ORGANIZATIONS PUBLICATIONS

CougarLink, an activities calendar, is available online out of the Student Affairs Office and provides an overview of events planned on campus.

HONOR SOCIETIES

Alpha Chi

Missouri Epsilon chapter of the national honor society for four-year colleges and universities selects its members from junior and senior Day students of good character who rank in the top ten percent of their class based on cumulative GPA, have earned at least 24 semester hours at Columbia College, and are enrolled for coursework at the time of eligibility. Cord colors: green and blue.

Alpha Kappa Delta

Alpha Kappa Delta is an international sociology honor society. Membership is limited to sociology majors who have maintained high academic achievement in both their sociology coursework as well as their coursework overall (must maintain 3.0 cumulative GPA). Cord color: turquoise.

Alpha Lambda Delta

A national scholastic honorary that recognizes superior scholastic achievements by freshmen students during their first year at Columbia College. They select their members from students who rank in the top twenty percent of their class during their first term, have a 3.5 GPA, and are enrolled full-time pursuing a baccalaureate degree at an institution with an active Alpha Lambda Delta chapter at the time of eligibility. Cord colors: red, white and gold.

Alpha Phi Sigma

A national honor society for students in criminal justice administration and forensic science. Members must rank in the top 35% of their class, have completed a minimum of four courses within the criminal justice curriculum, maintain a 3.2 GPA in their criminal justice courses as well as maintain a 3.0 cumulative GPA. Cord colors: blue and gold.

Alpha Sigma Lambda

A national honor society for adult students who, while handling their life responsibilities, achieve and maintain high scholastic standards. Membership is open to online students who have a minimum GPA of 3.75 and at least twenty-four semester hours with Columbia College. Cord colors: gold and maroon.

Kappa Delta Pi

A national education honorary society for students who have the intent to continue academically and professionally in the field of education. Students must demonstrate leadership attributes; have completed at least thirty semester hours of collegiate course work; have at least twelve semester hours in education coursework programmed, in progress or completed; and have a cumulative GPA of 3.0 or higher. The organization encourages excellence in scholarship, personal standards and teacher preparation. Once elected to this society, membership is renewable for life. Cord colors: green and purple.

Kappa Mu Epsilon

A national honor society in mathematics. Membership is open to students who rank in the upper 35% of their class and who have completed at least three semesters of college work and completed at least three courses in mathematics, including at least one semester of calculus, and attained an average of B or better in all mathematics courses. Cord colors: silver and pink.

Lambda Pi Eta

A national honor society for students in speech communication. Eligibility for membership requires completion of sixty semester hours, a minimum cumulative GPA of 3.0, completed twelve semester hours in Communication Studies and have at least a 3.25 GPA for all Communication Studies courses. Cord colors: red and white.

Phi Alpha Theta

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

Pi Sigma Alpha

A national honor society for students in political science. Its purpose is to stimulate scholarship and interest in political science by recognizing students who have excelled in the field. Eligibility for membership requires a minimum completion of ten semester hours of political science courses with a minimum GPA of 3.0, and rank in the upper third of their class. Cord colors: red, white and black.

Psi Chi

Psi Chi is the International Honor Society in Psychology for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Membership is open to full-time day students with a major or minor in psychology at Columbia College. Additional requirements are that membership is open to those who have completed at least 45 semester hours of college from a regionally accredited nonprofit institution, have successfully completed at least 24 semester hours in the day program, have at least a 3.0 GPA on a 4.0 scale in psychology courses, have no D's or F's in any psychology course taken at Columbia College, are in the top 35% of their class's GPA, have no more than a total of three R's (i.e. repeated course), I's (i.e. incomplete course) or W's (withdrew from course), in any Columbia College courses (excludes WE's), have no more than one R (i.e. repeated course), I (i.e. incomplete course) or W (withdrew from course) in any Columbia College psychology course (excludes WE's). Cord colors: Silver and teal.

SALUTE Veterans Honor Society

SALUTE recognizes the academic success of student veterans at Columbia College. Collegiate members shall be students enrolled in an undergraduate program at the time of initiation, have been honorably discharged from the armed services or provide proof of current duty station, completed 12 semester hours or its equivalent of one semester, have junior standing, and have a minimum 3.0 grade point average. For the purpose of Columbia College Chapter membership, differentiation of tier levels will not be made, but students wishing to be recognized by tiers may petition the chapter council. Cord colors: red, white and blue.

Sigma Beta Delta

An international honor society in business, management and administration. Membership is open to all undergraduate and graduate students in the top 15 percent of their class with a minimum grade point average of 3.5 and at least thirty semester hours at Columbia College. Cord colors: green and gold.

Sigma Tau Delta

Sigma Tau Delta is an international English honor society. Active membership is limited to English majors and minors with a B+ (3.5 GPA) or higher average in English classes beyond Composition for classes taken in the Day Program at Columbia College; who rank in the highest 35 percent of their class in general scholarship (with a minimum GPA of 3.0); and who have completed at least three semesters of college work, and specifically 24 semester hours at Columbia College in the Day Program. Please see the current faculty sponsor for additional requirements that might apply. Cord colors: Cardinal red and black.

Sigma Zeta

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

Tau Upsilon Alpha

The purpose of Tau Upsilon Alpha National Organization for Human Services Honor Society is to honor academic excellence; to foster lifelong learning, leadership and development; and to promote excellence in service to humanity. Membership is based upon a minimum of 3.25 GPA. Members must be in the upper 35% of their class, have completed 12 hours of Human Services courses at Columbia College, and have a minimum of 52 total semester hours. Cord color: royal blue.

Upsilon Pi Epsilon

A national honor society in computer and information sciences. Membership is limited to students who have completed at least 64 semester hours including CISS 350 or equivalent, have a GPA of at least 3.5 in Computer Science or Computer Information Systems, and rank in the upper third of all students in the major. Cord colors: white and maroon.

MUSIC**The Jane Froman Singers (JFS)**

JFS is a choral ensemble that performs a variety of musical styles from various eras and cultures. The Singers perform frequently on and off campus and participate in an annual concert tour. Membership is by audition. JFS can be taken each semester for 1 hour of academic credit.

REGISTERED STUDENT ORGANIZATIONS

Columbia College is proud to offer the opportunity to get involved in over 50 Registered Student Organizations (including Academic Honor Societies). For a comprehensive list of descriptions and regular updates please visit www.ccis.edu/studentactivities.

Military, Veteran, Dependent and Spouse Education Benefits

Since 1973, Columbia College has been helping military personnel, their family members, and Department of Defense civilians earn college degrees while serving their country. Columbia College awards significant transfer credits based on military transcripts; participates in the Troops to Teachers program; and accepts the GI bill benefits for all veterans. For four consecutive years, Columbia College has been recognized as one of the top 20 military friendly colleges in the nation. Columbia College understands the needs of today's servicemembers, past and present, and supports:

- Adjusting catalog year requirements for active military members and their dependents
- "Withdrawal Excused" (WE) requests for extraordinary circumstances like military deployment, extended periods of temporary duty (TDY), or an unexpected call to active duty, etc.
- Unique scholarship and grant opportunities
- VA and tuition assistance payment deferments

Ousley Family Veterans Service Center

The Ousley Family Veterans Service Center supports the educational needs and processes for the military, veteran, and dependent student. The mission of the Ousley Family Veterans Service Center is to provide a support network to facilitate the transition of veterans, military service members and dependents to Columbia College and to understand and address their unique student support needs while they are attending Columbia College.

Students planning to use VA Educational Benefits may utilize the center to assist in completing their application and other required Columbia College documents. The Ousley Family Veterans Service Center is located on the second floor of Missouri Hall, Room 226. For additional information contact the Columbia College veterans certifying official, (573) 875-7504, vacert@ccis.edu or visit www.ccis.edu/military/veterans.asp.

Credit for Military Service

Columbia College awards credit for military training and experience based on American Council on Education (ACE) credit recommendations in conjunction with SOC DNS guidelines.

Acceptable military transcripts include CCAF and JST (formerly AARTS, SMART, and CGI). Other documents may be accepted on a case-by-case basis.

ACE credit recommendations are also awarded for the following:

- College-level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education Support (DANTES-DSST)
- Proficiency Examination Program (PEP)
- Excelsior (formerly Regents) Exams/ACT PEP
- Advanced Placement (AP) Exams
- Defense Language Institute Exams
- Army Logistics University
- Defense Acquisition University
- Certification Exams
- Learning acquired in military life

In addition to ACE recommended credit, Columbia College awards credit for military experience, professional licensure, and credit for prior learning (CPL).

As a charter member of all Servicemembers Opportunity Colleges (SOC) Consortiums and the SOC Degree Network System (DNS) for all branches, Columbia College guarantees transfer credit from other institutions in the SOC DNS.

For more information, please visit the Office of the Registrar website, or e-mail msc@ccis.edu

Military Scholarships & Financial Aid ROTC

Students at Columbia College participate in ROTC through a cooperative program with the University of Missouri by attending regular classes on the Columbia College campus while completing ROTC coursework at the MU campus, just 10 blocks away. This allows students to take advantage of the small class sizes and personal attention Columbia College offers, while pursuing a commission in our Armed Forces. ROTC scholarship recipients are eligible for 100% of basic room charges. Ten awards are available each year. Submit the ROTC scholarship award letter with the Columbia College Financial Assistance Application to the Registration and Financial Services Office. Recipients must reapply annually to receive this award.

Colonel Charles McGee Scholarship Fund

This scholarship is given to Veterans and/or their dependents who wish to attend Columbia College. It is a competitive scholarship that is awarded annually. The scholarship will be available to the general population only if there are no veterans and/or dependents who qualify for the award. For more information, visit the following website at <http://www.ccis.edu/mcgeescholarship>.

George H. Ousley, Jr. & Gayleen Ousley Veterans Service Center Endowment

This scholarship is given to veterans attending Columbia College with first preference given to veterans of the United States Navy. Recipients must be veteran students who have exhausted their federal funding, but have not yet attained their degree. For additional information contact the Columbia College veterans certifying official: (573) 875-7504, or vacert@ccis.edu.

VA Educational Benefits

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

Chapter 30 Montgomery GI Bill-Active Duty (MGIB-AD):

Persons who entered active duty after July 1, 1985, and had their military pay reduced by \$100 per month for 12 months qualify for this program. This is a non-refundable contribution. These persons also must have served a minimum of two years, earned a high school diploma or its equivalent either prior to or during the qualifying enlistment and must have an honorable discharge.

Chapter 31 Vocational Rehabilitation Program:

The DVA determines eligibility for this program. This program provides payment of required fees and a monthly allotment.

Chapter 32 (Certified as Chapter 30) Veterans Educational Assistance Program (VEAP):

This program provides benefits to persons who initially entered the service after Dec. 31, 1976, and before July 1, 1985. These persons volunteered to contribute money to the Post-Vietnam Era Veteran Educational Assistance Program. Participants receive monthly payments for the number of months they contributed or for 36 months, whichever is less.

Chapter 33, Post 9/11 GI Bill (Post 9/11 Veterans Educational Assistance Act of 2008):

This program provides benefits for "individuals who have at least 90 days of aggregate service on or after September, 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009." For detailed information on the benefits of this program, please go to www.gibill.va.gov.

Marine Gunnery Sergeant John David Fry Scholarship:

Children of an active duty member of the Armed Forces who has died in the line of duty on or after September 11, 2001 may be eligible for up to 36 months of Post 9/11 GI Bill benefits.

Yellow Ribbon: Columbia College participates in the Yellow Ribbon GI Bill Education Enhancement Program which allows the College to fund tuition expenses for qualified individuals.

Transfer of Post-9/11 GI-Bill Benefits to Dependents

(TEB): Service members enrolled in the Post-9/11 GI Bill program may transfer unused educational benefits to their spouses or children. An eligible Service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, to include the entire 36 months. For more information on this program visit https://www.gibill.va.gov/documents/Post-911_Transferability.pdf.

Chapter 35 Survivors' and Dependents' Educational Assistance Program (DEA):

This program provides benefits for dependents and spouses of veterans who died or are 100 percent permanently disabled due to service-connected causes.

Chapter 1606 Montgomery GI Bill - Selected Reserve (MGIB-SR):

This program provides benefits for members of the Reserve/National Guard who enlisted, re-enlisted or extended their enlistment for a period of six years after July 1, 1985.

Chapter 1607 Reserve Education Assistance Program (REAP):

This program is for members of a reserve component who serve on active duty on or after Sept. 11, 2001, and who serve at least 90 consecutive days or more. National Guard members also may be eligible. Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. Disabled members who are injured or have an illness or disease incurred or aggravated in the line of duty and are released from active duty before completing 90 consecutive days also are eligible.

Veteran's Grant

Former U.S. military personnel are eligible for this need-based, non-renewable grant. The award provides \$200 for every six months of active service and is worth a maximum of \$800. This is a one-time grant and is not renewable.

Military Spouse Opportunities

- **Spouse Opportunity Grant:** Awarded to spouses of active servicemembers. It provides tuition for the first in-seat course taken at Columbia College.
- **The Columbia College Coast Guard Spouse Grant:** Offers a 50% tuition grant for all courses, for a lifetime maximum of \$4,000, for degree seeking students.
- **Military Spouse Tuition Grant:** Provides a 20% tuition grant for all inseat courses for degree-seeking students.

For additional information on military spouse opportunities, visit the website at <http://ccis.edu/military/spouses.asp>.

ACADEMIC POLICIES, REGULATIONS, AND PROCEDURES

THE RESPONSIBILITY FOR UNDERSTANDING AND MEETING GRADUATION REQUIREMENTS RESTS ENTIRELY WITH THE STUDENT.

ADVISING

ACADEMIC ADVISING PHILOSOPHY

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

ACADEMIC ADVISOR

The College has a carefully planned program of student advising. In addition, individual relationships are maintained between students and instructors in the classroom and through informal conferences. A staff advisor from the Academic Affairs department serves as the student's advisor during their first year at Columbia College. At the end of their first year, students are assigned a faculty advisor in their major.

The advisor assists in planning academic work and in solving general problems during the student's college career. A Change of Advisor Form may be completed online via CougarTrack.

While the College provides academic advising, the responsibility of meeting all degree requirements rests with the student. Students are strongly encouraged to officially declare their majors as soon as possible but no later than the semester in which 48-60 semester hours are scheduled for completion. Students complete a Declaration of Major form via CougarTrack.

ASSESSMENT

Columbia College assesses student learning outcomes at all key points of the undergraduate experience.

Pre-matriculation. Entering student ACT Math subscores are used for math course placement and ACT English subscores are used for English Composition placement. A score of 21 or above on the ACT math subscore or equivalent SAT score is required to place into MATH 150: College Algebra. Entering student ACT subscores (or equivalent SAT scores) are used to place into English Composition courses. A score of 18 or above on the English subscore is required to place into ENGL 111 English Composition I; a score of 30 or above is required to place into ENGL 112 English Composition II.

General Education. Achievement of general education learning outcomes is assessed by the ETS Proficiency Profile (ETS PP), administered to seniors during their culminating experience course. A pre-test of the ETS PP is administered during INCC 111, the Freshman Year Experience course.

Major. Achievement of outcomes in the major is assessed by the major culminating experience which is noted in bold face in the course descriptions. The instrument of assessment varies from department to department. Many administer the Major Field Test, a standardized test of undergraduate mastery of the discipline.

Other. A sample of students is surveyed during odd-numbered years using the ACT Enrolled Student Survey. Alumni are surveyed regularly online.

Feedback. Faculty, coordinated by the Academic Assessment Committee, and administrators use data from assessment to improve curricula and pedagogy and to improve the physical learning environment of the College.

ATTENDANCE AND LACK-OF-EFFORT POLICIES

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

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

Students who will be absent from class due to participation in athletics or a college-sponsored extracurricular activity are responsible for completing all required coursework as stipulated in their course syllabus for each class provided by the instructor. The instructor is the only individual who determines performance standards, evaluates student achievement and determines if and how student absences are calculated and accommodated. Student athletes must meet the conditions of their 'Letter of Intent,' but may participate in conflicting college-sponsored events with their coach's acquiescence. Student participants who are unable to enroll in a day course because of intractable conflicts caused by attendance requirements may be allowed to take the course during the evening or online.

Students are notified if their instructor cannot meet with them during any regularly scheduled class period. In the event that the instructor does not arrive at an appointed class within 15 minutes after the class regularly begins and after representatives of the class have made inquiries in the Office for Academic Affairs, students are excused from the class.

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

CATALOG CHANGES AND TIME LIMIT FOR COMPLETING DEGREE

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

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

CURRICULUM REQUIREMENTS

Students are required to abide by the curriculum requirements, including course prerequisites, semester hour(s), upper-level/lower-level status, content, etc., based on the current academic year's catalog.

Academic Misconduct Procedures

Academic Integrity

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

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

Procedures

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

1. The faculty member who, upon investigation, suspects academic misconduct will, if possible, confer with the student suspected.
 - a. If the faculty member determines the student is not responsible for engaging in academic misconduct, the matter will be dropped.
 - b. If the faculty member determines the unacceptable behavior was unintentional, the violation will be explained and an alternative penalty will be imposed at the discretion of the investigating faculty member. The dean for Academic Affairs and the dean for Student Affairs must be notified in writing of the incident and the outcome.
 - c. If the student admits responsibility for academic misconduct, or if the faculty member determines there was intentional unacceptable behavior, the faculty member may impose the penalty stated in the course syllabus. In the absence of a penalty stated in the syllabus, the penalty will be a grade of F on that activity, which will be factored into the final grade. The dean for Academic Affairs and the dean for Student Affairs must be notified in writing of the incident and the action taken.

**The faculty member and/or Dean for Academic Affairs or Dean for Student Affairs can elect to also pursue behavioral misconduct consequences for the academic misconduct by referring the matter to the Student Affairs office for adjudication.*
2. A student wishing to challenge or appeal the accusation of academic misconduct should seek the counsel of the department chair. The dean for Academic Affairs must be notified of the results of this informal disposition.

3. If either the student or the faculty member is not satisfied with the informal disposition, he/she may request a formal hearing. The individual must initiate the hearing procedure by filing an appeal request with the dean for Academic Affairs within three (3) school days after the informal disposition meeting. The written request will be forwarded to the dean for Academic Affairs and the dean for Student Affairs.
4. The dean for Academic Affairs and the dean for Student Affairs will review the request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the decision. All parties involved will be notified. Generally, most incidents of academic dishonesty, such as plagiarism, cheating and grade appeals will be resolved through processes governed by Academic Affairs. Most incidents of personal conduct related allegations, such as disorderly classroom conduct, will be resolved through processes governed by Student Affairs.

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

LEVELS OF ACADEMIC MISCONDUCT VIOLATIONS AND RECOMMENDED SANCTIONS

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

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

First Level

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

Examples include:

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

Possible Sanctions include:

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

Second Level

Examples include:

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

Possible sanctions include:

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

Third Level

Examples include:

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

- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Knowingly violating canons of the ethical code of the profession for which a student is preparing.

Possible sanctions include:

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

Mitigating/ Aggravating Circumstances for Academic Misconduct

These factors could mitigate or aggravate a situation. These factors may be considered at the point that a sanction is being decided.

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

CREDIT AND TESTING

ACT RESIDUAL

The ACT Residual is offered periodically throughout the year. Registration is required. Scores are not reported outside Columbia College. The cost is \$30.00.

ADVANCED PLACEMENT

Columbia College offers equivalency credit in semester hours for Advanced Placement tests (AP). A score of 3 or above is acceptable. AP credit in English meets the College's requirement for ENGL 111.

CLEP

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

Official test score reports are submitted to the Office of the Registrar for validation of academic credit. If tests were completed more than twenty years prior to submission for evaluation, score reports will not be available. Students may contact their advisor for more information about submitting CLEP test results from other institutions for evaluation by Columbia College if the results from CLEP are not available.

Students may choose to re-take the tests after a six month waiting period. Waiver of the waiting period cannot be submitted to the Test Administrator until ninety days have elapsed since the last exam completion.

All credit completed by examination and accepted in transfer is recorded in semester hours. Registration is available online for CLEP exams by visiting www.ccis.edu/testing and selecting the CLEP link.

CORRESPONDENCE CREDIT

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

CREDIT FOR PRIOR LEARNING

(See also: "Professional Designations," page 139)

Many students who participate in learning experiences outside the classroom wish to earn college credit for their work. Columbia College offers a number of ways students may earn such credit. CLEP tests and ACE credit are the preferred means because they require a theory-base for awarding credit and they have national norms/criteria or both. If neither of the above credit-awarding methods are an option, Columbia College awards credit for prior learning (CPL).

Before applying for CPL credits, students must have completed 12 hours of Columbia College credit. Students also must have completed ENGL 111 and ENGL 112 or their equivalent with a grade of C or better. These credits, if taken at Columbia College, may be included in the 12-hour requirement.

CPL credit that is equivalent to Columbia College coursework is generally applicable to degree requirements. A maximum of 15 semester hours of CPL credit can be awarded. CPL is not awarded where college credit in a similar course has been earned. CPL credit does not count toward Columbia College residency.

Courses for which CPL is available:**Art**

ARTS 120	Drawing I
ARTS 130	Painting I
ARTS 150	Creative Photography I
ARTS 216	Graphic Design I
ARTS 262	Printmaking I
ARTS 302	Illustration I

Business Administration

MGMT 152	Business Mathematics
MGMT 330	Principles of Management
MGMT 341	Small Business Management
MKTG 352	Personal Selling and Sales Management

Computer and Mathematical Sciences

CISS 234	Visual Basic
CISS 236	COBOL Programming
CISS 238	Java Programming
CISS 240	Introduction to Programming
CISS 241	Programming I
CISS 242	Programming II
CISS 243	Programming III
CISS 245	Advanced Programming
CISS 274	Introduction to Internet Technology and Electronic Commerce
CISS 280	Systems Analysis and Design I
CISS 285	Structured Systems Analysis and Design
CISS 320	Systems Analysis and Design II
CISS 325	Systems Analysis, Design and Implementation Projects
CISS 365	Project Management

Criminal Justice Administration and Human Services

CJAD 201	Criminal Investigation
CJAD 203	Crime Scene Investigation
CJAD 303	Crime Scene Photography
CJAD 306	Military Justice System
CJAD 351	Community Based Corrections
MSCJ 561	Crisis Intervention

Education

EDUC 100	Introduction to Education
EDUC 420	Student Teaching in the Elementary School
EDUC 422	Student Teaching in the Secondary School
EDUC 424	Student Teaching in the Middle School
EDUC 426	Student Teaching in Special Education
EDUC 498	Student Teaching for Paraprofessionals
EDUC 698	Graduate Student Teaching

Nursing

NURS 209	Introduction to Nursing
NURS 210	Fundamentals of Nursing

Physical and Biological Sciences

BIOL 230	Medical Terminology
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CPL is evaluated using the following criteria:

- It has general applicability outside the specific situation in which it was acquired;
- It articulates theories, principles and general techniques;
- It has both a theoretical and practical understanding of the subject area;
- It may be assessed by a faculty expert;
- It is of college-level quality as determined by the faculty expert;
- It meets specific course objectives or competencies and has a relationship to degree aspirations or educational goals.
- The knowledge or skill represented as learning is current with that expected in the classroom/employment situation; and
- The level of confidence equals or exceeds what would normally be considered a C level of performance in the classroom.

Students seeking CPL must submit a portfolio of relevant information that describes the learning acquired in a specific course area. Portfolio contents are described below. Students must have adequate writing skills (ENGL 111 and ENGL 112 are prerequisites). An evaluation assessment fee of \$75 per semester hour is required for each course submitted for review. This fee is payable upon submission of the portfolio.

No additional fees are assessed if credit is awarded. Each portfolio is assessed by a full-time faculty member in the corresponding subject. If the faculty member determines that the knowledge of the subject is college-level and equal to a grade of C or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit. If the faculty member decides more information is needed to make a recommendation, the student will be asked to submit additional evidence.

Send the portfolio to the Assistant Dean for the Adult Higher Education Division, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Attach to the portfolio a check or money order for the assessment fee. Anticipate 60 to 90 days for the evaluation process to be completed. Students will be notified of the evaluation outcome and credit, if awarded, will be posted to the transcript at no additional charge.

EXCELSIOR EXAMS

Columbia College awards credit for Excelsior Exams (formerly ACT Pep/Regents Exams); official transcripts must be submitted for evaluation and credit is awarded if the score is at or above the minimum acceptable score. Additional information can be obtained on the Office of the Registrar website.

INTERNATIONAL BACCALAUREATE

Columbia College accepts credit from successfully completed International Baccalaureate (IB) coursework. Course equivalencies and transfer credit awards vary by subject and International Baccalaureate course level (standard/higher).

Students who have completed the International Baccalaureate diploma, completed higher-level (HL) courses with a score of four or better, and standard-level (SL) courses with a score of five or better are eligible to receive a minimum of 10 hours of transfer credit.

Students who have not completed the International Baccalaureate diploma, but who have completed higher-level courses with a score of five or better, will be granted equivalency credit on a course-by-course basis. Specific course equivalencies are available on the Office of the Registrar website.

TRANSCRIPTS/CREDIT DOCUMENTS

- The applicant must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.
- An official transcript from each college and university attended must be sent to the Office of the Registrar before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Office of the Registrar. Transcripts marked “unofficial” or “student copy” will not be considered official even if delivered in a sealed envelope from the institution. Faxed transcripts are not considered official.
- The Admissions Office, advisors and the Nationwide campuses may review or advise applicants from unofficial transcripts/credit documents as they deem appropriate and necessary. Academic credit from all sources must be received by the Office of the Registrar before an evaluation will be completed and must be validated by the Office of the Registrar before such credit is considered official and made part of the student’s Columbia College academic record. Credit will not be evaluated for one institution from another institution’s transcript.
- JST, CGI, and CCAF transcripts will be evaluated for military experience as well as CLEP, Excelsior and DANTES examinations.
- Appeals may be made for an exception to the requirement that all transcripts/credit documents must be submitted prior to evaluation. The appeal should be made in writing, and submitted to the

Admissions Office along with the other application materials. The Admissions Office will forward the appeal to the Office of the Registrar which coordinates its processing with the Assistant Vice President, Enrollment Management. The Office of the Registrar will relay the response to the Admissions Office, who will inform the applicant of the decision. For Nationwide Campuses and Online applicants, the appeal should be made in writing and submitted to the AHE and Online campuses. The campus will forward the appeal to the Office of the Registrar, which coordinates its processing with the Assistant Vice President, Enrollment Management. The Office of the Registrar will relay the response to the campus, who will inform the applicant of the decision.

- An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. The appeal is only for having all the documents submitted prior to the initial evaluation; if the appeal is approved the document is still required and must be received prior to the start of the next term of enrollment. A registration restriction will be placed on the applicant barring enrollment without the required document. A waiver/disclaimer statement must also be signed by the applicant indicating understanding of responsibility for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, advising, academic level, financial aid and VA.
- Appeals will not be approved nor exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay transcript fees.
- Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or other records catastrophe may include a letter from the institution or the Department of Education for the state where the school is located, indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process. If a previous institution is not currently and has never been accredited by one of the accrediting bodies recognized by Columbia College, the appeal may be made directly to the Office of the Registrar via the Admissions Office or the extended campus. The Office of the Registrar will confirm accreditation status and approve or deny request to evaluate without the transcript.

- Applicants are required to submit all military documentation and civilian training certificates for evaluation. Exceptions to this requirement may be made in cases of rare extenuating circumstances, and at the written request of the student. By requesting an evaluation without these documents, applicants accept responsibility for any consequences incurred as a result.
- Once a document has been submitted to Columbia College it becomes the property of the institution. Neither the original nor a copy will be given to the applicant.

PROFESSIONAL DESIGNATIONS

The field of financial services which includes financial planning, investments, real estate, and insurance lends itself well to the recognition of credit for professional license. Students who have earned the following professional designations will be awarded credit as follows:

<u>Professional Designation</u>	<u>Columbia College Equivalent</u>
Certified Financial Planner (CFP)	FINC 298 & FINC 354
Chartered Financial Consultant (ChFC)	FINC 298 & FINC 354
Chartered Life Underwriter (CLU)	FINC 295
Chartered Property & Casualty Underwriter (CPCU)	FINC 295
Licensed Practical Nurse (LPN)	SOCI 111, ELEC 444, BIOL 444*
State Real Estate Salesperson's or Broker's License	FINC 397
NASD General Securities Representative (Series 7)	FINC 354

*Credit awarded for students not pursuing an AS in Nursing

Individuals who currently hold a professional designation/license can receive credit for the above courses as indicated upon submission of a statement of designation/license renewal from the appropriate professional regulatory organization. Designations/licenses must be active at the time credit is sought.

LPNs must present a copy of their license in order to receive credit, pass the HESI Fundamentals of Nursing Proficiency Exam with a score of 75% or higher, and successfully complete a clinical skills assessment conducted by Nursing Department faculty.

EVALUATION OF ACADEMIC TRANSFER CREDIT

Columbia College students who have attended other institutions prior to enrollment are considered transfer students. Generally, full credit is given for work completed with a C grade or higher received from a regionally accredited college or university, provided the courses are comparable to courses listed in the Columbia College catalog.

GENERAL EDUCATION WAIVER POLICY:

An approved Associate in Arts, Associate in Science, Bachelor of Arts or Bachelor of Science degree from an approved accrediting body completed prior to enrollment with Columbia College will be accepted in transfer as fulfilling the Columbia College bachelor's degree general education requirements. Columbia College associate degrees are not eligible for general education waivers. The approved accrediting bodies regarding all degrees listed above include, but are not limited to, the following: MSA, NCA-HLC, NEASC-CIHE, SACS-CC, WASC-JR and WASC-SR. BA and BS degrees granted by institutions accredited by ACICS are also acceptable for this policy.

The Office of the Registrar at Columbia College determines if the degree is "approved" and "transferable." Prior to an official evaluation, there is no guarantee of a general education waiver.

GENERAL EDUCATION ALTERNATE ASSOCIATE TRANSFER POLICY:

Any associate degree completed at an institution that holds accreditation approved by Columbia College follows the alternate associate transfer policy. The alternate policy acknowledges associate degrees from regionally accredited institutions that meet these criteria:

- The degree was completed prior to enrollment with Columbia College
- The equivalents of ENGL 111 and ENGL 112 were completed with a grade of "C" or better
- 33 hours of general education coursework (as defined by Columbia College) were completed, and include:
- Humanities general education course(s)
- Social and behavioral sciences general education course(s)
- Mathematics/science general education course(s).

If students have not earned an associate or bachelor's degree prior to enrollment with Columbia College, general education requirements must be completed even if the previous school's general education requirements were met. Requirements are evaluated on a course-by-course basis.

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

Columbia College accepts credit transferred at the level granted by the transferring institution. Courses transferred from two-year institutions are not accepted for upper-level credit, even if a direct equivalency to an upper level course is made. Upper level coursework

from a transferring institution does not lose its upper level value even if a direct equivalency is made to a Columbia College lower level course.

Graduate-level coursework may not be transferred to Columbia College for undergraduate credit. However, up to nine hours of graduate-level course work may be granted to Columbia College graduate students. Please see the Graduate Catalog for more information.

Courses at other institutions that may be completed for undergraduate or graduate credit will be reviewed on an individual basis. If the student was an undergraduate at the time of completion, the course may be accepted in transfer as undergraduate credit. If the student completed a baccalaureate degree prior to the course, it will not be accepted as undergraduate credit, and the above stated process for graduate credit will apply. For additional information, see the Office of the Registrar website.

MILITARY CREDIT

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DSST)

Semester hour credit is awarded for passing DSST exam scores as recommended by the American Council on Education (ACE). Official exam records must be sent to the Office of the Registrar for evaluation.

MILITARY SERVICE

Columbia College awards credit for military training and experience based on ACE credit recommendations in conjunction with SOC DNS guidelines. Columbia College requires submission of official military transcripts for awarding transfer credit. Acceptable military transcripts include CCAF and JST. Other documents may be accepted on a case-by-case basis. Please contact the Office of the Registrar with specific questions about this policy.

INSTITUTIONAL CREDIT

Institutional credit refers to credits earned through Columbia College. For Associate in Arts and Associate in Science degrees, 15 semester hours of coursework must be completed with Columbia College. For the baccalaureate degree, 30 semester hours of coursework must be completed with the college.

COUGARTRACK

CougarTrack allows students access to CougarMail (the official means of communication for the college) and to their Columbia College records via the internet. Students may view their Columbia College transcripts, grades, student schedules, and more. Enrollment processes, to include registration and adding and dropping classes, are also available through CougarTrack. Once students have completed an enrollment process online, an e-mail confirmation of their activity is sent, which should be reviewed carefully for accuracy. Contact the The Office of the Registrar at (573) 875-7526 with questions.

FINAL EXAMINATION POLICY

Students in the Day Program are expected to complete all final exams according to the final exam schedule, but are not expected to take more than two exams in one day. Students who are scheduled for three or more exams in one day and who wish to change their schedule should coordinate their final examination schedule with their instructors.

GOOD ACADEMIC STANDING

In order to be in good academic standing a student cannot be on academic probation, academic continued probation, academic suspension or dismissal.

GRADING SYSTEM

Academic progress is reported twice each semester, at mid-semester and at the semester's end. Mid-term grade reports are available for all 100- and 200-level courses to Day students only.

GRADES AND NOTATIONS

- A.....Excellent
- B.....Superior
- C.....Satisfactory
- D.....Inferior
- F.....Failing
- I.....Incomplete: Unfinished work to be completed without further class attendance.
- N.....Audit: Did not complete course.
- S/U....Satisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen
- U.....Unsatisfactory. An option that can be used as a grade for MATH 104, MATH 106, and EAPP 100, 101, 102, 103, 104, 105, and ENGL 107.
- W.....Withdraw
- WE....Excused from the course for extraordinary circumstances.*
- Y.....Audit: Completed course. No official credit recorded on transcript.

* Extraordinary Circumstances

Generally, this phrase is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, certain changes in the student's employment, and mental or physical illness befalling the student or a member of his/her immediate family). **All classes currently enrolled in must be included in the WE request.**

APPEALS

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

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

COURSE 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 coursework for degree completion, requirements for load considerations by the Veterans Administration for educational benefits, or requirements for financial aid awards. If students enroll for an audit course, they are subject to regular enrollment procedures and a \$90 per-semester-hour fee. Students are also liable for all course lab fees. All students enrolling under this policy are required to complete the Auditing: Information and Request Form, which is available in the Registration and Financial Services Office.

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

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

GRADE POINT AVERAGE (GPA)

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

For example, if a student completes the following 16 credit hours in a semester, his or her GPA would be calculated as follows:

Course	Credit hours	Grade	Total Quality Points
English Composition	3	B	9
Biology	5	C	10
American History	3	B	9
Introduction to Business	3	A	12
Art and Ideas	2	A	8
	16		48

Divide the total number of quality points earned (48) by the total number of credit hours attempted (16). The GPA for that semester is 3.0 (B).

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

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

CHANGES OF GRADE

A change in grade may be made when a computational error has been made by the instructor or when a processing error has been made. Request for a grade change is honored only when approved by the Dean for Academic Affairs.

CLASSIFICATION

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

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

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

DIRECTED STUDY

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

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

This contract defines the title of the study, the learning objectives, resources to be used, evaluation methods to be employed and other academic information. The proposal must be completed on the college form that is available in the Registration and Financial Services Office.

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

INCOMPLETE COURSEWORK

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

If a student receives an Incomplete, he/she must complete all work by the end of the following semester (or by the end of two eight-week sessions) unless the instructor requires a shorter completion date. Extensions beyond one semester completion time must be granted in writing by the instructor. Subsequent extensions must be approved by the Dean for Academic Affairs. The student is responsible for this deadline. Incompletes that are not finished are to be permanently recorded by the instructor as I or any other grade.

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

PASS/FAIL

Students may take one course per semester on a pass/fail basis. These may not be courses in the declared major (Honors projects in the major may be taken pass/fail). Certain courses, by program definition, are always taken on a Satisfactory/Unsatisfactory basis. Students may take one additional course per semester on a pass/fail basis if the course is only offered on a satisfactory/unsatisfactory basis. To receive a grade of S, work must equal the work of other students who earn a grade of A, B, or C. See the Academic Affairs Department for more information.

Students should designate at the time of registration that they wish to take a course pass/fail. Each term, students enrolling in a course pass/fail may change from pass/fail to the standard grading system (A, B, C, D, or F) or from the standard grading system to pass/fail up to the end of the first quarter (usually 4 weeks for a semester, 2 weeks for an eight-week session) of that term. Courses taken on a pass/fail basis are not considered when determining Dean’s List eligibility.

REPEATING A COURSE

Most Columbia College courses may be repeated at Columbia College in an attempt to improve the grade. The grade earned for the second attempt is used to determine grade-point average, and the first grade is identified as R (Repeat) on the transcript. The first grade is not included in total hours attempted or the grade-point average. In all cases, the second grade is the one that is recorded. No duplicate credit is given.

Some courses may be taken multiple times for credit, e.g. MUSI 160/360 Jane Froman Singers. Each enrollment adds hours and impacts the grade-point average. Further details are available from the Academic Affairs Department. Students who use federal financial aid assistance must check with the Registration and Financial Services Office to determine financial liability when repeating a course. A course repeated in transfer will not cause a grade change or a notation of R in a Columbia College course. In most cases, the transfer course will not be accepted as it will be considered a duplication of coursework. If both courses are needed on the record for a specifically approved reason (e.g. ENGL 111 completed with Columbia College for a grade of D and repeated in transfer with a grade of C) the result will be an increase in overall hours needed for degree completion and in residency hours needed.

Once a baccalaureate degree has been awarded the degree GPA is frozen. Subsequent coursework and grades will not be calculated as part of the initial degree GPA. Coursework completed as part of the initial degree may be repeated but the subsequent grade will not replace the initial grade. Both courses and grades will be reflected on the record and both will be calculated into the overall Columbia College GPA. Coursework which repeats credit applied toward an initial degree does not count towards the required 30 additional hours in residence for a subsequent degree.

CANDIDACY FOR DEGREE

In order to graduate, you must submit a Declaration of Candidacy for Degree form, which can be found on CougarTrack in the “Academics” drop-down of the top links bar. Declaration of candidacy for degree must occur no later than one session prior to the last session of enrollment.

File the form by the early spring if you anticipate an October or December degree completion date; or by early fall if you anticipate a March, May or July degree completion date. You may not declare candidacy for degree earlier than one year prior to your anticipated degree completion term. The graduation processing fee will be automatically charged to your account (\$75 undergraduate candidates; \$120 master’s candidates).

Submission of the Declaration of Candidacy for Degree form indicates your request for approval to graduate; submission alone does not guarantee approval. Your advisor will notify you of the results of your request approximately four weeks from the day you submit your declaration of candidacy.

MAIN CAMPUS COMMENCEMENT CEREMONY PARTICIPATION

In order to participate in a commencement ceremony, you must be approved to graduate (see above), and submit an Application for Commencement Ceremony form prior to the application deadline for your chosen ceremony. The form is located on CougarTrack in the “Academics” drop-down of the top links bar. The Application for Commencement Ceremony is also available within the Declaration of Candidacy for Degree form, which you can access by answering “yes” to the question posed to you by the form: “Would you like to order your cap and gown now?” There are no fees associated with application for commencement ceremony.

Students must be approved to graduate in order to participate in a commencement ceremony. Candidates may participate in commencement prior to their anticipated graduation dates if they are within one semester of degree completion. These candidates will not be eligible for the President’s Award as it is based on a final cumulative GPA of 4.0, which cannot be determined prior to degree completion.

In order to participate in a commencement ceremony after its application deadline has passed or if eligibility requirements are not met, submit a letter of appeal to the Office of the Registrar. The appeal will be coordinated with the Dean for Academic Affairs and the Office of the Registrar will notify you of the results.

VIRTUAL COMMENCEMENT

While not all students are able to participate in a physical commencement ceremony, everyone is able to participate in Columbia College’s Virtual Commencement Ceremony. The website for virtual commencement allows graduates and their family and friends who are unable to attend a ceremony the opportunity to share in this momentous event.

The virtual commencement ceremony contains a message from the President of Columbia College, the President of the Alumni Association, a commencement address, reading of graduate names and a view of a diploma for each. In addition, guests can view graduate profiles and sign the guestbook to offer congratulations.

GRADUATION REQUIREMENTS

See “CATALOG CHANGES,” page 134

INTERNSHIPS

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

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

Internships are available in the junior or senior academic years. Two course numbers are assigned for internships: 399 and 499. Students enroll for credit during the term in which they undertake the internship. They may enroll for credit up to a maximum of 12 semester hours at each level; however, some departments may limit internship hours (see course descriptions for information on hours limitation). Some programs require a cumulative GPA of 3.0 or higher for enrollment in internships.

Students are expected to work in an agency or organization for a minimum of 45 clock hours for every semester hour for which they enroll. In other words, if a student enrolls for an internship worth 9 semester hours, the student is expected to work 405 clock hours during the term in which enrollment takes place.

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

OVERLOAD

Students are charged an overload fee calculated from their semester enrollment status for hours above the attempted eighteen-hour maximum. An overload of no more than three semester hours may be allowed in a semester with special permission from the Academic Affairs Department. Students requesting an overload must have a minimum cumulative grade point average of 3.0. Exceptions to the overload tuition fee are overloads resulting from choir, resident-assistant class for one credit, ROTC and college-sponsored activities. The fee for three hours of overload credit is waived for students with a cumulative grade-point average of 3.75 or higher, only if such students have accumulated at least 30 semester hours from Columbia College.

PROBATION, SUSPENSION, DISMISSAL, AND READMISSION

PROBATION

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

0 - 30.9 sem. hrs:	1.75 GPA
31 - 45.9 sem. hrs:	1.90 GPA
46 + sem. hrs:	2.00 GPA

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

If students are placed on academic probation, they may not hold appointed or elected offices in any student organization, they may not participate in intercollegiate athletic competition and they may not carry an overload.

If students are placed on academic probation, they must earn sufficient quality points during their probation term to bring the GPA to the standards stated above. If they fail to do so, they are suspended for the following regular academic term(s) (the next fall or spring semester or the next two evening sessions). Day students may not serve a suspension during summer session.

SUSPENSION

A suspension may be imposed on students who do not earn sufficient quality points to bring their GPA to the standards stated above. This occurs at the end of one probationary term for the following regular academic term(s) (the next fall or spring semester or the next two sessions). Students may appeal the academic suspension action.

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

Students admitted by the Admissions Review Committee (see “Admission Policies” on page 93) and who do not earn a 2.0 GPA may be suspended (see below).

Academically suspended students may be reviewed for readmission to Columbia College after an absence of one semester or two sessions.

DISMISSAL

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

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

READMISSION

Students must write a letter of appeal to the Dean for Academic Affairs (DAA) and apply to the Admissions Office for readmission to the College after a suspension or dismissal period is completed. The DAA reviews the student record and makes a decision regarding eligibility to return, and establishes conditions of return. Readmission to the College is not automatic and does not establish student eligibility for financial aid.

NON-DEGREE SEEKING STUDENTS

Non-Degree seeking students must be in good academic standing in order to be eligible to re-enroll as a non-degree seeking student. Students who do not maintain this standard may be subject to probation or suspension.

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

REGISTRATION POLICIES

A student who registers in a Day class has all other semester hours registered during that 16 week period classified as Day semester hours, regardless of the Program (Evening, Online or Nationwide) in which the semester hours are taken. All hours, regardless of course venue, are charged at the Day Campus rate for the total hours registered.

Students register for courses prior to the beginning of each semester. If they are unable to register during the regular period, they may register late, upon payment of a late-registration fee. No registration is accepted after the first week of classes.

Columbia College policy allows day students to enroll for a full-time course load of up to 18 semester hours of credit in any one semester. A semester is defined as the sixteen-week term beginning in August, ending in December or the sixteen-week term beginning in January, ending in April or May. Semester hours are based on the number of hours per week students attend classes. A three semester hour course requires students to go to classes approximately three hours a week for the entire semester. Semester enrollment status is calculated by adding all hours (day, evening, and Online) for which students are properly registered.

REGISTRATION PROCESSES

Day students must meet with their advisor to choose an appropriate schedule of classes prior to registration. Prerequisites and other eligibility criteria, as listed in the catalog, are required. It is the student's responsibility to ensure that all prerequisites have been met prior to enrolling and if eligibility criteria have not been met, they will be unable to register for the course. Students who are behind in payment for the current or previous term will be blocked from registering until their account is cleared.

Students may register through CougarTrack or by visiting the Registration and Financial Services Office located in Missouri Hall. Students without full financial aid are required to set up a payment plan or pay in full at the time of registration. Payment in full or the first deferred payment must be paid by August 1 (Fall semester) or January 1 (Spring semester). Failure to make this payment will result in the student's schedule and on-campus housing being cancelled.

CANCELLATION OF REGISTRATION

Students may cancel registration any time through the close of official registration by submitting a drop/add form to the Registration and Financial Services Office. Once classes have started, students wishing to discontinue enrollment must complete formal withdrawal procedures with the Dean for Student Affairs.

Day Students Enrolling in Evening, Online or Nationwide Campus Classes

- A. Students enrolled in the Day Program may be eligible to enroll in Evening, Online or Nationwide Campus courses, but only under special circumstances. Day students may enroll at any Columbia College Campus for the summer session without special permission.
- B. **Eligibility.** Day students requesting permission to enroll in Evening, Online or Nationwide Campus courses must meet one of the following eligibility criteria:
 1. They are seniors who, through no fault of their own, must enroll in a specific course to graduate. If students postpone until their senior year taking a course that they could have taken earlier, they do not qualify for enrollment under this criterion.

2. They are students who will benefit educationally by taking a course that is not available in the day.

C. **Requirements.** Students applying for enrollment in Evening, Online or Nationwide Campus courses may be required submit written evidence documenting why the course is not and was not available in the daytime. Students requesting permission to take a course other than those offered through the Day Program must complete a Day Student Enrollment for Evening, Online or Nationwide Campus Classes Form and obtain written approval from their advisor, the Department Chair of their major and the Department Chair of the course.

Students paying at the per-hour tuition rate, may not exceed a combined total of 11.9 semester hours during any one term (a 16-week semester, or 8-week session, or a combination of both). If a student wishes to enroll and his or her total number of semester hours exceeds 11.9, then that student must pay the full-time tuition rate. Students enrolled part-time (less than 12 semester hours when all hours, regardless of the class location, are combined) will be charged the appropriate part-time Day tuition rate.

D. Highest priority for enrollment in Evening, Online or Nationwide Campus courses is accorded students who have completed at least 84 hours toward a degree at Columbia College and who, through no fault of their own, cannot satisfy all graduation requirements during the Day and for whom no other options are available and therefore request to enroll in an Evening, Online or Nationwide Campus course to graduate.

CHANGES IN REGISTRATION

Final dates for courses to be added or dropped are listed for each semester on the official College calendar in this catalog.

ADDING A COURSE

Day students may add courses during the first week of a semester. Students can add or drop classes via CougarTrack or obtain an add/drop form in the Registration and Financial Services Office. The forms must be returned to the Registration and Financial Services Office before the end of the add period to be registered for the courses. It is recommended that students obtain advisor approval prior to adding or dropping courses. At that time, courses are added to the students' schedules if class space is available.

DROPPING A COURSE

Day students may drop courses through the first business day of the second week of the semester without financial liability and academic penalty (not applicable to total withdrawal). After the drop period, students are financially and academically liable for all

courses. If a student withdraws from school (drops all classes) then he/she may be eligible for pro-rated tuition credit depending on the completion date of the total withdrawal process (see Total Withdrawal, below). Students can drop classes via CougarTrack or obtain a drop form in Registration and Financial Services.

WITHDRAWAL

TOTAL WITHDRAWAL FROM COLUMBIA COLLEGE

The Dean for Student Affairs establishes the official date of withdrawal for day students based upon the date the student initiates the process by visiting Student Affairs. Information regarding academic and financial liability is available in the Student Affairs Office.

All withdrawals by Day students for extraordinary circumstances must be approved by Academic Affairs. Requests for approval must be submitted in writing when withdrawal procedures are initiated. A request for a grade(s) of WE (Withdrawal/Excused) must be accompanied by a letter from the student explaining the circumstances with substantiating documentation. Grades of WE may be requested through the last day of class (finals week excluded). It is not automatic and is subject to review and approval.

A WE grade cannot be granted unless all courses in which the student is enrolled are dropped.

If a student is administratively withdrawn from school, the withdrawal date will be established by the office responsible for the action. Tuition, room and board will be prorated according to the time frame schedule, page 120. No credit will be given for nonrefundable deposits, laboratory or course fees, etc.

WITHDRAWAL FROM A COURSE

Students may withdraw from a course(s) with a grade of "W" between the end of the drop period, prior to the end of the 12th week of classes. Students do not receive grade points for Withdraw (W) grades, but a notation appears on the transcript. Financial liability is not reduced when a student withdraws from a course.

Discontinuing class attendance does not constitute withdrawal from a course. Students must complete the withdrawal process by submitting the completed Withdrawal form to Registration and Financial Services. Withdrawal requests must be received in writing and become effective when a staff member in Registration and Financial Services or the Office of the Registrar receives the appropriate form from the student. If students do not complete the withdrawal process as outlined above, but discontinue attending class, they are in danger of receiving a grade of F.

Students who receive any form of Federal Title IV assistance and who withdraw may be required by federal regulations to return some or all of the federal aid received. This includes the Federal Pell and SEOG grants, and the Stafford and PLUS loans. See Financial Aid on page 105 for additional information.

WITHDRAWAL AFTER THE PUBLISHED LAST DATE TO WITHDRAW

After the last date to withdraw (according to the academic calendar) students will not be allowed to withdraw without extraordinary circumstances. In such cases a "withdrawal excused (WE)" request must be submitted prior to the end of the term (see below for criteria). In the rare situation when a student can substantiate the inability to contact the campus, in any manner, prior to the end of the term, a WE will be considered but only within 60 days of the end of the term. Students should be aware that requesting a WE after the published date to withdraw does not guarantee that the student will be withdrawn nor does it eliminate the possibility of a punitive grade and/or financial obligation. A student may also request a grade of W (withdrawn) from their instructor; however, the instructor is under no obligation to grant the request and the student is not guaranteed a grade of W. The request must be made prior to the end of the term and the student remains financially liable for all tuition and fees.

WITHDRAWAL EXCUSED

Students may request a withdrawal excused (WE) when extraordinary circumstances prevent them from completing a term; all courses in which the student is enrolled (both land-based and online) must be included in the request. Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the location and/or conditions of employment, or an unexpected call to active military duty or extended periods of TDY. Mere inconvenience and/or discomfort with the academic workload, minor schedule changes in employment, connectivity issues, etc. do not meet the definition of extraordinary, mitigating, or extenuating circumstance.

Request for a WE must be submitted in writing at the time withdrawal procedures are initiated. A letter from the student with substantiating documentation of the extraordinary circumstances must be provided (to appropriate personnel depending upon program) by the last day of class (excluding finals week for Day Program students). Students should be aware that a refund is not automatic; requests for financial consideration are subject to review and approval by the appropriate dean (depending upon program). WE requests submitted during the regular published withdrawal period will be processed with a grade of W immediately; the grade will be changed to WE if/when approval is received. Withdrawal requests submitted after the end of the withdrawal period will not be processed unless WE approval is received from the Academic Affairs Department.

A student receiving any form of Federal Title IV assistance who withdraws from a course(s) with extraordinary circumstances, even with the College's concurrence, may be required by federal regulation to return some or all of the federal aid received. The College follows federal guidelines concerning Return of Title IV Funds and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances. This includes the Federal Pell and SEOG grants and the Stafford and PLUS loans. See Financial Aid on page 105 or contact the Registration and Financial Services Office for additional information.

STUDENT'S RIGHT TO PRIVACY

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

1. **The right to inspect and review their education record within 45 days of the day the College receives a request for access.** Students should submit to the Registrar or Dean for Academic Affairs written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.
2. **The right to request the amendment of that part of a student's education record that the student believes is inaccurate or misleading.** The student should write to the Registrar clearly identify the part of the record he/she wants changed and specify why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Although not required, institutions may release information from a student's record without prior consent, under the following allowable exceptions:**
 - To school officials with legitimate educational interest (as defined by institutions within FERPA guidelines). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance

committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- To schools in which the student seeks or intends to enroll.
- To federal, state and local authorities involving an audit or evaluation of compliance with education programs.
- **FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use**
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

- In connection with financial aid.
- To organizations conducting studies of or on behalf of educational institutions
- To accrediting agencies.
- To parents of dependent students.
- To comply with a judicial order or subpoena.

- In health or safety emergencies.
 - As directory information (described below).
 - To the student.
 - Results of disciplinary hearings.
 - Results of disciplinary hearing to an alleged victim of a crime of violence.
 - Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies.
 - To parents of students under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

Release of Directory Information

Under the provisions of the Act, Columbia College is allowed to disclose "directory information" without consent. "Directory information" is described as name, address, telephone number, 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), picture, and date and place of birth. "Directory Information" is released at the discretion of the institution.

However, students who do not wish directory information to be released may prevent such release by completing and signing a Request to Prevent Disclosure of Directory Information form. If at any time you would like to remove this restriction, you may complete the Remove Request to Prevent Disclosure of Directory Information form.

IMPORTANT: Please consider very carefully the consequences of restricting the disclosure of your directory information. The college will not be able to confirm your existence to any person or organization outside of Columbia College who may be requesting information or attempting to verify your enrollment or degree. Our response to the requestor will be "I have no information on this individual." Regardless of the effect upon you, Columbia College assumes no liability for honoring your request that such information be withheld.

You may also complete and return the Third Party Release Form or the Parental Release Form, granting access of non-directory information (such as student's account or grades) to parents or other individuals.

To submit one of these forms, sign the completed form and send to:

The Office of the Registrar
Columbia College
1001 Rogers Street
Columbia, MO 65216
Fax: (573) 875-7436, or
studentrecords@ccis.edu

STUDENT RECORDS AND TRANSCRIPTS

It is imperative for daily operations that the College maintain accurate contact information on all students. It is the responsibility of the student to notify a college official by submission of the Columbia College Change of Address form regarding any discrepancies or changes to his or her contact information. This includes preferred mailing address and any and all telephone numbers. Students may also update their contact information in CougarTrack.

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

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

Columbia College transcripts of permanent student records are confidential and cannot be released to anyone, except Columbia College instructors and officials, without the written permission from the student. Columbia College accepts transcript requests via mail, fax or in person. All requests must include the signature of the student whose record is being released. Payments may be made by cash, check, money order or credit card. The Transcript fee is \$10 per transcript (fee subject to change without notice).

Requests must include the student's full name, maiden or former name if applicable, dates of attendance, ID or SSN, birth date, the student's current address and phone number, the address where the transcript should be sent, the number of copies to be issued and the payment. Transcript Request Forms are available on the Columbia College website. A student's current account balance must be clear prior to the release of the transcript.

COURSE DESCRIPTIONS

The following descriptions are applicable to Columbia College courses wherever they are taught. Scheduling information (e.g., "Offered Fall") refers only to Day classes offered on the campus in Columbia unless otherwise noted.

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

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

ACCOUNTING (ACCT)

Business Administration Department

ACCT 280 Accounting I (Financial) 3 hours

Introduction to the principles and concepts of accounting and the application of procedures relating to the complete accounting cycle. Preparation of financial statements for sole proprietorships, partnerships, and corporations is emphasized. Prerequisite: Sophomore standing; MGMT 150 highly recommended. A grade of C or higher is highly recommended before progressing to ACCT 281. Offered Fall and Spring.

ACCT 281 Accounting II (Managerial) 3 hours

Application of procedures relating to transactions affecting corporations. Interpretation of financial statements for managerial purposes is emphasized. Prerequisite: ACCT 280 (grade of C or higher in ACCT 280 is highly recommended). Offered Fall and Spring.

ACCT 381 Federal Income Tax-Individuals 3 hours

Focuses on the federal income taxation of individuals. Emphasizes conceptual framework underlying the U.S. tax system as well as tax accounting procedures and federal tax law relating to the preparation of individual tax returns. Prerequisites: ACCT 281 and Junior standing. Offered Fall.

ACCT 382 Intermediate Accounting I 3 hours

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

ACCT 383 Intermediate Accounting II 3 hours

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

ACCT 384 Intermediate Accounting III 3 hours

Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; leases; income taxes; pensions; accounting changes and error correction. Prerequisite: ACCT 383. Occasional Offering.

ACCT 385 Accounting Information Systems 3 hours

Theory, design and implementation of Accounting Information Systems, including the business application of computerized spreadsheets, databases, and commercial software packages. Prerequisites: ACCT 281, CISS 170. Offered Spring.

ACCT 386 Managerial and Cost Accounting 3 hours

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

ACCT 481 Federal Income Tax - Corporations 3 hours

Focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; S corporations. Prerequisites: ACCT 381 and Senior standing. Occasional Offering.

ACCT 485 Fund and Government Accounting 3 hours

Study of accounting and reporting concepts, standards, and procedures applicable to city, county, and state governments, the federal government, and not-for-profit institutions. Prerequisite: 9 hours of ACCT. Occasional Offering.

ACCT 488 Advanced Financial Accounting 3 hours

Policies and procedures used in preparing financial statements and reports. Prerequisites: ACCT 382 and ACCT 383. Occasional offering.

ACCT 489 Auditing I 3 hours

Design, installation, and unification of accounting systems and the concepts and procedures used in auditing financial statements. Prerequisites: 12 hours of upper-level accounting courses, including ACCT 382 and ACCT 383. Offered Fall.

ACCT 490 Auditing II 3 hours

Focus is on practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case. Prerequisites: ACCT 382, ACCT 383, ACCT 384, and ACCT 489. Occasional Offering.

ACCT 499 Accounting Internship 3 hours

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

AEROSPACE STUDIES (ASCI)

Offered through the University of Missouri-Columbia. The course-numbering system is the same as that used at the university.

ASCI 1100 The Foundations of the United States Air Force 2 hours

Introduces the Air Force and Air Force ROTC. Topics include professional appearance, military customs and courtesies, core values, equal opportunity and treatment, officer opportunities and group leadership problems. Applies communicative skills. Leadership Lab. Offered Fall.

ASCI 1200 The Foundations of the United States Air Force 2 hours

Continues the introduction to the Air Force and Air Force ROTC. Topics include Air Force origins, organizations, major commands, installations, sister services (Army and Navy) and group leadership problems. Applies communicative skills. Leadership Lab. Offered Spring.

ASCI 2100 The Evolution of USAF Air and Space Power 2 hours

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC officer candidate. Explores Air Force heritage, Air Force leaders and Air Power doctrine. Applies communicative skills. Leadership Lab. Offered Fall.

ASCI 2200 The Evolution of USAF Air and Space Power 2 hours

Continues the transition from cadet to officer candidate. Expands leadership topics through the use of group leadership problems. Applies communicative skills. Leadership Lab. Offered Spring.

ASCI 3100 Air Force Leadership Studies 3 hours

An integrated leadership and management survey course emphasizing development of the individual as an Air Force leader. Special topics include situational leadership, principle centered leadership, corrective supervision and counseling. Leadership Lab. Offered Fall.

ASCI 3200 Air Force Leadership Studies 3 hours

Air Force leadership principles are examined from the foundation developed in ASCI 3100. Ethical decision making, personal core values, and character development are discussed. Military evaluation systems are outlined. Leadership Lab. Offered Spring.

ASCI 4100 National Security Affairs/Preparation for Active Duty 3 hours

Examines the national security process, regional studies, Air Force and joint doctrine. Special topics include the military as a profession, and civilian control of the military. Continued emphasis on communicative skills. Leadership Lab. Offered Fall.

ASCI 4200 National Security Affairs/Preparation for Active Duty 3 hours

Examines civilian control of the military, officership, the military justice system, and current issues affecting military professionalism. Continued refinement of communicative skills. Leadership Lab. Offered Spring.

AMERICAN SIGN LANGUAGE (AMSL)**Humanities Department****AMSL 101 American Sign Language I 3 hours**

An entry level introduction to American Sign Language and fingerspelling. Designed to explore the fundamentals of ASL including basic vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. Course meets three hours of Foreign Language graduation requirement. Offered via the Evening Campus.

AMSL 102 American Sign Language II 3 hours

This course is designed to expand more on ASL grammar, vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. Prerequisite: AMSL 101 with a grade of C or higher. Course meets three hours of Foreign Language graduation requirement. Offered via the Evening Campus.

AMSL 201 American Sign Language III 3 hours

This third course in American Sign Language (ASL) is designed to enhance students' receptive and expressive skills at an advanced intermediate level. Emphasis is placed on the ASL syntax, facial grammar, vocabulary and fingerspelling skills that enable students to participate in increasingly more complex conversations. Prerequisite: Grade of C or higher in AMSL 102. Occasional offering via the Evening Campus.

AMSL 202 Deaf Culture 3 hours

Introduction to concepts and issues in Deaf culture and the Deaf community, such as history of Deaf people, the community and culture of Deaf people, and literature and folklore of Deaf people. This course emphasizes the Deaf community as a linguistic and American cultural minority, and the importance of language, values, traditions and diversity in this group. Prerequisite: Grade of C or higher in AMSL 102. Occasional offering via the Evening Campus.

AMSL 301 American Sign Language IV 3 hours

This course continues to build upon students' receptive and expressive skills at the advanced level while expanding their knowledge of Deaf culture and the influences of other English-based sign systems. Emphasis is placed on advanced finger spelling, ASL structure and advanced vocabulary. Prerequisite: Grade of C or higher in AMSL 201. Occasional offering via the Evening Campus.

AMSL 302 American Sign Language V 3 hours

The emphasis is on non-verbal communication at advanced levels of competency. This course continues to build upon students' receptive and expressive skills at the advanced level while expanding their knowledge of Deaf culture and the influences of other English-based sign systems. Emphasis is placed on advanced fingerspelling, ASL structure and advanced vocabulary. Prerequisite: Grade of C or higher in AMSL 301. Occasional offering via the Evening Campus.

AMSL 303 American Sign Language Grammar 3 hours

Students acquire a more in-depth knowledge about the structure of American Sign Language and the major grammatical features of ASL. The goal of this class is to increase understanding of the grammar involved in ASL. Course covers word order, non-manual signals, and how to transfer sign to paper, through a technique called "gloss". Prerequisite: Grade of C or higher in AMSL 102. Occasional offering via the Evening Campus.

AMSL 304 Linguistics of American Sign Language 3 hours

An analysis of the major structural elements of American Sign Language, including phonological, morphological, syntactic, semantic, and discourse and social linguistics. Students also examine discourse markers, sign variation and prosody. Prerequisite: Grade of C or higher in AMSL 102. Occasional offering via the Evening Campus.

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

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

AMST 375 Social Movements 3 hours

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

AMST 490 American Studies Senior Seminar 3 hours

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

ANTHROPOLOGY (ANTH)**Psychology & Sociology Department****ANTH 101 Introduction to Geography 3 hours**

Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. Cross listed as GEOG 101. Offered Fall. **G.E.** Course meets Multicultural graduation requirement.

ANTH 112 General Anthropology 3 hours

Introduction to the study of human physical and cultural evolution. Cross-listed as SOCI 112. Offered Fall. **G.E.** Course meets Multicultural graduation requirement.

ANTH 212 Cultural Anthropology 3 hours

Introduction to the diversity of cultures and societies. Taking a comparative approach based on case studies from different regions of the world, the course explores some of the major themes of cultural anthropology, including economic and political systems, language, art, religion and worldview, kinship and gender relations. Offered Spring. *Course meets Multicultural graduation requirement.*

ANTH 270 Minority Cultures and Relations 3 hours

Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. Cross-listed as SOCI 270. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

ANTH 319 History and Democracy in the Modern Middle East 3 hours

As an introduction to the social, political, religious and intellectual history of the Middle East stretching from the 1700's to the present day, this course pays particular attention to the following topics: political movements and everyday life; the nature of the Middle Eastern social and political institutions; tensions between reform and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism; paths of modernization; the Arab-Israeli conflict; the historical context for the emergence of political Islam; and the Arab spring of 2011. Cross-listed as HIST 319. Prerequisite: HIST 102 or HIST 112. Occasional offering. *Course meets Multicultural graduation requirement.*

ANTH 327 Qualitative Research Methods 3 hours

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. Cross-listed as PSYC/SOCI 327. Prerequisites: Junior standing. Offered Spring.

ANTH 336 Global Perspectives on Women and Development 3 hours

Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies, including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as SOCI/WMST 336. Prerequisite: Junior standing. Offered even Fall. *Course meets multicultural graduation requirement.*

ANTH 339 History of Modern Africa 3 hours

This course offers a history of Africa from the early 19th century to the present day. The course examines the European imperial scramble to colonize Africa during the later 1800's and 1900's, the broader integration of African societies into the world economy during that process, the social, political and cultural impact of imperial policies, Western popular images of Africa in the colonial period, the nationalist struggles that resulted in the independent African states, and the achievements of- and persistent problems faced by - those post-colonial states. Cross-listed as HIST 339. Prerequisite: HIST 102 or HIST 112. Occasional offering.

ANTH 341 Sociology and Anthropology of Religion 3 hours

Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians and ethnic minorities. Cross-listed as SOCI 341. Offered odd Fall.

ANTH 412 Slavery and Human Trafficking: Past and Present 3 hours

This course explores how slavery and the traffic of human beings have been justified, organized and practiced in different cultures and at different times. Focusing on three particular world regions (Africa, Asia and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political and social forces that shape human exploitation cross-culturally. Cross-listed as SOCI 412. Prerequisite: Junior standing. Offered Spring.

ART AND GRAPHIC DESIGN (ARTS)**Visual Arts and Music Department****ARTS 105 Art Appreciation 3 hours**

Introduction to the place of visual art in modern society, to the vocabulary used in discussing a work of art, and to a few of the studio techniques artists used to produce two and three-dimensional art works. Offered Fall and Spring. **G.E.**

ARTS 111 Art and Ideas I 3 hours

Survey of world art from prehistoric through medieval periods. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

ARTS 112 Art and Ideas II 3 hours

Survey of world art from the Renaissance to the present. Offered Spring. **G.E.**

ARTS 120 Drawing I 3 hours

Introduction to figure drawing from direct observation. \$40 lab fee. Offered Fall and Spring.

ARTS 130 Painting I 3 hours

Introduction to the fundamentals of oil painting. Prerequisite: ARTS 120. \$40 lab fee. Offered Fall and Spring.

ARTS 140 2-D Design 3 hours

Theoretical foundation for all fine arts. Includes the study and application of the elements and principles of two-dimensional design. \$40 lab fee. Offered Fall and Spring.

ARTS 141 3-D Design 3 hours

Theoretical foundation for all 3-D fine art production. Includes the study and application of the elements and principles of three-dimensional design. \$40 lab fee. Offered Fall and Spring.

ARTS 150 Creative Photography I 3 hours

Beginning black and white photo course, a foundation for all photography courses. Topics include basic camera operations, exposure, characteristics of light, concepts, composition, film processing, printing, print finishing, and discussion of the history of photography and issues related to photography. \$40 lab fee. Students supply own adjustable SLR film cameras. Offered Fall.

ARTS 152 Digital Photography 3 hours

Introduction to digital photographic imagery. Students explore a variety of creative techniques for digital artists and graphic designers. Students learn the fundamentals of digital camera operations, and a variety of creative techniques for manipulating photographic images using Photoshop. Topics include a digital portfolio of images for presentation that includes: still life, self-portraits, documentation, landscape, special effect, surrealism, night photography and more. Digital camera required (adjustable/high end; not a point and shoot camera). \$40 lab fee. Offered Spring.

ARTS 216 Graphic Design I 3 hours

The study and application of the fundamentals of graphic design including history, theory and practice. The course brings together a blend of the aesthetic principles of design and hands-on computer-based production skills. Students are introduced to Adobe InDesign. \$40 lab fee. Prerequisites: ARTS 140, ARTS 234, ARTS 244. Offered Fall.

ARTS 217 Typography 3 hours

The history of the human race has been recorded with visual symbols from the earliest expressions on cave walls to the small screens on our pocket computers. This course explores the history of letterforms, principles of composition, and the expressive potential of type through readings, research and projects. \$40 lab fee. Prerequisites: ARTS 140, ARTS 234. Offered Spring.

ARTS 222 Drawing II 3 hours

Figure drawing course using direct observation. Expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$40 lab fee. Prerequisite: ARTS 120. Offered Fall and Spring.

ARTS 232 Painting II 3 hours

Continuation of ARTS 130. This course continues to develop the basic understanding of the oil painting materials, techniques and color relationships with emphasis on composition. \$40 lab fee. Prerequisite: ARTS 130. Offered Fall and Spring.

ARTS 233 Topics (Occasional offering) 1-3 hours**ARTS 234 Digital Media I: Adobe Illustrator 3 hours**

This course introduces students to vector design software (Adobe Illustrator). Through practical exercises students become skilled in software for line art, logos, vector illustration and page layout. \$40 lab fee. Offered Fall.

ARTS 244 Digital Media II: Adobe Photoshop 3 hours

The study and application of the fundamentals of graphic design including history, theory and practice. The course brings together a blend of the aesthetic principles of design and hands-on computer-based production skills. Students are introduced to Adobe InDesign software. \$40 lab fee. Offered Spring.

ARTS 252 Creative Photography II 3 hours

Concentration of special techniques in 35mm and use of the zone system of photography. Topics include studio lighting, close-up photography, and a specialized method of exposure and development. Emphasis is on improving technique and visual awareness. \$40 lab fee. Students supply own adjustable cameras. Prerequisite: ARTS 150. Offered Fall and Spring.

ARTS 262 Printmaking I 3 hours

Introduction to printmaking and basic techniques in relief printing. \$40 lab fee. Prerequisite: ARTS 120. Offered Fall and Spring.

ARTS 271 Ceramics I 3 hours

Beginning study of three-dimensional principles of ceramics open to art majors and non-majors. The techniques of wheel throwing are introduced with an emphasis on the development of an understanding of the form and functions of utilitarian and non-functional projects in clay. The design quality and aesthetics of the project are emphasized. \$40 lab fee. Offered Fall and Spring.

ARTS 292 Jewelry I 3 hours

Introduction to metals. Exploration of the design and creation of personal jewelry forms using traditional fabrication techniques. Open to art majors and non-majors. \$40 lab fee plus metal cost. Offered Fall and Spring.

ARTS 300 Special Problems 3 hours

Advanced studies in studio art. \$40 lab fee. Offered Fall and Spring.

ARTS 301 3-D Modeling & Animation I 3 hours

Introduction to 3-D modeling and animation using Maya 8.5. \$40 lab fee. Prerequisite: Sophomore standing. Occasional offering.

ARTS 302 Illustration 3 hours

Study of illustration and the media and techniques available. Both traditional and digital techniques are explored. \$40 lab fee. Prerequisites: ARTS 120, ARTS 130, ARTS 140. Offered Spring.

ARTS 306 Ancient Art History 3 hours

The art and culture of the Ancient World, including Near Eastern, Egyptian, Greek, Etruscan and Roman Art. Prerequisites: ARTS 111 and 112. Offered Fall (2015, 2019).

ARTS 307 Flash Animation 3 hours

Beginning course in Flash Animation using a series of projects designed to cover the fundamental work flow used in producing vector and bitmapped animations. Prerequisite: Junior standing. Occasional offering.

ARTS 308 Medieval Art History 3 hours

Art of the Middle Ages. A survey of stylistic artistic developments in the Mediterranean basin and in Western Europe from 300 to 1400 A.D. Prerequisites: ARTS 111 and 112. Occasional offering.

ARTS 310 Renaissance Art History 3 hours

Painting, architecture, sculpture of Italy and Northern Europe from 1300 to 1600. Prerequisites: ARTS 111 and 112. Offered Fall (2016).

ARTS 312 17th- and 18th-Century Art History 3 hours

Painting, architecture, sculpture in Europe during the Baroque and Enlightenment periods from 1600 to 1800. Prerequisites: ARTS 111 and 112. Offered Fall (2017).

ARTS 314 19th-Century Art History 3 hours

History of painting, architecture, sculpture in Europe, 1800 to 1900. Prerequisites: ARTS 111 and 112. Offered odd Spring.

ARTS 316 Graphic Design II 3 hours

In-depth study of publication design and layout. Students work on the computer using Adobe InDesign and other graphics software. \$40 lab fee. Prerequisites: ARTS 152, ARTS 216, ARTS 217. Offered Fall.

ARTS 317 Web Design I 3 hours

The course provides students with a working knowledge of the fundamental principles, theories, and concepts of website design and production. Students learn HTML and CSS coding, and are introduced to web design software - Adobe Dreamweaver. \$40 lab fee. It is recommended ARTS 216, ARTS 217, ARTS 234 and ARTS 244 be completed before enrolling in this course. Offered Spring.

ARTS 323 Drawing III 3 hours

This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$40 lab fee. Prerequisite: ARTS 222. Offered Fall and Spring.

ARTS 334 Painting III 3 hours

This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. Experimentation of medium, techniques and ideas is encouraged. \$40 lab fee. Prerequisite: ARTS 232. Offered Fall and Spring.

ARTS 353 Creative Photography III 3 hours

This course teaches the techniques used in the field of graphic art and creative fine art photography. The more advanced principles of lighting, composition and photo layout are covered. \$40 lab fee. Prerequisite: ARTS 252. Offered Fall and Spring.

ARTS 364 Printmaking II 3 hours

Development of the intaglio etching process into an art form. \$40 lab fee. Prerequisite: ARTS 262. Offered Fall and Spring.

ARTS 366 Printmaking III 3 hours

Continuation of Printmaking II. \$40 lab fee. Prerequisite: ARTS 364. Offered Fall and Spring.

ARTS 370 History of Photography 3 hours

This course investigates the history of photography from its inception in 1839 to the present day. We will look at the origins and inventions that led up to the chemical process of photography and examine the medium's development and technological advancements as well as the importance of photography as an art form. Through lectures, presentations, guest speakers, hands-on demonstrations, and viewing original photographs and equipment, students will gain a full understanding of the history of photography and the impact it continues to have on art, science, technology and culture. Offered Even Fall.

ARTS 373 Ceramics II 3 hours

Continuation of the study of three-dimensional principles of ceramics. The techniques of the potter's wheel are reinforced, with an emphasis on the development of an understanding of the form and functions of wheel-thrown pottery. \$40 lab fee. Prerequisite: ARTS 271. Offered Fall and Spring.

ARTS 374 Digital Filmmaking 3 hours

An introductory level digital movie making course that builds basic skills in video pre-production, videography techniques, sound, digital video editing and software using Premier Pro. Students supply own digital video camcorder. \$40 lab fee. Prerequisite: Sophomore standing. Offered Fall.

ARTS 375 Ceramics III 3 hours

Continuation of the study of three-dimensional principles of ceramics. Advanced techniques of the potter's wheel, glazing, and firings are introduced with an emphasis on the development of an understanding of the form and functions of both hand building and potter's wheel projects. \$40 lab fee. Prerequisite: ARTS 373. Offered Fall and Spring.

ARTS 394 Jewelry II 3 hours

Exploration of the design and creation of personal jewelry forms using the lost wax casting process. \$40 lab fee. Prerequisite: ARTS 292. Offered Fall and Spring.

ARTS 396 Jewelry III 3 hours

Advanced jewelry production techniques, including the exploration and experimentation of non-traditional materials and techniques in jewelry design. \$40 lab fee plus metal cost. Prerequisite: ARTS 394. Offered Fall and Spring.

ARTS 399 Art/Design Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The internship should be directly related to the student's art major. For example, a graphic design student could work in an advertising agency and a photography student may work in a photography studio. Grades are assigned as S (satisfactory) and U (unsatisfactory). Students may register for no more than 12 art/design internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Completed at least the introductory course in their major (ARTS 216 for a Graphic Design major, ARTS 150 or ARTS 152 for a Photography major, etc.); minimum 2.5 cumulative GPA at time of registration of internship; Junior standing. Offered Fall and Spring.

ARTS 400 Special Problems II 3 hours

Advanced studies in studio art. Prerequisites: Art major; Junior standing and completion of six semester hours in the discipline of the proposed study. \$40 lab fee. Offered Fall and Spring.

ARTS 403 20th-Century Art History 3 hours

American and European painting, sculpture, and architecture, 1900 to present. Prerequisites: ARTS 111 and 112. Offered even Spring.

ARTS 406 American Art History 3 hours

America's early primitive tradition to its leading role in the contemporary art scene. Prerequisites: ARTS 111 and ARTS 112. Offered Fall (2014, 2018).

ARTS 416 Graphic Design III 3 hours

This course focuses on various aspects of design for advertising. Areas of study include packaging design, product promotion, corporate identity/branding, web promotions, and point-of-purchase. \$40 lab fee. Prerequisites: ARTS 316, ARTS 317. Offered Fall.

ARTS 417 Web Design II 3 hours

This course goes deeper into web concepts and techniques. Topics include advanced CSS, an introduction to scripting (Javascript), the use of forms, and methods for embedding media (audio, video and Flash) into webpages. Students design and publish a website. \$40 lab fee. Prerequisites: ARTS 216, ARTS 217, ARTS 317; ARTS 307 is recommended. Offered Fall.

ARTS 425 Drawing IV 3 hours

Figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element. Explores a variety of media and drawing techniques. \$40 lab fee. Prerequisite: ARTS 323. Offered Fall and Spring.

ARTS 433 Topics (Occasional offering) 1-3 hours**ARTS 435 Printmaking IV 3 hours**

Continuation of Printmaking III with an emphasis on advanced processes intaglio and relief printmaking. \$40 lab fee. Prerequisite: ARTS 366. Offered Fall and Spring.

ARTS 436 Painting IV 3 hours

Continuation of ARTS 334. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. \$40 lab fee. Prerequisite: ARTS 334. Offered Fall and Spring.

ARTS 454 Creative Photography IV 3 hours

This is a portfolio preparation course. It concentrates on the professional presentation using design principles, shooting and lighting techniques, color, digital knowledge, structure and presentation skills. \$40 lab fee. Prerequisite: ARTS 353. Students supply own adjustable camera. Offered Fall and Spring.

ARTS 465 Drawing V 3 hours

This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. \$40 lab fee. Prerequisite: ARTS 425. Offered Fall and Spring.

ARTS 466 Painting V 3 hours

Continuation of ARTS 436. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. \$40 lab fee. Prerequisite: ARTS 436. Offered Fall and Spring.

ARTS 476 Ceramics IV 3 hours

Continuation of the study of three-dimensional ceramics. The emphasis is on individual expression in clay using wheel-throwing techniques. Experimentation with glazing and advanced firing techniques is encouraged. \$40 lab fee. Prerequisite: ARTS 375. Offered Fall and Spring.

ARTS 480 Ceramics V 3 hours

Advanced study of three-dimensional principles of ceramics using the potter's wheel. Introduction to the theory and practical issues of the ceramic kiln, both gas-fired and electric. Introduction and overview of glaze formulation. \$40 lab fee. Prerequisite: ARTS 476. Offered Fall and Spring.

ARTS 490 Ceramics VI 3 hours

Continuation of the advanced study of three-dimensional principles of ceramics using the potter's wheel. Continuation of the theory and practical issues of the ceramic kiln, both gas-fired and electric. Continuation and refinement glaze formulation. \$40 lab fee. Prerequisite: ARTS 480. Offered Fall and Spring.

ARTS 496 Senior Portfolio 3 hours

Culminating experience course for all Art degrees. This course is for both portfolio development and to provide information into the practical application of professional practices, business skills and career planning specific to the discipline of studio art and design. It assists the art/design major in building a professional career and/or pursuing advanced education or training. Students present a portfolio of their most recent work to faculty and guests at the end of this course. This portfolio is part of the Art Department's program assessment. Students select a faculty mentor to assist them in their portfolio project. This course is required of all BA, BS, and BFA students. Prerequisite: Senior standing. Offered Fall and Spring.

ARTS 498 Jewelry IV 3 hours

Combination of jewelry form experimentation and research, and is strictly experimental in both materials and forms with an emphasis in developing personal jewelry forms for commercial applications. \$40 lab fee plus metal cost. Prerequisite: ARTS 396. Offered Fall and Spring.

ARTS 499 Advanced Art/Design Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The internship should be directly related to the student's art major. For example, a graphic design student could work in an advertising agency and a photography student might work in a photography studio. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 art/design internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Senior standing; minimum 12 hours in specific art/design major (Graphic Design, Photography, Jewelry, etc.); minimum 3.0 GPA in major core classes at time of registration of internship. Offered Fall and Spring.

ASTRONOMY (ASTR)**Physical & Biological Sciences Department****ASTR 108 Introduction to Astronomy 3 hours**

A survey of the development of astronomy through the years. Topics covered include the historical evolution of our understanding of our place in the universe, astronomical instruments, the Earth-Moon system, the solar system, the Sun and other stars, galaxies and cosmology. Prerequisite: MATH 106 or above. Offered Spring. **G.E.**

BIOLOGY (BIOL)**Physical & Biological Sciences Department****BIOL 108 Human Biology 3 hours**

Examination of human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. Offered Fall and Spring. **G.E.**

BIOL 108L Human Biology Laboratory 2 hours

Laboratory experiences to complement BIOL 108. \$40 lab fee. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. Prerequisite: BIOL 108 or concurrent enrollment. BIOL 108 must be completed before BIOL 108L can be used for G.E. credit. Offered Fall and Spring. **G.E.**

BIOL 110 Principles of Biology I 3 hours

Fundamental processes underlying biological systems from a cellular and organismal viewpoint. Students majoring in Biology must earn a grade of C or higher. Prerequisite: Grade of C or higher in high school biology or BIOL 108 or ACT Math and English scores above 20 or SAT scores above 470. Offered Fall and Spring. **G.E.**

BIOL 110L Principles of Biology I Laboratory 2 hours

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

BIOL 112 Principles of Biology II 3 hours

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

BIOL 112L Principles of Biology II Laboratory 2 hours

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

BIOL 115 Introduction to Environmental Science 3 hours

Survey of environmental science, ecosystems and human impact. Cross-listed as ENVS 115. Offered Fall and Spring. *Course meets Multicultural graduation requirement.* **G.E.**

BIOL 115L Introduction to Environmental Science Laboratory 2 hours

Laboratory experiences to complement BIOL/ ENVS 115. \$40 laboratory fee. Cross-listed as ENVS 115L. Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before BIOL/ENVS 115L can be used as G.E. credit. Offered Fall and Spring. **G.E.**

BIOL 221 Clinical Microbiology 3 hours

A survey of microorganisms with emphasis on clinically important bacteria, viruses, protozoa, fungi and invertebrates. Emphasis placed on the health care applications of microbiology and transmission of infectious disease agents. Prerequisite: BIOL 110. Corequisite: BIOL 221L. Offered Spring.

BIOL 221L Clinical Microbiology Laboratory 2 hours

Laboratory experiences to complement BIOL 221. \$40 lab fee. Prerequisite: BIOL 110L. Corequisite: BIOL 221. Offered Spring.

BIOL 222 Conservation Biology 3 hours

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

BIOL 223 Anatomy 3 hours

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

BIOL 223L Anatomy Laboratory 2 hours

Laboratory experiences to complement BIOL 223. \$40 lab fee. Prerequisites: BIOL 110, BIOL 223 or concurrent enrollment. Offered Fall.

BIOL 230 Medical Terminology 3 hours

An introduction to medical terminology with an emphasis on learning word roots, suffixes and prefixes as it pertains to the human body. This course is offered online.

BIOL 233 Topics 1 - 3 hours**BIOL 255, 256, 257, 355, 356, 357, 455, 456, 457
Directed Study 1 - 3 hours****BIOL 290 Principles of Cell Biology 3 hours**

Theoretical foundations of basic cell biology, including structure, function and synthesis of the plasma membrane and subcellular organelles; cell adhesion and the extracellular matrix; cell transport, communication, division, cancer and programmed cell death. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110; CHEM 109 or CHEM 110. Concurrent enrollment in BIOL 290L is strongly recommended. Offered Fall.

**BIOL 290L Principles of Cell Biology
Laboratory 2 hours**

Laboratory experiences to complement BIOL 290. Students majoring in Biology must earn a grade of C or higher. \$40 lab fee. Prerequisites: BIOL 110L, BIOL 290 or concurrent enrollment. Offered Fall.

BIOL 300 Evolution 3 hours

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. Cross-listed as ENVS 300. Prerequisites: BIOL 110/112. Offered odd Fall.

BIOL 309 Animal Behavior 3 hours

Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. Cross-listed as PSYC 309. Prerequisite: Six hours of PSYC coursework or six hours of BIOL coursework. Offered odd Fall.

BIOL 312 Microbiology 3 hours

Survey study of microorganisms. Concurrent enrollment in BIOL 312L is required. Prerequisites: BIOL 110, BIOL 290 and sophomore standing; concurrent enrollment in BIOL 312L is required. Offered Fall.

BIOL 312L Microbiology Laboratory 2 hours

Laboratory experiences to complement BIOL 312. \$40 lab fee. Prerequisites: BIOL 110L, BIOL 290L, and BIOL 312 or concurrent enrollment. Offered Fall.

BIOL 319 Soils 3 hours

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as ENVS 319. Prerequisites: BIOL 110 or BIOL/ENVS 115; CHEM 110. Offered odd Spring.

BIOL 320 Ecology 3 hours

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as ENVS 320. Prerequisites: BIOL 112; BIOL/ENVS 222 recommended. Offered even Spring.

BIOL 320L Ecology Laboratory 2 hours

Laboratory experiences to complement BIOL/ENVS 320. Cross-listed as ENVS 320L. \$40 lab fee. Prerequisites: BIOL 112L; BIOL/ENVS 320 or concurrent enrollment. Offered even Spring.

**BIOL 324 Statistics for the Behavioral
and Natural Sciences 3 hours**

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

BIOL 326 Physiology 3 hours

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

BIOL 326L Physiology Laboratory 2 hours

Laboratory experiences to complement BIOL 326. \$40 lab fee. Prerequisites: BIOL 110L, BIOL 326 or concurrent enrollment. Offered Spring.

BIOL 330 Exercise Physiology 3 hours

Metabolic and physiological processes of the body as they relate to exercise and athletic conditioning. Response of the body to environmental influence and nutritional intake. Effects of gender, aging and fatigue on athletic performance. Prerequisites: BIOL 110 and CHEM 110. Occasional offering.

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

BIOL 342L Genetics Laboratory 2 hours
Laboratory experiences to complement BIOL 342; methodology and applications in classical and molecular genetics. \$40 lab fee. Students majoring in Biology must earn a grade of C or higher. Prerequisites: BIOL 110L with a grade of C or higher; BIOL 290L; BIOL 342 or concurrent enrollment. Offered Spring.

BIOL 343 Botany 5 hours
Anatomy, physiology and taxonomy of plants. Laboratory is included. \$40 lab fee. Prerequisites: BIOL 112 and BIOL 112L. Offered even Fall.

BIOL 353 Zoology 5 hours
Survey of animal phyla and vertebrate organ systems. Laboratory is included. \$40 lab fee. Prerequisites: BIOL 112 and BIOL 112L. Offered odd Fall.

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

BIOL 371 Neuroscience 3 hours
Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as PSYC 371. Prerequisite: Six hours of PSYC courses or six hours of BIOL courses. Offered even Spring.

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

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

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 or Environmental Science must earn a grade of C or higher. Prerequisites: 15 semester hours of BIOL, ENVS, and/or CHEM courses; Junior standing; BIOL/PSYC/SOCI 324. Offered Fall and Spring.

BIOL 399 Science Internship 1-3 hours
Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

BIOL 410 Molecular Biotechnology 3 hours
Methodology and applications in molecular biology, with special emphasis on biotechnology. Prerequisite: BIOL 342 with a grade of C or higher. Concurrent enrollment in BIOL 410L is strongly recommended. Offered Spring.

BIOL 410L Methods in Molecular Biotechnology 2 hours

Laboratory experiences to complement BIOL 410. \$40 lab fee. Prerequisite: BIOL 342L with a grade of C or higher. Concurrent enrollment in BIOL 410 is required. Offered Spring.

BIOL 415 Immunology 3 hours
Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disorders. Designed to prepare pre-professional students for later studies. Prerequisites: BIOL 290, BIOL 221 or BIOL 312. Offered odd Spring.

BIOL 420 Biochemistry I 3 hours
The first of a two-semester course that outlines the structure, function and chemical properties of biological molecules. Topics include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signalling pathways, DNA information technology, and central intermediate metabolism. Cross-listed as CHEM 420. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 310. CHEM 312 is strongly encouraged. Offered Fall.

BIOL 420L Biochemistry Laboratory 2 hours
Laboratory teaching fundamental techniques in biochemistry. Cross-listed as CHEM 420L. Concurrent enrollment in BIOL 420 is required. \$40 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 310. Offered Fall.

BIOL 422 Biochemistry II 3 hours

The second of a two-semester course that outlines the structure, function and chemical properties of biological molecules. Topics include the catabolism of fatty acids and amino acids, the urea cycle, oxidative phosphorylation of the mitochondria and chloroplast, the anabolic reactions of lipids, amino acids, nucleotides, and other nitrogen containing compounds, hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes, and the biochemical synthesis of DNA, RNA, and protein. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as CHEM 422. Prerequisite: BIOL/CHEM 420. Offered even Spring.

BIOL 433 Topics 1 - 3 hours**BIOL 472 Psychopharmacology 3 hours**

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

BIOL 490 Senior Seminar 1 hour

A seminar course required as a culminating experience prior to graduation for all seniors majoring in Biology and Environmental Science. Students complete and present a review of their major field and participate in career planning. Evaluation is Satisfactory (S)/Unsatisfactory (U), with a grade of S required. Cross-listed as ENVS 490. Prerequisites: Senior standing, ENGL 112, 45 semester hours in BIOL/ENVS. Offered Fall and Spring.

BIOL 499 Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum 15 hours of science coursework; Senior standing; declared major in Biology, Chemistry or Environmental Science; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

CHEMISTRY (CHEM)**Physical & Biological Sciences Department****CHEM 108 Physical Science Survey 3 hours**

Examination of the physical world and its basic underlying scientific principles. Cross-listed as PHYS 108. Prerequisite: MATH 106 or higher. Offered Fall. **G.E.**

CHEM 108L Physical Science Survey Laboratory 2 hours

Laboratory experiences to complement CHEM 108. Cross-listed as PHYS 108L. CHEM 108 must be completed before CHEM 108L can be used for G.E. credit. Prerequisite: CHEM/PHYS 108 or concurrent enrollment. Offered odd Fall. **G.E.**

CHEM 109 Chemistry for Biological and Health-Related Sciences 3 hours

Fundamentals of chemistry for students entering biological or health-related fields. Topics include stoichiometry, chemical equations and reactions, properties of gases, solutions and electrolytes, acid/base properties and pH, an introduction to organic chemistry, and various aspects of chemistry important in biological systems. Prerequisites: MATH 106 or higher (or ACT math score of 21 or higher); CHEM/PHYS 108 (or high school chemistry course with a grade of C or higher). Offered Fall and Spring. **G.E.**

CHEM 110 Chemistry I 3 hours

Fundamental course in the principles of chemistry. Topics include stoichiometry, chemical equations, chemical reactions, properties of gases, properties of solutions, and thermochemistry. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: MATH 106 or higher (or ACT math score 21 or higher); CHEM/PHYS 108 (or high school chemistry course with a grade of C or higher). Offered Fall and Spring. **G.E.**

CHEM 111L Introductory Chemistry Laboratory Experience 2 hours

An experimental introduction to the physical and chemical properties of matter to complement CHEM 109 and CHEM 110. \$40 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: CHEM 109 or CHEM 110 or concurrent enrollment. Offered Fall and Spring. **G.E.** (CHEM 109 or CHEM 110 must be completed before CHEM 111L can be used for G.E. credit.)

CHEM 112 Chemistry II 3 hours

A continuation of CHEM 110. Topics to be covered include kinetics, equilibrium electrochemistry, nuclear chemistry and coordination complexes. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisite: Grade of C or higher in CHEM 110. Offered Fall and Spring.

CHEM 112L Chemistry II Laboratory 2 hours

Laboratory experiences to complement CHEM 112 to include the qualitative analysis of compounds. \$40 lab fee. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: CHEM 112 or concurrent enrollment; CHEM 111L with a grade of C or higher. Offered Fall and Spring.

CHEM 230 Environmental Toxicology and Chemistry 3 hours

Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. Cross-listed as ENVS 230. Prerequisite: CHEM 112. Offered even Spring.

CHEM 230L Environmental Toxicology and Chemistry Lab 3 hours

Laboratory experiences to complement CHEM/ENVS 230 to include the collection and analysis of environmental samples including air, soil and water samples. Cross-listed with ENVS 230L. Prerequisite: CHEM 112L. Corequisite: CHEM/ENVS 230. Offered even Spring.

CHEM 233 Topics 1-3 hours**CHEM 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-5 hours****CHEM 306 Analytical Chemistry I 5 hours**

An overview of analytical chemical techniques with a focus on how data is collected, analyzed and interpreted. The development of analytical methods as well as analytical sampling are discussed as are tools used for the isolation and quantification of chemical samples. Laboratory work is included as part of this course. Students majoring in Chemistry must earn a grade of C or higher. \$40 lab fee. Prerequisites: CHEM 112 and CHEM 112L with a grade of C or higher; MATH 150 or MATH 180. Offered Fall.

CHEM 307 Analytical Chemistry II 5 hours

A continuation of Analytical Chemistry I focusing on advanced analytical methods for the quantification in analytes in complex systems. Detailed discussions of chemical equilibrium, spectroscopy and current topics in analytical chemistry are included. Laboratory work is included as part of this course. Students majoring in Chemistry must earn a grade of C or higher. \$40 lab fee. Prerequisites: CHEM 306 with a grade of C or higher. Offered odd Spring.

CHEM 310 Organic Chemistry I 3 hours

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

CHEM 310L Organic Chemistry I Laboratory 2 hours

Laboratory experiences to complement CHEM 310 focusing on separation/purification techniques. Students majoring in Chemistry must earn a grade of C or higher. \$40 lab fee. Prerequisites: CHEM 310 or concurrent enrollment; CHEM 112L with a grade of C or higher. Offered Fall.

CHEM 312 Organic Chemistry II 3 hours

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

CHEM 312L Organic Chemistry II Laboratory 2 hours

Laboratory experiences to complement CHEM 312 focusing on synthetic methods. Students majoring in Chemistry must earn a grade of C or better. \$40 lab fee. Prerequisites: CHEM 312 or concurrent enrollment; CHEM 310L with a grade of C or higher. Offered Spring.

CHEM 322 Inorganic Chemistry 3 hours

A survey of the inorganic and organometallic chemistry of the elements. Topics include group theory, acid/base chemistry, solid state chemistry, main group elements, coordination chemistry and organometallic compounds and reactions. Prerequisite: CHEM 112. Offered odd Fall.

CHEM 395 Research Design in the Sciences 3 hours

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as ENVS 395 and BIOL 395. Students majoring in Biology or Environmental Science must earn a grade of C or higher. Prerequisites: 15 semester hours of BIOL, ENVS and/ or CHEM courses; Junior standing; BIOL/PSYC/SOCI 324. Offered Fall and Spring.

CHEM 399 Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

CHEM 401 Introduction to Physical Chemistry/Chemical Physics 3 hours

Introduction to physical principles underlying chemical science. Topics include: thermodynamics, chemical kinetics and quantum mechanics. Cross-listed as PHYS 401. Prerequisites: CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite). Offered Spring.

CHEM 412 Advanced Experimental Chemistry 3 hours

A course focusing on laboratory problems requiring classical and modern physical principles and inorganic/organometallic synthetic techniques. Includes 1 hour of lecture and 3 hours of lab per week. Prerequisites: CHEM 306, CHEM 312, CHEM 312L. Offered Spring.

CHEM 420 Biochemistry I 3 hours

The first of a two semester course that outlines the structure, function and chemical properties of biological molecules. Topics include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signalling pathways, DNA information technology, and central intermediate metabolism. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross listed as BIOL 420. Prerequisites: BIOL 110 and CHEM 310. CHEM 312 is strongly encouraged. Offered Fall.

CHEM 420L Biochemistry Laboratory 2 hours

Laboratory teaching fundamental techniques in biochemistry. \$40 lab fee. Cross-listed as BIOL 420L. Concurrent enrollment in CHEM 420 is required. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 110 and CHEM 310. Offered Spring.

CHEM 422 Biochemistry II 3 hours

The second of a two semester course that outlines the structure, function, and chemical properties of biological molecules. Topics include the catabolism of fatty acids and amino acids, the urea cycle, oxidative phosphorylation of the mitochondria and chloroplast, the anabolic reactions of lipids, amino acids, nucleotides, and other nitrogen containing compounds, hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes, and the biochemical synthesis of DNA, RNA and protein. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as BIOL 422. Prerequisite: BIOL/CHEM 420. Offered even Spring.

CHEM 425 Forensic Chemistry I 3 hours

An introduction to the methods and instrumentation used in the analysis of chemical evidence. Thin layer chromatography, gas chromatography and other relevant separation techniques, as well as UV-visible spectroscopy, infrared spectroscopy, and Raman spectroscopy will be discussed in depth. Cross-listed as FRSC 425. Prerequisites: FRSC 210, CHEM 306, CHEM 312, CHEM 312L. Corequisite: CHEM/FRSC 425L. Offered Fall.

CHEM 425L Forensic Chemistry I Laboratory 2 hours

The laboratory component of Forensic Chemistry I. A hands-on introduction to the major techniques and instruments used in the analysis of chemical forensic evidence. Cross-listed as FRSC 425L. Prerequisites: FRSC 210, CHEM 306, CHEM 312, CHEM 312L. Corequisite: CHEM/FRSC 425. Offered Fall.

CHEM 430 Forensic Chemistry II 3 hours

A survey of the methods used in the analysis of chemical and trace evidence encountered in the forensic laboratory. Cross-listed as FRSC 430. Prerequisites: FRSC 210, CHEM 306, CHEM 312, CHEM 312L. Corequisite: CHEM /FRSC 430L. Offered Spring.

CHEM 430L Forensic Chemistry II Laboratory 2 hours

The laboratory component of Forensic Chemistry II. A hands-on introduction to the major techniques used in the analysis of trace forensic evidence. Cross-listed as FRSC 430L. Prerequisites: FRSC 425, FRSC 425L. Corequisite: CHEM/FRSC 430. Offered Spring.

CHEM 433 Topics 1-3 hours**CHEM 490 Senior Seminar 3 hours**

A seminar course required as a culminating experience prior to graduation for all seniors majoring in science. Students do library research project(s) from the field of natural sciences. A grade of C or higher is required. Prerequisites: Senior standing; ENGL 112; CHEM 306; a minimum of 26 hours of coursework with CHEM prefix. Offered Spring.

CHEM 499 Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum 15 hours of science coursework; Senior standing; declared major in Biology, Chemistry or Environmental Science and minimum 3.0 GPA in major core classes at time of registration of internship. Offered Fall and Spring.

COLLEGE INTRODUCTORY STUDIES (COLL)

College Introductory Studies include the following skills courses: **COLL 103, 104, 105, 106, 107, 108, 109, 177, 225; ENGL 107; INCC 111, 133, 233; MATH 104 and MATH 106. These courses may be used as elective credits toward a degree but do not fulfill general education requirements.**

COLL 103 Concepts of Physical Activity and Wellness 2 hours

Basic knowledge, understanding and values of physical activity and wellness. Occasional offering.

COLL 104 Peer-Advising Skills Seminar – Part I 0.5 hour

Assists students in the development of basic skills needed to serve in Resident Assistant, Community Consultant or Peer Educator positions. Offered Spring (First 8 weeks).

COLL 105 Peer-Advising Skills Seminar – Part II 0.5 hour

Assists students in the development of basic skills needed to serve in Resident Assistant, Community Consultant or Peer Educator positions. This is a continuation of the Peer Advising Skills Seminar – Part I. Offered Spring (Second 8 weeks).

COLL 106 Strategic Studying Seminar 0.5 hour

Designed to help students make the transition to the college setting by enhancing their study strategies. Topics include note-taking, reading textbooks, memory and organizational strategies, and test-taking skills. Occasional offering.

COLL 107 Career Development and Decision Making 0.5 hour

Course will focus on issues of career planning and practical tools for job hunting. Students will understand strategies for successfully obtaining work in their field of choice and what they will need to prepare. Course may be repeated. Prerequisite: Sophomore Standing and a minimum 2.0 cumulative GPA. Offered Fall, Spring, and Summer.

COLL 108 Analytical Thinking Seminar 0.5 hour

Students improve analytical-thinking skills using in-class writing, take-home assignments, and group projects. They demonstrate their ability to sort out opinions, to interpret data, to recognize errors of perception, judgment, or reaction, to evaluate judgments, and to express their own opinions clearly and logically. Occasional offering.

COLL 109 Communicating to Our World: An Introduction to Leadership 0.5 hour

Students learn about the social change model of leadership development. Through participation in the Emerging Leaders Institute (ELI), students have an opportunity to apply their learned knowledge to real life experiences. This class can only be taken by those chosen for the ELI Program. Offered Spring.

COLL 177 Study Tour Experiences 1 hour

Short term study abroad experience. Occasional offering.

COLL 225 Tutoring 0.5 - 3 hours

Students tutor in specific subject areas. A student earns one elective semester hour for 45 clock hours of tutoring time. The student arranges a tutoring schedule with the supervisor and enrolls in this course after completing the required clock hours for credit. Prerequisite: To be determined by the faculty or staff supervisor of each student enrolling for discipline-specific tutoring.

ENGL 107 Developmental English Composition 3 hours

Extensive reading and writing practice with emphasis on paragraph organization and development leading to multiple-paragraph essays and engagement with outside ideas and texts. Systematic review of grammar, mechanics and sentence structure, integrated into the reading and writing process. Based on a grade of C or higher in this course, students may proceed to ENGL 111. Placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 1 to 17 or whose SAT Verbal Score is from 200 to 440 shall be placed in ENGL 107. Offered Fall and Spring.

INCC 111 Introduction to Columbia College 2 hours

Introduction to Columbia College and to the values of learning. The sixteen-week seminar provides students an opportunity to explore the goals of an ethics-based liberal arts education and to identify their role in the academic, cultural and social community of Columbia College. The general education curriculum, degree requirements, college catalog, advising process, and student handbook are introduced. Additionally, students become familiar with the wide variety of resources available to help them meet their collegiate goals. All freshmen are strongly encouraged to enroll in this seminar during their first semester.

INCC 133 Topics: Introduction to Columbia College for Student Support Services 1 hour

This eight-week seminar should be taken following INCC 111. It is designed to provide Student Support Services (SSS) participants with an overview of the history, requirements, benefits and services provided by Columbia College's SSS program. Students assess and enhance their academic and interpersonal skills and expand their cultural knowledge and experience. Prerequisite: INCC 111 recommended. Offered Fall and Spring.

INCC 233 Topics: Analytical Problem Solving and Reading Comprehension 2 hours

This course teaches techniques to enhance college reading comprehension and increase college vocabulary. The course also focuses on analytical thinking, logic and problem solving. Prerequisite: Member of Student Support Services. Offered Fall and Spring.

MATH 104 Beginning Algebra 3 hours

Introduction to the fundamental concepts of algebra. Review of fractions, decimals and signed numbers. Methods for solving linear equations, linear inequalities, and systems of linear equations. Thorough treatment of graphing lines and linear equalities in the plane. Introduction to rules of exponents. Real-world applications are integrated throughout the course. Students must repeat the course if a grade of U, F, or D grade is awarded. Offered Fall and Spring.

MATH 106 Intermediate Algebra 3 hours

Second course in a three-course sequence in algebra. Review of graphing lines. An introduction to solving systems of linear equations, exponents, polynomial expressions, square roots, zeros of polynomials, quadratic equations, and graphs of parabolas. Students must repeat the course if a U, F or D grade is awarded. Prerequisite: A passing score on the Columbia College math placement exam or MATH 104 with a grade of C or higher or a score of 19 or higher on the math portion of the ACT or 460 or above SAT score. Offered Fall and Spring.

COMMUNICATION STUDIES (COMM)

Humanities Department

COMM 110 Introduction to Speech 3 hours

This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication. Offered Fall and Spring. **G.E.**

COMM 203 Understanding Human Communication 3 hours

Communication theories and models applied to intrapersonal, interpersonal, small-group and public settings. Principles practiced in verbal and non-verbal forms. Offered Fall and Spring. **G.E.**

COMM 214 Mass Communication in Society 3 hours

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

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. Offered odd Fall.

COMM 224 Film History and Analysis 3 hours

Introduction to the world history of cinema from its origins to the present, featuring important and influential films of various types and genres from several countries. Basic formal and technical aspects of the medium and means of analysis are also introduced. Prerequisite: COMM 110. Offered Spring. *Course meets Multicultural graduation requirement.* **G.E.**

COMM 230 Introduction to Communication Theory and Research 3 hours

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

COMM 233 Topics 1 - 3 hours**COMM 303 Intercultural Communication 3 hours**

Study of the role of communication in multicultural and intercultural contexts, including issues relating to values, language and non-verbal behavior as they relate to effective multicultural and intercultural interaction. Prerequisite: Sophomore standing. Offered odd Fall. *Course meets Multicultural graduation requirement.*

COMM 304 Introduction to Screenwriting 3 hours

This course is an introduction to the art and craft of screenwriting. Students learn basic principles of screenwriting, including how screenwriting differs from other writing styles. Students explore the screenplay style and format, character development and story arcs through a film treatment and short screenplay. Cross-listed as ENGL 304. Prerequisites: ENGL 112, and either COMM 224 or ENGL 310. Offered odd Fall.

COMM 313 Interpersonal Communication 3 hours

An introduction to the process of face-to-face communication within personal relationships, family, community and the workplace. Prerequisite: COMM 110. Offered even Fall.

COMM 320 Advanced Theatre 3 hours

Performance theory and criticism supporting current staging of monologues, duets and ensemble scripts in theatre and film. This course has a significant focus on advance acting skills and theatre on the global stage. Prerequisite: COMM 220. Occasional offering.

COMM 323 Argumentation and Debate 3 hours

Detailed study and application of rhetorical theories, including the analysis, evaluation and production of arguments. Course focusses on formal debate strategies in addition to rhetorical artifacts ranging from classical readings to contemporary discourse. Prerequisite: COMM 110. Offered odd Spring.

COMM 324 Film Styles and Genres: (Specific Topic) 3 hours

Intensive study of a specific body of films grouped by similarities in style, genre, period or cultural origin. Emphasis is on historical, theoretical, and critical issues. Topics vary. Sample topics: Documentary film; film adaptation; film authors; independent film; movie musicals. Course may be taken more than once when topic varies. Prerequisite: COMM 224. Offered even Spring.

COMM 334 Political Economy of Film and Media 3 hours

Examination of the film industry and mass communication outlets as they pertain to political economy. Through the study of ownership as a business strategy and cultural construction, students explore the cultural influence of mass communication. Prerequisite: COMM 214 or COMM 224. Occasional offering.

COMM 343 Gender Communication 3 hours

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as WMST 343. Prerequisite: Sophomore standing. Offered even Spring.

COMM 344 Visual Communication and Culture 3 hours

Introduction of basic principles of perception and visual interpretation. Analysis and discussion addresses the dependent processes of rhetorical visual communication in media and film studies, cultural studies, art, literature and photography within the public sphere. Prerequisite: COMM 110. Offered even Fall.

COMM 354 Social Media and Virtual Communities 3 hours

This course examines the ways humans communicate via social media and virtual communities. Grounded in communication theory, students appropriately engage, first-hand, with social media technologies to explore the manners of electronic communications maintenance, manipulation and community building. Technologies pertaining to this course include: smart mobs, blogs, collaboration tools, podcasts, viral video, social bookmarking and other evolving technologies. Prerequisite: COMM 214. Offered even Fall.

COMM 360 Oral Interpretation of Literature 3 hours

Appreciation of poetry, prose and drama through oral performance. Prerequisite: COMM 110 and/or COMM 203 strongly recommended. Offered even Fall.

COMM 380 Performance Studies 3 hours

Examination of classical and contemporary views of performance as a way of constituting meaning as well as to affirm individual and cultural identity at the crossroads of race, class and gender. Prerequisite: COMM 360. Occasional offering.

COMM 385 Performance Styles and Genres: (Specific Topic) 3 hours

Intensive study of a major performance style and genre. Emphasis is on the historical, theoretical and critical issues. Sample topics: poetry; personal narrative; performance art; prose; drama. Course may be taken more than once when the topic varies. Prerequisite: COMM 360. Occasional offering.

COMM 393 Organizational Communication 3 hours

Examination of communication processes with emphasis on systems theories, leadership and interpersonal and group interaction in formal and informal organizational settings. Prerequisite: COMM 110. Offered odd Spring.

COMM 399 Communication Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students can register for no more than 12 internship (399 and 499 combined) credits during their time at Columbia College. Prerequisites: Junior standing; minimum 3.0 cumulative GPA at time of registration of internship. Offered Fall and Spring.

COMM 404 Media Criticism 3 hours

Theoretical and practical analysis of the content, structure and context of mediated communication in the United States. Students use cultural, critical and rhetorical strategies to evaluate media content. Prerequisites: COMM 214 and 3 hours of upper-level communication coursework. Occasional offering.

COMM 420 Advanced Acting and Production Techniques 1-3 hours

This course exposes students to the acting, directing and technical processes during the staging of a full-length production. Acting or managerial participation in a main stage production is a course requirement. The week prior to the performance will require evening and weekend rehearsal time required for participation in the class. All students must participate in the set production dates scheduled prior to production dates. This course may be taken for variable credit and up to three times. Prerequisite: Audition. Offered odd Spring.

COMM 433 Topics 1-3 hours**COMM 495 Speech Communication Integrative Seminar 3 hours**

Culminating experience for the major; completion with a C or higher required. Advanced examination of the nature of communication theory, research and methods. With the instructor's permission, a student not majoring in Speech Communication may enroll and propose a project specific to the Speech Communication discipline. Prerequisites: COMM 230, C average or higher in Speech Communication courses; minimum of 15 hours of 300- or 400-level Communication courses; senior standing. Offered Spring.

COMM 499 Advanced Communication Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students can register for no more than 12 internship (399 and 499 combined) credits during their time at Columbia College. Prerequisites: COMM 399; Senior standing; minimum 3.0 cumulative GPA at time of registration of internship. Offered Fall and Spring.

COMPUTER AND INFORMATION SCIENCE (CISS)

Computer and Mathematical Sciences Department

CISS 145 Introduction to Python Programming 3 hours

This course introduces students to computer programming. Students will design and build a substantial system using the Python language. The system will be selected from the following: 2-D/3-D games, CD player, image authoring tool. Prerequisite: C or higher in MATH 150. Offered Fall and Spring.

CISS 170 Introduction to Computer Information Systems 3 hours

Overview of computer hardware, software, programming and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet and data management software are used to explore use of microcomputers in business. Offered Fall and Spring. **G.E.**

CISS 176 Introduction to Computer Science 3 hours

This course provides a broad overview of computer science. It is designed to provide students with an appreciation for and an understanding of the many different aspects of computer science. Offered Fall and Spring. **G.E.**

CISS 234 Visual Basic 3 hours

An introduction to programming using Visual Basic. Emphasis is on Visual Basic syntax and creating user interfaces in Visual Basic. Topics include application design, using variables and constants, the selection and repetition structures, sequential access files, menus, dialog boxes and error trapping, random access files, database access and arrays. Prerequisites: CISS 170; MATH 150. Offered Fall.

CISS 236 COBOL Programming 3 hours

COBOL syntax and semantics, data structures including record processing using sequential, indexed and relative files; sorting and merging files, and other language features. Prerequisites: CISS 170 and MATH 150. Occasional offering.

CISS 238 Java Programming 3 hours

An introduction to programming using Java. Topics include methods, classes, objects, advanced object concepts, input, selection, repetition, arrays and strings, applets, HTML, graphics, inheritance concepts, abstract windows tool kit, file input and output. Prerequisites: CISS 170 or CISS 176; MATH 150. Offered even Spring.

CISS 240 Introduction to Programming 4 hours

Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input and output, selection, iterative constructs, functions, data types, arrays, strings, pointers and recursion. Prerequisites: MATH 150; CISS 170 or CISS 176. Offered Fall and Spring.

CISS 245 Advanced Programming 4 hours

A continuation of CISS 240. Topics include object oriented programming in C++ with classes, methods, inheritance, dynamic memory allocation, file streams, linked lists and stacks. Prerequisite: Grade of C or higher in CISS 240. Offered Fall and Spring.

CISS 274 Introduction to Internet Technology and Electronic Commerce 3 hours

Introduction to the internet and electronic commerce. Topics include the World Wide Web, basic webpage design (HTML) and programming methodologies (CGI). Social, economic, ethical and political topics are discussed as well. Prerequisite: CISS 170. Offered Fall.

CISS 285 Structured Systems Analysis and Design 3 hours

This course explores the structured tools, techniques, methodologies, and the system development life cycle used to plan, analyze, design, implement/build and maintain computer information systems. Prerequisite: CISS 234 or CISS 238 or CISS 240. Offered Fall.

CISS 298 Web Programming 3 hours

Introduction to web programming issues associated with developing web applications and website design. Prerequisite: CISS 170. Offered odd Spring.

CISS 301 Operating Systems for Business Computing 3 hours

Introduction to computer operating systems functions and management. Topics include memory, process, device, file, network function management and concurrent processes, security and ethics. Prerequisites: CISS 170 or CISS 176; Junior standing. Offered odd Fall.

CISS 302 Business Data Communications and Networking 3 hours

Introduction to business computer networking. Topics include network architecture with layered models; network technologies with LAN, MAN and WAN; network security, design and management. Prerequisites: CISS 170 or CISS 176; Junior standing. Offered even Spring.

CISS 312 ACM Programming Contest 1 hour

Open to computer majors participating in the ACM Programming Contest. May be repeated for a total of 3 semester hours. Prerequisites: Junior standing, computer major – either CIS or CS. Evaluation is Satisfactory/Unsatisfactory. Offered Fall and Spring.

CISS 325 Systems Analysis, Design and Implementation Projects 3 hours

The systems analysis and design topics introduced in CISS 285 are applied to create one or more operational computer information systems. Prerequisite: CISS 285 (or CISS 280) with a grade of C or higher. Offered Spring.

CISS 350 Advanced Algorithms and Data Structures 3 hours

Advanced concepts of data, storage, organization, and retrieval. Topics include multiple-linked lists, balanced trees, graphs, abstract data types, classes and methods, object-oriented programming, searching and sorting. Prerequisite: CISS 245 or CISS 243. Offered Fall and Spring.

- CISS 355 Directed Study 1-3 hours**
Research project covering a limited and well-focused aspect of theory, concept or application in a selected area of CIS not covered in-depth in the curriculum. A term paper documenting the research and results is required. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. Prerequisite: CISS 245 or CISS 243.
- CISS 358 Algorithm Analysis 3 hours**
Introduction to algorithm analysis and complexity classes including advanced data structures such as B-trees, height-balanced trees and graphs. Analysis of various searching and sorting algorithms and algorithm design topics such as dynamic programming, greedy methods and divide-and-conquer. Prerequisites: MATH 225; CISS 245 or CISS 243. Offered odd Fall.
- CISS 360 Computer Systems and Assembly Language 3 hours**
Introduction to the fundamental concepts of computer systems including data representation, computer arithmetic, Boolean algebra, SSI Logic Design, register-transfer and micro-operations, computer organization, assemblers and assembly language programming. Prerequisite: CISS 245 or CISS 243. Offered odd Fall.
- CISS 362 Introduction to Automata Theory, Languages and Computation 3 hours**
The study of formal languages, grammars, abstract computer models and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Cross-listed as MATH 362. Prerequisites: MATH 225 and CISS 240. Offered even Fall.
- CISS 365 Project Management 3 hours**
An introduction to project management issues associated with information technology projects including project definition, organizational structures, risk factors, quality management and procurement management. Prerequisites: MGMT 254; CISS 280 or CISS 285. Offered even Fall.
- CISS 370 Operating Systems 3 hours**
The hardware, firmware and software organization of computer systems, basic operating systems concepts, concurrent processes, CPU and disk scheduling, memory management, deadlocks, systems evaluation and simulation, and performance measurement. Prerequisites: CISS 350 or CISS 358. Offered odd Spring.
- CISS 375 Compiler Construction 3 hours**
Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables and run-time storage. Prerequisite: CISS 350 or CISS 358. Offered even Fall.
- CISS 380 Computer graphics 3 hours**
Techniques for picture development and transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems and animation techniques. Prerequisite: CISS 350 or CISS 358. Offered odd Fall.
- CISS 390 Global Information Systems Management 3 hours**
Introduction to global information systems management issues associated with culture, politics and geo-economics, international IS standards and regulations, outsourcing and off-shoring. Prerequisite: Junior standing. Offered even Fall. *Course meets Multicultural graduation requirement.*
- CISS 391 Information Systems Security 3 hours**
Introduction to information systems security issues associated with formal and informal systems' protection, detection and responses. Prerequisite: Junior standing. Offered odd Fall.
- CISS 410 Computer Networks and Communications 3 hours**
Network architecture and the OSI model. Physical protocols for data transmission and error detection/correction, data link concepts, LAN protocols, internetworking, end-to-end service and security considerations. Prerequisite: CISS 350. Offered odd Fall.
- CISS 420 Computer Architecture 3 hours**
Introduces fundamental concepts of computer architecture including data representation, computer arithmetic, Boolean algebra, combinational logic design, sequential circuits, registers and counters, memory and programmable logic devices, instruction set architecture, CPU design, input and output, memory systems. Prerequisite: CISS 360. Offered even Spring.
- CISS 430 Database Systems 3 hours**
Design and implementation of relational and object-oriented database systems. Relational algebra, normal forms and normalization, query processing, efficiency and security considerations. Prerequisite: CISS 285, CISS 280 or CISS 465. Offered Spring.
- CISS 433 Topics 1-3 hours**
These courses will cover selected topics not offered as part of the CIS curriculum. .
- CISS 438 Object-Oriented Design and Analysis 3 hours**
Introduction to object-oriented (OO) analysis, design and modeling. Topics include techniques for mapping real-world systems onto an OO representation, use case design, OO methodology for software development, identifying patterns, building conceptual models, and OO implementation issues. The Unified Modeling Language is used as a modeling tool. Prerequisite: CISS 350 or 358. Offered odd Spring.

CISS 445 Programming Languages 3 hours

Survey and comparison of various programming languages and the concepts used in designing, specifying and evaluating languages. Topics include formal specification, language constructs, translation, binding and binding times, logic and functional programming. Prerequisite: CISS 350 or CISS 358. Offered even Spring.

CISS 450 Artificial Intelligence 3 hours

Concepts and theories of intelligent computer systems. Issues of perception, learning, problem solving and knowledge representation discussed. Programming in a list processing language will be required. Applications to game playing, theorem proving, expert systems, language understanding. Prerequisite: CISS 350 or CISS 358. Offered even Fall.

CISS 451 Introduction to Cryptography and Computer Security 3 hours

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Cross-listed as MATH 451. Prerequisites: MATH 225; CISS 245 or CISS 243. Offered odd Spring.

CISS 455 Directed Study 1-3 hours

Research project covering a limited and well-focused aspect of theory, concept, or application in a selected area of CIS not covered in depth in the curriculum. A term paper documenting the research and results is required. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. Prerequisite: Senior standing.

CISS 465 Software Engineering 3 hours

An introduction to software engineering including process methods, software metrics, configuration management, risk analysis, testing techniques and quality assurance, project management and tracking. Prerequisite: CISS 430. Offered Fall.

CISS 472 Data Warehousing and Decision Support Systems 3 hours

An investigation of data warehousing, data mining, and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment and maintenance issues. Prerequisite: CISS 243 or 245, and CISS 430. Offered odd Fall.

CISS 492 Senior Seminar in Management Information Systems 3 hours

Required culminating course for graduation as a Management Information System (MIS) major. Readings from the current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 365, CISS 430 and Senior standing. Offered Fall and Spring.

CISS 493 Senior Seminar in Computer Information Systems 3 hours

Culminating course required for Computer Information Systems (CIS) majors. Readings from the current literature. Requires original research project and paper. Grade of C or higher required. This course includes a program evaluation component. Prerequisites: CISS 325 (or CISS 320), CISS 350, CISS 360, CISS 430 and Senior standing. Offered Fall and Spring.

CISS 494 Senior Seminar in Computer Science 3 hours

Culminating experience course required for Computer Science Majors. Requires original research project, paper and presentation under the supervision of a computer science faculty member. Grade of C or higher required. The course includes a program evaluation component. Prerequisites: CISS 420, CISS 430, CISS 445 and Senior standing. Offered Fall and Spring.

CISS 499 Internship 1-6 hours

Students complete 45 hours of experiential work for each semester hour. Typical internships include programming in VB, C++ and COBOL, writing PERL scripts, doing database work with SQL and Access, and system analysis work. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 hours of CISS 499 during their time at Columbia College. Prerequisites: Senior standing; declared major in Computer Science, Computer Information Systems or Management Information Systems; minimum 3.0 cumulative GPA at time of registration for internship. Offered Fall and Spring.

CRIMINAL JUSTICE ADMINISTRATION (CJAD)

Criminal Justice Administration and Human Services Department

CJAD 101 Introduction to Criminal Justice Administration 3 hours

History and development of major components of the CJ system: police, prosecution, defense, criminal courts, institutional and community-based corrections. Offered Fall and Spring.

CJAD 201 Criminal Investigation 3 hours

Provides the student with a practical working knowledge of criminal investigation principles, techniques, law and procedure. The investigative process is studied from basic theoretical concepts to the application of the basic elements for prosecution of criminal cases. Includes a study of crime-scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime and terrorism. Prerequisite: CJAD 101. Offered Fall.

CJAD 203 Crime Scene Investigation 3 hours

Techniques and methods of crime scene investigation focusing on practical suggestions as well as theoretical viewpoints of the field. Topics include fundamentals of the preliminary investigation, identification, protection and collection of evidence, sketching and photographing the crime scene, interpreting blood stain evidence and fingerprinting techniques. \$40 lab fee. Prerequisite: CJAD 101. Offered Fall and Spring.

CJAD 233 Topics 1-3 hours**CJAD 233 Topics: Mock Trial 1 hour**

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 233. Prerequisite: Must be a full-time Columbia College student. Course may be repeated five times for a total of six semester hours. Offered Fall and Spring.

CJAD 301 Criminal Law 3 hours

Examines the basic elements and concepts of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary and robbery. Analysis of inchoate crimes involving attempt, solicitation and conspiracy. Analysis of general principles of criminal liability, punishment, and the legal limitations of such liability based on self-defense, necessity, entrapment, diminished capacity and insanity. Prerequisite: Sophomore standing. Offered Fall.

CJAD 303 Crime Scene Photography 3 hours

Techniques and methods of crime scene photography focusing on practical suggestions as well as general viewpoints of crime scene imaging and documentation. The use of digital imaging and standard film systems are demonstrated. Topics include the fundamentals of photographing scenes from general to specific utilizing the overall, medium and close-up "three-step" methods. Practical exercises demonstrate the documentation of crime scenes. Major case crime scenes and autopsy procedures are specifically demonstrated. \$40 lab fee. Students are not required to have equipment but may use their personal systems (digital/standard). Prerequisites: CJAD 101 and junior standing. Offered Fall and Spring.

CJAD 306 Military Justice System 3 hours

Examination of the history and principles of military justice and comparison of the military and civilian justice systems. Topics include the Uniform Code of Military Justice; military crimes; nonjudicial punishment; jurisdiction of general and special military courts; military judges and panels; self incrimination, search and seizure, pretrial confinement and restraint; plea bargaining; sentencing and appellate review in military courts. Prerequisites: CJAD 101 and Junior standing. Occasional offering.

CJAD 310 Crisis Intervention 3 hours

Survey of the current crisis intervention literature and introduction to the theories, principles, concepts and techniques of crisis intervention. Upon completion, students should be able to predict who may need crisis intervention services, and demonstrate the provision of first-order crisis intervention. Prerequisite: PSYC 101. Occasional offering.

CJAD 311 Police in a Democratic Society 3 hours

Overview and analysis of law enforcement history, development, purposes and roles in a democratic society. Material is presented from a theoretical standpoint and examines critical issues and advances in crime control. Prerequisite: CJAD 101. Offered Fall.

CJAD 315 Private Security and Loss Prevention 3 hours

A comprehensive survey of the private security field, including history, organizational and industry structure, strategies and tactics, legal and ethical issues, and employment possibilities. Prerequisite: Junior standing. Occasional offering.

CJAD 320 Cultural Diversity in Criminal Justice 3 hours

Examination of current issues and social problems relating to the administration of justice in a culturally diverse society. Special focus of the course will be on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is cross-cultural communication, implementing cultural awareness training, multicultural representation in law enforcement and criminal justice interaction with various racial and ethnic groups. Strongly recommended as prerequisite for CJAD 345, Ethics and Morality in Criminal Justice. Prerequisites: CJAD 101 and junior standing. *Course meets Multicultural graduation requirement.* Offered Fall.

CJAD 325 Juvenile Justice System and Procedures 3 hours

Examination of the American juvenile justice system from the perspective of law enforcement, the courts and corrections. Prerequisites: CJAD 101 and Junior standing. Offered even Spring.

CJAD 328 Shooting Incidents 3 hours

Exploration and practical analysis of forensic evidence resulting from shooting incidents, including consideration of ballistics, ammunition, weapons/hardware, injury patterns in association with entry and exit wounds, and injury documentation and reconstruction techniques. Prerequisites: CJAD 201; CJAD 203; junior standing; declared Criminal Justice or Forensic Science major. Occasional offering.

CJAD 333 Topics: Mock Trial 1 hour

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as POSC 333. Prerequisite: Student must be a full-time Columbia College student. Course may be repeated five times for a total of six semester hours. Offered Fall and Spring.

CJAD 345 Ethics and Morality in Criminal Justice 3 hours

Study of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption and discrimination. Prerequisite: CJAD 101. Offered Fall.

CJAD 350 Corrections and Penology 3 hours

Analysis of punishment in our criminal justice system, with focus on why we punish, and how we punish, all examined within the context of correctional philosophies. History and development of corrections, including relevant theories, practices, systems analysis and treatment modalities. Prerequisite: CJAD 101. Offered Spring.

CJAD 351 Community Based Corrections 3 hours

Examination of the philosophy, role and function of probation, parole and other community based corrections as compared to institutional corrections. Consideration and critical evaluation of special programs and recent innovations in community based corrections. Prerequisites: CJAD 101 and Sophomore standing. Occasional offering.

CJAD 352 Victims in the Justice System 3 hours

Examination of the interface between victims and the various components of the criminal justice system. Topics include the history of the victims rights movement, victim prevention and victim assistance programs, victimization patterns and trends, victim interaction with law enforcement, victim rights and remedies in the court system, victim roles under the correctional system, demographic issues and concerns involving victims and offenders, and particularized consideration of victim issues in specific offenses including stalking, domestic violence, hate crimes and sex crimes involving adults and children. Prerequisites: CJAD 101 and Junior standing. Occasional offering.

CJAD 370 Dynamics of Terrorism 3 hours

This course surveys contemporary terrorism, especially international terrorism. The course examines controversies in defining terrorism; explores the historical roots of terrorism; examines terrorist motivations, organization and strategies; and explores ways in which countries can respond to the threat of terrorism. Cross-listed as POSC 370. Offered odd Fall.

CJAD 390 Criminal Justice Practicum 3 hours

Integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Permission of the Criminal Justice Administration and Human Services Department Chair one semester before the desired practicum placement. Prerequisite: Completion of 60 of coursework with a GPA of 2.5. Evaluation: Satisfactory/Unsatisfactory. Offered Fall and Spring.

CJAD 399 Criminal Justice Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 criminal justice internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: CJAD 101; Junior standing; minimum 2.5 cumulative GPA at time of registration for internship. Offered Fall and Spring.

CJAD 403 Cold Case Investigation 3 hours

Examination of the processes, theories, and investigative techniques of cold case investigations. Operative and sequential procedures that lead to successful closure of cold cases are also examined. Topics include: development of cold case units, solvability factors, review and evaluation of evidence, and the basic and advanced technological methods employed by cold case squads. Prerequisites: CJAD 101, CJAD 203, CJAD 405, and a declared Criminal Justice or Forensic Science major. Offered Spring.

CJAD 405 Laws of Criminal Evidence 3 hours

Analysis of why certain testimony, objects and materials should be admitted or rejected as evidence in criminal trials. Topics include the evolution of the laws of evidence, the trial process, privileges, hearsay, confessions and admissions, pretrial investigation and identification procedures, expert and lay opinion, scientific evidence, character evidence, presumptions, and evidence collection and preservation. Prerequisite: Junior standing. Offered Spring.

CJAD 406 Expert and Scientific Evidence 3 hours

Examination of the role and function of expert and scientific evidence in the legal system, and critical evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized consideration of evidentiary issues connected with specific scientific techniques. Prerequisite: Junior standing. Offered Fall.

CJAD 410 Drug Abuse and Crime Control 3 hours

Comprehensive examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. Prerequisite: CJAD 101. Occasional offering.

CJAD 413 Bloodstain Evidence 3 hours

A practice-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, low-velocity impact and angular bloodstains, medium and high-velocity bloodstains, significance of partially dried, clotted, aged and physically altered bloodstains and others. Prerequisite: CJAD 101. Offered Fall.

CJAD 415 Criminal Procedures 3 hours

Detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. Emphasis is placed on court decisions involving the 4th, 5th, 6th, 8th and 14th amendments to the U.S. Constitution. Prerequisite: Junior standing. Offered Spring.

CJAD 420 Legal Issues in Criminal Justice 3 hours

Analysis of current and controversial legal issues in the criminal justice system. Topics may include current Supreme Court issues, hate crime, domestic violence, gun control, the death penalty, police civil liability, privacy rights, wrongful conviction and public policy, plea bargaining, specialty courts, reforms to the justice system, and law enforcement counter-terrorism activities. Prerequisites: CJAD 101 and Junior standing. Occasional offering.

CJAD 421 Organized Crime 3 hours

Provides the student with a realistic concept and understanding of the problem of organized criminal activity in the United States. Focuses on theories and the evolution of traditional organized crime in America as well as examining the many new and emerging organized crime groups attempting to acquire a stronghold on domestic criminal enterprises. Prerequisites: CJAD 101 and Junior standing. Occasional offering.

CJAD 425 Legal Research and Writing 3 hours

Application of systems and methods of legal research to problems and issues in the Justice system. Prerequisite: Junior standing. Offered Fall.

CJAD 433 Topics 1-3 hours**CJAD 451 Management of Criminal Justice Agencies 3 hours**

Examines criminal justice agencies within the context of current management principles, organizational theory and administrative practices. Prerequisites: CJAD 101 and Junior standing. Offered Fall.

CJAD 455, 456 Directed Study 1-3 hours**CJAD 495 Integrative Seminar 3 hours**

Culminating course for graduation as a Criminal Justice major. Completion with a grade of C or higher required. Designed to integrate and synthesize all coursework in criminal justice and related areas so the student has a broad conceptual and practical understanding of the criminal justice career field. In addition, it is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections and juvenile justice. Prerequisites: Completion of 90 hours of coursework and Senior standing. Offered Spring.

CJAD 499 Advanced Criminal Justice Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 criminal justice internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum 9 hours of criminal justice coursework; Senior standing; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

ECONOMICS (ECON)

Business Administration Department

ECON 293 Macroeconomics 3 hours

Introduction to concepts and theories applicable to a national economy. Prerequisite: Sophomore standing. Offered Fall and Spring. **G.E. Course meets Multicultural graduation requirement.**

ECON 294 Microeconomics 3 hours

Introduction to specific economic units and to individual markets and individual interactions within an economy. Prerequisite: Sophomore standing. Offered Fall and Spring. **G.E.**

ECON 310 Environmental and Resource Economics 3 hours

Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ENVS 310. Prerequisites: ECON 293 or ECON 294; ENVS/BIOL 115. Occasional offering.

ECON 320 The Economics of Healthcare 3 hours

An overview of the economic influences in the production and financing of healthcare. Prerequisites: ECON 293, ECON 294. Offered Spring.

ECON 393 Intermediate Macroeconomics 3 hours

Intermediate Macroeconomics builds upon the concepts introduced in the Introductory Macroeconomics course. The course includes an exploration of the various schools of economic thought including: Classical economic theory, Keynesian economic theory, Monetarist theory, Neoclassical thought and Neo-Keynesian thought. The course develops models of interest rates, aggregate demand and supply, and of growth and development. Prerequisites: ECON 293; MATH 150 or MATH 170. Offered Fall.

ECON 394 Intermediate Microeconomics 3 hours

Intermediate Microeconomics builds upon the knowledge of the Introductory Microeconomics course. The course explores in-depth the underpinnings of consumer choice and firm behavior. Specific topics include a study of the various types of market structures, pricing, externalities and public goods. The concepts of equity and efficiency are introduced. Microeconomic behavior is viewed through the perspective of behavioral economics and game theory. Prerequisites: ECON 294; MATH 150 or MATH 170. Offered Spring.

ECON 395 Financial Markets and Institutions 3 hours

Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies and investment companies. Cross-listed as FINC 395. Prerequisites: ACCT 281, MATH 150 or MATH 170; ECON 293; ECON 294; FINC 350. Offered Fall.

ECON 495 International Finance 3 hours

Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as FINC 495. Prerequisites: ECON 293, FINC 350. *Course meets Multicultural graduation requirement.* Occasional Offering.

ECON 499 Economics Internship 3 hours

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student is engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

EDUCATION (EDUC)**Education Department**

Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail course by the Department.

EDUC 100 Introduction to Education 3 hours

Introduction to the teaching profession and the Teacher Certification Program at Columbia College. Students examine the evolution of teaching and the current understanding of the knowledge, skills and dispositions of an effective teacher. Global, national, state and local perspectives are presented through contemporary issues facing teachers and schools, and students reflect upon their related beliefs, motivations, and goals. Information is provided about certification requirements, content area majors, Missouri Department of Elementary and Secondary Education requirements, and portfolio construction. Successful completion of 15 clock hours in the field is required. Students must complete the Field Experience Application at least one term prior to taking this course. \$40 lab fee. Offered Fall and Spring.

EDUC 105 Human Health 3 hours

The study of health, safety and nutrition and the decisions that are faced throughout a lifetime. Consumer health, mental health, physical health, sex and reproduction, drugs, death and dying are the major topics covered. Implications for classroom teachers are discussed. Offered Spring.

EDUC 198 Field Experience I 1 hour

Students, under the guidance of college supervisors and classroom teachers, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15-45 clock hours in a Level 2 field placement plus attendance at a weekly seminar is required. Number of hours required is determined by course enrollment. Students must complete the Field Experience Application at least one term prior to taking this course. \$40 lab fee. Prerequisite: EDUC 100. Offered Fall.

EDUC 200 Law, Ethics and Education 3 hours

The study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. Prerequisite: Sophomore standing. Offered Fall.

EDUC 230 Educational Psychology 3 hours

The study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. Cross-listed as PSYC 230. Prerequisite: PSYC 101. Offered Spring.

EDUC 233 Topics 1-3 hours

EDUC 270 Literature for Children and Adolescents 3 hours

The study of literature for children and adolescents as a literary genre. Students analyze and evaluate selected works of literature, including folktales, picture books, poetry and novels. Prerequisite: ENGL 112. Offered Spring.

EDUC 298 Field Experience II 1 hour

Students, under the guidance of college supervisors and classroom teachers, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15-45 clock hours in a Level 2 or 3 field placement plus attendance at a weekly seminar is required. Number of hours required is determined by course enrollment. Students must complete the Field Experience Application at least one term prior to taking this course. \$40 lab fee. Prerequisite: EDUC 198. Offered Spring.

EDUC 300 Techniques of Teaching 3 hours

The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies and methods of evaluation. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC/PSYC 230 or EDUC 560 (may be taken concurrently). Offered Fall and Spring.

EDUC 302 Teaching Skills 3 hours

The study of teaching multiple content areas. Students describe, analyze, and critique the content areas of elementary school health, physical education, science and social studies. In each of the content areas, students develop and present micro-teaching lessons, evaluations and learning centers. Prerequisites: EDUC 300 or EDUC 505, and admission to the Teacher Certification Program. Offered Fall.

EDUC 311 Classroom and Behavior Management Techniques 3 hours

The study of managing classroom environments and the behavior of students. Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505, and admission to the Teacher Certification Program. Offered Fall.

EDUC 322 Educational Measurement and Assessment 3 hours

The study of methods used to develop educational measurements, and the procedures used to globally assess student achievement. Included in the program of study are the development and use of standardized assessments, structured and constructed assessments, observational methods, performance assessment, portfolio assessment, affective measures and special needs measures. Included also are the historical study of psychometry, the concepts of validity and reliability, referencing methods, and evaluation and reporting methods. Prerequisites: EDUC 300 or EDUC 505; EDUC/PSYC 230 or EDUC 560; and admission to the Teacher Certification Program. Offered Fall.

EDUC 326 Middle School Methods 4 hours

Overview of the early adolescent, historical development of middle/junior high school education, curriculum and organizational patterns and planning for instruction. Prerequisites: EDUC 300 or EDUC 505; EDUC 200 or 542, EDUC/PSYC 230 or EDUC 560, and admission to the Teacher Certification Program. Offered Fall.

EDUC 331 Teaching of Reading 3 hours

The study of how to teach reading skills. Students learn to describe, compare and contrast theories, models, approaches and methods of teaching reading. Phonic methods and whole language methods are taught and studied, as are individualized teaching strategies, unique uses of children's literature, and writing processes. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; admission to the Teacher Certification Program.

EDUC 336 Creative and Language Arts in the Elementary and Middle Schools 3 hours

Study of creative arts (music, art, drama and dance) and language curricula, including the teaching of written 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 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

EDUC 338 Teaching Reading in the Content Area 3 hours

The study of teaching reading in differing content areas. Students analyze materials in various content areas and demonstrate the ability to use levels of comprehension, patterns of organization and questioning, and vocabulary building skills to enhance learning. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; admission to the Teacher Certification Program.

EDUC 345 Teaching Art K-12 4 hours

Pre-student teaching experiences with students K-12. Basic techniques and methods for planning, teaching and assessing art K-12. National, state and visual arts guidelines of a comprehensive art education program are reviewed. Hands-on activities for use of tools, materials and methods for creating a variety of K-12 art studio projects. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505, and admission to the Teacher Certification Program. Offered Spring.

EDUC 346 Teaching Music K-12 4 hours

A study of methods and materials suitable for general music in grades K-12. This study includes an introduction to early childhood choral literature and musical instruments; major music methods, as well as major educational theorists; and specifically, vocal techniques, choral methods and materials. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

EDUC 358 Teaching Mathematics in the Elementary School 3 hours

This course focuses on methods and materials for teaching elementary school mathematics. The purpose of the course is to help preservice teachers become confident in their ability to do mathematics so that they can do the same for their future students. Specific emphasis is given to trends and issues in mathematics education, including state and national recommendations. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; admission to the Teacher Certification Program. Offered Spring.

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. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; admission to the Teacher Certification Program. Offered Spring.

EDUC 360 Teaching Mathematics in the Secondary School 3 hours

This course is designed to not only encourage preservice teachers to explore aspects of teaching mathematics, but also to enhance preservice teachers' content knowledge of "school" mathematics. Considerable emphasis is placed on exploring multiple ways to make mathematics comprehensible to all of their future students. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

EDUC 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. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Offered Spring.

EDUC 365 Teaching Middle School and Secondary Science 3 hours

The study of methods, materials, practices and curriculum in secondary science classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505, and admission to the Teacher Certification Program. Offered Spring.

EDUC 367 Teaching Middle School and Secondary English 3 hours

The study of methods, materials, practices and curriculum in secondary English classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 35 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505, and admission to the Teacher Certification Program. Offered Spring.

**EDUC 368 Teaching Speech and Theatre 3 hours
in Middle and Secondary Schools**

The study of the methods, materials, practices and curricula in secondary speech and theater courses. The course builds towards student competency in planning, assessment and standard teaching procedures in the discipline. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505, and admission to the Teacher Certification Program. Offered Spring.

EDUC 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. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 300 or EDUC 505, and admission to the Teacher Certification Program. Offered Spring.

EDUC 375 Advanced Content Methods 3 hours

The study of the methods, effective practices, strategies, curricula, and materials in the teaching of content area disciplines. The course builds on the foundations received in the content methods courses and provides synthesis through the teaching of a lesson and reflection. Includes field experience of 15 hours. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: Admission to the Teacher Certification Program and EDUC 345, EDUC 346, EDUC 359, EDUC 360, EDUC 362, EDUC 365, EDUC 367, EDUC 368, or EDUC 369. Offered Spring.

EDUC 380 Diagnostic & 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, or EDUC 505; EDUC 322/580 or EDUC 331/558; and admission to the Teacher Certification Program or full MAT/M.Ed. status. Offered Spring.

EDUC 390 Education & Psychology of the Exceptional Child 3 hours

The study of teaching children with exceptionalities. Students study the effects of exceptionality on children's cognitive, affective, behavioral, social, and psychomotor behaviors. Offered Spring.

EDUC 391 Child Psychology 3 hours

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as PSYC 391. Prerequisite: PSYC 101. Offered Fall.

EDUC 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 of the youth. Cross-listed as PSYC 392. Prerequisite: PSYC 101. Offered Spring.

EDUC 395 Extended Field Experience 1 hour

This course is for students who are required to complete additional field experience as part of a professional improvement plan. Pre-service teachers, in their continuing practicum experiences, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15-45 clock hours in the field placement plus attendance at weekly seminar is required. (Number of hours required is determined on an individual basis). Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: EDUC 298 and EDUC 300 or Graduate standing, and acceptance to the Teacher Certification Program. May be repeated for a maximum of three semester hours. Offered Fall and Spring.

EDUC 398 DAYSTAR Field Experience III 1 hour

Students, under the guidance of college supervisors and classroom teachers, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 35 clock hours in a Level 4 field placement plus attendance at a weekly seminar is required. Students must complete the Field Experience Application at least one semester prior to taking this course. \$40 lab fee. Prerequisites: Admission to the DAYSTAR Program, EDUC 198, EDUC 298. Offered Fall.

EDUC 400 Senior Seminar 3 hours

Integrative seminar culminating in a professional portfolio which demonstrates competency in major areas of theory and practice accompanied by successful presentation. A minimum grade of C is required for graduation. Prerequisites: EDUC 300 or EDUC 505; Senior standing and admission to the Teacher Certification Program. Offered Fall and Spring.

EDUC 420 Student Teaching in the Elementary School 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. Student teachers must attend the required teaching seminars held at the college during the student teaching semester. \$40 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program, completion of all coursework and specifications listed in the Student Teaching Program, page 49. Offered Fall and Spring.

EDUC 422 Student Teaching in the Secondary School 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. Student teachers must attend the required teaching seminars held at the college during the student teaching semester. \$40 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program, completion of all coursework and specifications listed in the Student Teaching Program, page 49. Offered Fall and Spring.

EDUC 424 Student Teaching in the Middle School 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. Student teachers must attend the required teaching seminars held at the college during the student teaching semester. \$40 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program, completion of all coursework and specifications listed in the Student Teaching Program, page 49. Offered Fall and Spring.

EDUC 426 Student Teaching in Special Education 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks, eight weeks-elementary and eight weeks secondary). Grade of B or higher required for certification. Student teachers must attend the required teaching seminars held at the college during the student teaching semester. \$40 lab fee. Application must be completed one term prior to beginning student teaching. Prerequisites: Senior standing; admission to the Teacher Certification Program, completion of all coursework and specifications listed in the Student Teaching Program, page 49. Offered Fall and Spring.

EDUC 433 Topics 1-3 hours**EDUC 498 Student Teaching for Paraprofessionals 12 hours**

Paraprofessionals and other school employees who qualify can enroll in EDUC 498. These school employees fully assume the duties and responsibilities of public school teachers including planning, presentation, and evaluation of instruction and related responsibilities. Grade of B or higher required for certification. \$40 lab fee. The application must be completed one term prior to beginning Student Teaching: Prerequisites: Senior standing, admission to the Teacher Certification Program; and completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog). This is a 16-week course. Offered Fall and Spring.

ENGLISH (ENGL)**Humanities Department****ENGL 107 Preparatory English Composition 3 hours**

Extensive reading and writing practice with emphasis on paragraph organization and development leading to multiple-paragraph essays and engagement with outside ideas and texts. Systematic review of grammar, mechanics and sentence structure, integrated into the reading and writing process. Based on a grade of C or higher in this course, students may proceed to ENGL 111. Placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 1 to 17 or whose SAT Verbal Score is from 300 to 420 shall be placed in ENGL 107. Offered Fall and Spring.

ENGL 111 English Composition I 3 hours

Introduction to academic writing with emphasis on the process required for producing polished, argumentative analyses of texts. Grade of C or higher required. Prerequisite: Grade of C or higher in ENGL 107, or placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 18 to 29 or whose SAT Verbal Score is from 450 to 660 will be placed in ENGL 111. Offered Fall and Spring.

ENGL 112 English Composition II 3 hours

Continued practice of argumentative academic writing, applied to literary texts and culminating in a research paper. Students who do not earn a grade of C or higher must reenroll in ENGL 112 the succeeding term. Prerequisite: grade of C or higher in ENGL 111, or placement by ACT English Score or by SAT Verbal Score: students whose ACT English Score is from 30 to 36 or whose SAT Verbal Score is from 670 to 800 will be placed in ENGL 112. **G.E.** Offered Fall and Spring.

ENGL 123 Introduction to Mythology and Folklore 3 hours

Study of mythologies of various cultures especially Greek and Roman, but including Norse, Indian, Japanese, Chinese, Native American, African and Polynesian. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

ENGL 124 The Bible as Literature 3 hours

A literary and historical approach to major Biblical selections and their influence on Western literature, culture and philosophy. Cross-listed as RELI 124. Occasional offering.

ENGL 132 Introduction to Shakespeare 3 hours

Beginning study of Shakespeare as a playwright. Occasional offering.

ENGL 190 The Short Story 3 hours

Introduction to the study of fiction through the short story. Occasional offering.

ENGL 204 Technical Writing 3 hours

Study of grammar and practice in writing class reports. Prerequisite: ENGL 112 or sophomore standing. Occasional offering.

ENGL 207 Introduction to Creative Writing I - Multigenre 3 hours

Writing of fiction, creative non-fiction and poetry, including class criticism of student and professional work. Prerequisite: ENGL 112. Offered Fall and Spring

ENGL 210 Introduction to Fiction 3 hours

A comprehensive introduction, within the traditional canon, to the elements and major writers of fiction of varying lengths. Occasional offering. **G.E.**

ENGL 211 Introduction to Poetry 3 hours

A comprehensive introduction to the elements and major writers of poetry of varying lengths. Occasional offering. **G.E.**

ENGL 212 Introduction to Drama 3 hours

A comprehensive introduction to the elements and major writers of drama of varying lengths. Occasional offering. **G.E.**

ENGL 231 British Literature I 3 hours

Survey from Beowulf to late 18th-century British writers. Prerequisite: ENGL 112. Offered Fall. **G.E.**

ENGL 232 British Literature II 3 hours

Survey from Romantic period to present. Prerequisite: ENGL 112. Offered Spring. **G.E.**

ENGL 233 Topics 1 - 3 hours**ENGL 241 American Literature I 3 hours**

Survey of major American writers from Colonial to Realist figures. Prerequisite: ENGL 112. Offered odd Fall. **G.E.**

ENGL 242 American Literature II 3 hours

Survey of major American writers from Realist to Contemporary figures. Prerequisite: ENGL 112. Offered even Spring. **G.E.**

ENGL 263 World Literature I 3 hours

European (non-British) and Asian literature from origins to the 14th century. Prerequisite: ENGL 112. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

ENGL 264 World Literature II 3 hours

Significant European (non-British) and Asian literature from the 14th century to the present. Prerequisite: ENGL 112. Occasional offering. **G.E.** *Course meets Multicultural graduation requirement.*

ENGL 280 Film and Literature 3 hours

Critical viewing of international films and study of relationships between film and literature. Prerequisite: ENGL 112. Occasional offering.

***ENGL 304 Introduction to Screenwriting 3 hours**

This course is an introduction to the art and craft of screenwriting. Students learn basic principles of screenwriting, including how screenwriting differs from other writing styles. Students explore the screenplay style and format, character development and story arcs through a film treatment and short screenplay. Cross-listed as COMM 304. Prerequisites: ENGL 112 and either COMM 224, ENGL 313, ENGL 314, or ENGL 315. Occasional offering.

ENGL 311 Descriptive Grammar of the English Language 3 hours

Study of the grammar (sounds, structures, sentences and dialects) of American English. Prerequisites: ENGL 112, and a previous 200-level or higher ENGL course. Offered Fall.

ENGL 312 The History of the English Language 3 hours

Study of the history and dialects of the English language. Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Offered Spring.

ENGL 313 Intermediate Creative Writing I - Fiction 3 hours

An intermediate workshop class in the writing of short fiction, including class criticism of student and professional work. Prerequisite: ENGL 207. Offered Fall 2015, Spring 2017, and Fall 2018.

ENGL 314 Intermediate Creative Writing II - Non-Fiction 3 hours

An intermediate workshop class in the writing of short creative non-fiction, including class criticism of student and professional work. Prerequisite: ENGL 207. Offered Fall 2014, Spring 2016, Fall 2017.

ENGL 315 Intermediate Creative Writing III - Poetry 3 hours

An intermediate workshop class in the writing of poetry, including class criticism of student and professional work. Prerequisite: ENGL 207. Offered Spring 2015, Fall 2016, Spring 2018.

ENGL 323 The Hero in Mythology 3 hours

Study of the hero in mythology from a cross cultural perspective. Emphasis lies on examining, defining, and discussing the hero from a cross cultural, mythological perspective and determining the hero's role in society today. Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Occasional offering.

ENGL 331 Ethical Issues in Literature 3 hours

Analysis and evaluation of ethical issues and concerns depicted in the literary works of major international authors. Prerequisites: ENGL 112, Junior standing. Occasional offering.

***ENGL 350 Major Literary Figures 3 hours**

Study of the works of one-to-three major writers (e.g., Chaucer, Shakespeare, Mark Twain, Faulkner, Cervantes, or Melville and Whitman, Donne and Milton, Dante and Goethe, etc.). Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Occasional offering.

ENGL 351 Readings in Shakespeare 3 hours

Study of William Shakespeare, emphasizing his background, his poetry, and his plays in all genres. Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Offered Spring.

***ENGL 360 Readings in Fiction 3 hours**

Study of the genre, possibly from a special perspective or literary period (e.g., American novel and short story, contemporary novel, the comic novel and short story). Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Occasional offering.

***ENGL 361 Readings in Poetry 3 hours**

Intensive study of major literary development and achievement in the genre, possibly from a special perspective (e.g., American poetry, lyric poetry, epic poetry). Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Occasional offering.

***ENGL 362 Readings in Drama 3 hours**

Study of the genre, possibly from a special perspective or literary period. Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Occasional offering.

***ENGL 370 Major Literary Periods 3 hours**

Study of the major literary works from a specific movement or definitive age (Medieval or Renaissance Literature, Modern Literature, the Age of Reason, The Romantic Age, Victorian Literature or Contemporary Literature). Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Occasional offering.

ENGL 397 Science Fiction and Fantasy 3 hours

Readings from a broad spectrum of science fiction and fantasy literature. Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Occasional offering.

ENGL 399 English Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for nonprofit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 English internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: At least one 200-level ENGL course; Junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

ENGL 408 Advanced Creative Writing 3 hours

An advanced workshop that focuses on developing and fine-tuning a student's portfolio of creative writing and allows a student to put together a substantial collection of work worthy for publication or admittance into an MFA program. Prerequisites: ENGL 313, ENGL 314, and ENGL 315. Offered Spring.

ENGL 420 Advanced Editing and Revision 3 hours

A pre-graduate-level course that addresses, through practice, the fundamentals of editing and making prose as clear and as well presented as possible. Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Occasional offering.

ENGL 431 Senior Seminar 3 hours

Culminating course for graduation as an English major. This course is designed similarly to a graduate-level seminar. The student is required to produce a portfolio and essay project arranged in conjunction with one or more of the English faculty. Prerequisites: 68 semester hours, C average in ENGL courses. Offered Spring.

ENGL 433 Topics 1 - 3 hours**ENGL 450 Minority and Ethnic Literature of the United States 3 hours**

Significant and representative works by minority and ethnic writers (black, Hispanic, Native American, Asian-American, Jewish-American, etc.) of the United States. Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. *Course meets Multicultural graduation requirement. Occasional offering.*

ENGL 490 Literary and Critical Theory 3 hours

Introduction to methods and applications of literary and critical theories. Prerequisites: ENGL 112 and a previous 200-level or higher ENGL course. Offered Fall.

ENGL 499 Advanced English Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for nonprofit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 English internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum nine hours of ENGL coursework; Senior standing; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

***ENGL 350, 360, 361, 362, and 370 may be taken more than once when the subject matter in the course varies.**

ENGLISH FOR ACADEMIC PURPOSES (EAP)

Humanities Department

EAPP 100 Foundations for Success 1 hour

This eight-week course is designed to provide students whose primary language is not English with the skills necessary to become academically successful and socially integrated within the community of Columbia College while maintaining immigration status. Course topics include expectations of students in the U.S. higher education system, U.S. cultural norms, immigration regulations and procedures, health and safety procedures, and campus resources and support services. **All entering EAP students are required to enroll in this course during their first semester.** Offered Fall and Spring.

EAPP 101 Grammar Skills I 2 hours

This course helps students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in longer and more varied discourse settings. Grade of C or higher required. Prerequisite: Placement in the high-intermediate level of the EAP program. Offered Fall and Spring.

EAPP 102 Grammar Skills II 2 hours

This course continues to help students whose primary language is not English build on their knowledge of English grammar required for oral and written communication. Class time is devoted to communicative and inductive exercises emphasizing select grammatical structures and features of English. As a result, students develop skills in understanding form, meaning, and use in academic discourse settings. Prerequisite: Grade of C or higher in EAPP 101 or placement in the advanced level of the EAP program. Grade of C or higher required. Offered Fall and Spring.

EAPP 103 Oral Communication Skills I 5 hours

This course helps students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Prerequisite: Placement in high-intermediate level of the EAP program Offered Fall and Spring.

EAPP 104 Oral Communication Skills II 5 hours

This course continues to help students whose primary language is not English develop oral language skills necessary for academic work through an integrated program of listening and speaking with additional attention to improving grammar and vocabulary skills. Prerequisite: Grade of C or higher in EAPP 103 or placement in the advanced level of the EAP program Grade of C or higher required. Offered Fall and Spring.

EAPP 105 Written Communication Skills I 5 hours

This course helps students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Grade of C or higher required. Prerequisite: Placement in the high-intermediate level of the EAP program. Offered Fall and Spring.

EAPP 106 Written Communication Skills II 5 hours

This course continues to help students whose primary language is not English develop written language skills necessary for academic work through an integrated program of reading and writing with additional attention to improving grammar and vocabulary skills. Prerequisite: Grade of C or higher in EAPP 105 or placement in the advanced level of the EAP program Grade of C or higher required. Offered Fall and Spring.

EAPP 107 Preparatory English Composition 5 hours

This course provides English language learners (ELLs) with an introduction to composition at the U.S. collegiate level. In preparation for ENGL 111 and other academic courses which require extensive reading and writing, students will become familiar with figurative language and literature, develop skills to read more efficiently, and increase academic vocabulary. Students also will enhance their academic writing and research skills by producing coherent essays and a short research paper using outside source materials. Based on a grade of C or higher in the course, students may proceed to ENGL 111. Prerequisite: Placement by ACT English Score or by SAT Writing Score: students whose ACT English Score is from 1-17 (or whose SAT Writing Score is from 300-420) will be placed in ENGL 107. Offered Fall and Spring.

ENVIRONMENTAL STUDIES (ENVS)

Physical & Biological Sciences Department

ENVS 115 Introduction to Environmental Science 3 hours

Survey of environmental science, ecosystems and human impact. Cross-listed as BIOL 115. Offered Fall and Spring. *Course meets Multicultural graduation requirement. G.E.*

ENVS 115L Introduction to Environmental Science Laboratory 2 hours

Laboratory experiences to complement ENVS/BIOL 115. \$40 laboratory fee. Cross-listed as BIOL 115L. Prerequisite: BIOL/ENVS 115 or concurrent enrollment. BIOL/ENVS 115 must be taken as a corequisite or completed before ENVS 115L can be used as **G.E.** credit. Offered Fall and Spring. **G.E.**

ENVS 220 Introduction to Atmospheric Sciences 3 hours

An introduction to the study of weather and climate. Cross-listed as GEOG 220. Prerequisite: Sophomore standing. Offered odd Spring.

ENVS 222 Conservation Biology 3 hours

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

ENVS 223 Environmental Disasters 3 hours

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/adjustments. Cross-listed as GEOG 223. Prerequisite: GEOG 101. Occasional offering.

ENVS 230 Environmental Toxicology and Chemistry 3 hours

Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. Cross-listed as CHEM 230. Prerequisite: CHEM 112. Offered even Spring.

ENVS 230L Environmental Toxicology and Chemistry Lab 3 hours

Laboratory experiences to complement CHEM/ENVS 230 to include the collection and analysis of environmental samples including air, soil and water samples. Cross-listed with CHEM 230L. Prerequisite: CHEM 112L. Corequisite: CHEM/ENVS 230. Offered even Spring.

ENVS 233 Topics 3 hours

ENVS 251 Resource Management 3 hours

An introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Cross-listed as GEOG 251. Prerequisite: GEOG 101. *Course meets Multicultural graduation requirement.* Offered even Fall.

ENVS 272 An Introduction to Environmental Literature 3 hours

An introduction to contemporary writings about environmental issues. Exposure to aspects of environmental crisis and policy, to recent first-person nature writing and to novels that examine various ecological visions. Prerequisite: ENGL 112. Offered even Fall.

ENVS 300 Evolution 3 hours

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. Cross-listed as BIOL 300. Prerequisite: BIOL 110 and BIOL 112. Offered odd Fall.

ENVS 310 Environmental and Resource Economics 3 hours

Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. Cross-listed as ECON 310. Prerequisites: ECON 293 or ECON 294; ENVS/BIOL 115. Occasional offering.

ENVS 312 Environmental Politics 3 hours

Study of environmental issues and policies from both a national and global perspective. Cross-listed as POSC 312. Prerequisite: POSC 111. Occasional offering.

ENVS 319 Soils 3 hours

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. Cross-listed as BIOL 319. Prerequisites: BIOL 110 or BIOL/ENVS 115; CHEM 110. Offered odd Spring.

ENVS 320 Ecology 3 hours

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as BIOL 320. Prerequisites: BIOL 112; BIOL/ENVS 222 recommended. Offered even Spring.

ENVS 320L Ecology Laboratory 2 hours

Laboratory experiences to complement BIOL/ENVS 320. Cross-listed as BIOL 320L. \$40 lab fee. Prerequisite: BIOL 112L; BIOL/ENVS 320 or concurrent enrollment. Offered even Spring.

ENVS 332 Environmental Ethics 3 hours

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as PHIL 332. Offered even Spring.

ENVS 333 Topics 1-3 hours

ENVS 352 American Environmental History 3 hours

Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions and technologies have reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution, and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism, and ecological science. Cross-listed as HIST 352. Prerequisite: Junior standing. Occasional offering.

ENVS 390 Environmental Studies Project 1 hour

Final culminating project for the ENVS minor arranged in conjunction with one or more of the Environmental Studies faculty. This project may take the form of library or lab research, a field experience or internship, or a creative project. The project should demonstrate a synthesis of ideas from the ENVS minor. The course must be completed with a grade of C or higher. Prerequisite: Completed at least 12 hours toward the ENVS minor. Offered Fall and Spring.

ENVS 395 Research Design in the Sciences 3 hours

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Cross-listed as BIOL 395 and CHEM 395. Students majoring in Biology or Environmental Science must earn a grade of C or higher. Prerequisites: 15 semester hours of BIOL, ENVS, and/or CHEM courses; Junior standing; BIOL/PSYC/SOCI 324. Offered Fall and Spring.

ENVS 399 Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Junior standing; minimum 2.5 cumulative GPA at time of registration for internship. Offered Fall and Spring.

ENVS 433 Topics 3 hours**ENVS 490 Senior Seminar 1 hour**

A seminar courses required as a culminating experience prior to graduation for all seniors majoring in Biology and Environmental Science. Students complete and present a review of their major field and participate in career planning. Evaluation is S (satisfactory) or U (unsatisfactory), with a grade of S required. Cross-listed as BIOL 490. Prerequisites/Corequisites: Senior standing, ENGL 112, 45 semester hours in BIOL/ENVS. Offered Fall and Spring.

ENVS 499 Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum 15 hours of science coursework; Senior standing; declared major in Biology, Chemistry or Environmental Science; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

FINANCE (FINC)**Business Administration Department****FINC 295 Risk and Insurance 3 hours**

Basic concepts and practices found in modern insurance and other methods of handling risk. Occasional offering.

FINC 298 Personal Financial Planning 3 hours

Provides knowledge that helps non-business and business students effectively manage their personal financial affairs. Topics include personal financial statements, budgeting, tax planning, investing and savings, insurance, real estate and retirement planning. Offered Fall and Spring.

FINC 350 Business Finance 3 hours

A study of the finance function in corporate decision-making. Topics include financial statement analysis, risk and return, valuation, cost of capital, working capital management, time value of money and capital budgeting. Prerequisites: ACCT 281; MATH 150 or MATH 170. Offered Fall and Spring.

FINC 354 Investments 3 hours

An introductory investment course designed to teach students how to make personal investing decisions for their own investment portfolio with special consideration given to the management of employer-sponsored retirement plans. Prerequisite: ACCT 281. Offered Fall.

FINC 361 Small Business Finance 3 hours

An introduction to the finance function within a small business. The focus is on the acquisition and management of capital from inception through growth. Emphasis is on the use of key financial management tools. Prerequisite: ACCT 280. Offered Spring.

FINC 395 Financial Markets and Institutions 3 hours

Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies and investment companies. Cross-listed as ECON 395. Prerequisites: ACCT 281, MATH 150 or MATH 170; ECON 293; ECON 294; FINC 350. Offered Fall.

FINC 396 Corporate Finance 3 hours

Analysis of financial and accounting information and its impact on financial decision-making and profit planning. Topics include: financial planning and control tools, leverage and capital structure, investment banking, dividend policy, corporate restructuring, risk management and international financial management. Prerequisites: ACCT 281; MATH 150 or MATH 170; FINC 350. Offered Spring.

FINC 397 Principles of Real Estate 3 hours

An introduction to the principles and practices of real estate. Topics include the real estate profession and industry, home ownership, real estate financing, real estate appraisal, real estate contracts and real estate investment as it relates to personal financial planning objectives. Offered Spring.

FINC 410 Sports Finance 3 hours

An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision-making in sports management. Prerequisites: ECON 293, ECON, 294, FINC 350, MATH 170, MATH 250. Occasional offering.

FINC 495 International Finance 3 hours

Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Cross-listed as ECON 495. Prerequisites: ECON 293, FINC 350. *Course meets Multicultural graduation requirement.* Occasional Offering.

FINC 496 Financial Management 3 hours

Application of various financial management decision-making techniques as they apply to complex business problems. Prerequisite: FINC 396. Occasional offering.

FINC 498 Comprehensive Financial Planning 3 hours

A study of the principles and practices of professional financial planning using an integrated planning model. Case studies allow students to simulate real-world experience by integrating tax, insurance, and investment planning strategies into comprehensive financial plans. This investments course provides a foundation in modern portfolio theory and portfolio management with special consideration given to retirement planning. Prerequisite: FINC 354. Offered Spring.

FINC 499 Internship 3 hours

Internships in the Business Administration department provide academic field experience by community theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing, cumulative GPA of 3.0 or higher, completed a minimum of 24 hours in core courses, completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

FORENSIC SCIENCE (FRSC)**Criminal Justice Administration and Human Services Department****FRSC 210 Introduction to Forensic Science 3 hours**

An introduction to forensic science, including discussion of the role of the forensic scientist in the criminal justice system, forensic evidence, basic techniques and instrumentation used to analyze forensic evidence. Offered Fall.

FRSC 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. Prerequisites: Junior standing. Occasional offering.

FRSC 310 Professional Issues in Forensic Science 3 hours

Examination of professional topics and current issues relevant to the forensic scientist. Prerequisite: FRSC 210; Forensic Science major. Offered Spring.

FRSC 315 Forensic Microscopy 3 hours

Examination of the theoretical foundations of microscopy, with an emphasis on stereomicroscopy and polarized light microscopy. Techniques are applied to the analysis of forensic evidence. Prerequisite: FRSC 210; CHEM 112; and PHYS 112/112L or PHYS 212. Occasional offering.

FRSC 327 Fingerprint Evidence 3 hours

Exploration of the techniques and methods of identification, capture and analysis of fingerprint evidence, including consideration of the fundamentals of fingerprint patterns, classification formulas and extensions, scarred patterns, amputations and missing fingers, filing sequence, searching and referencing, Henry classification, techniques for taking good fingerprints, problems in fingerprinting, latent impressions, powdering and lifting latent impressions, preparation of fingerprint charts for court testimony, and practical exercises for capturing fingerprints on a ten print card and live scan fingerprint machines. Prerequisite: CJAD 101 and a declared Criminal Justice or Forensic Science major. Offered Fall.

FRSC 333 Topics 1 - 3 hours**FRSC 335L Criminalistics Lab 2 hours**

Criminalistics laboratory covers the basic biology, chemistry and instrumentation techniques used in the analysis of forensic evidence. \$40 lab fee. Prerequisite: FRSC 210 or concurrent enrollment, CHEM 110, CHEM 111L, BIOL 110, BIOL 110L, Junior standing. Offered Fall and Spring.

FRSC 425 Forensic Chemistry I 3 hours

An introduction to the methods and instrumentation used in the analysis of chemical evidence. Thin layer chromatography, gas chromatography and other relevant separation techniques, as well as UV-visible spectroscopy, infrared spectroscopy, and Raman spectroscopy will be discussed in depth. Cross-listed as CHEM 425. Prerequisites: FRSC 210, CHEM 306, CHEM 312, CHEM 312L. Corequisite: FRSC 425L. Offered Fall.

FRSC 425L Forensic Chemistry I Laboratory 2 hours

The laboratory component of Forensic Chemistry I. A hands-on introduction to the major techniques and instruments used in the analysis of chemical forensic evidence. Cross-listed as CHEM 425L. Prerequisites: FRSC 210, CHEM 306, CHEM 312, CHEM 312L. Corequisite: FRSC 425. Offered Fall.

FRSC 430 Forensic Chemistry II 3 hours

A survey of the methods used in the analysis of chemical and trace evidence encountered in the forensic laboratory. Cross-listed as CHEM 430. Prerequisites: FRSC 210, CHEM 306, CHEM 312, CHEM 312L. Corequisite: FRSC 430L. Offered Spring.

FRSC 430L Forensic Chemistry II Laboratory 2 hours

The laboratory component of Forensic Chemistry II. A hands-on introduction to the major techniques used in the analysis of trace forensic evidence. Cross-listed as CHEM 430L. Prerequisites: FRSC 425, FRSC 425L. Corequisite: FRSC 430. Offered Spring.

FRSC 433 Topics 1-3 hours**FRSC 445 Forensic Pathology 3 hours**

Analysis of systems and methods of determining time, cause, and means of death in criminal investigation and trials. Prerequisite: CJAD 101 and Junior standing. Occasional offering.

FRSC 475 Senior Seminar in Forensic Science 3 hours

A seminar course required as a culminating experience for all seniors majoring Forensic Science. This capstone course integrates prior learning while exploring current research, contemporary issues and professional standards in forensic science. Completion with a grade of C or higher is required. Prerequisite: Senior standing; Forensic Science major. Offered Spring.

GEOGRAPHY (GEOG)**Psychology and Sociology Department****GEOG 101 Introduction to Geography 3 hours**

Introduction to the distribution of people, activities, and environments around the world; geographic patterns and the interaction of humans with their surroundings are emphasized. Cross-listed as ANTH 101. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

GEOG 220 Introduction to Atmospheric Sciences 3 hours

An introduction to the study of weather and climate. Cross-listed as ENVS 220. Prerequisite: Sophomore standing. Offered odd Spring.

GEOG 223 Environmental Disasters 3 hours

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/adjustments. Cross-listed as ENVS 223. Prerequisite: GEOG 101. Occasional offering.

GEOG 233 Topics 1-3 hours**GEOG 251 Resource Management 3 hours**

Introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Cross-listed as ENVS 251. Prerequisite: GEOG 101. *Course meets Multicultural graduation requirement.* Offered even Fall.

GEOG 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**GEOG 433 Topics****GEOLOGY (GEOL)****Physical & Biological Sciences Department****GEOL 110 Introduction to Physical Geology 3 hours**

An introduction to earth's materials, geophysical processes acting on them and the resulting landforms and landscapes. Offered even Fall. **G.E.**

GEOL 110L Introduction to Physical Geology Laboratory 2 hours

Laboratory experience to accompany GEOL 110. Prerequisite: GEOL 110 or concurrent enrollment. GEOL 110 must be completed before it can be used as G.E. credit. \$40 lab fee. Offered even Fall. **G.E.**

HISTORY (HIST)**History, Philosophy, and Political Science Department****HIST 101 Western Civilization I 3 hours**

European history from Greece to 1715. Offered Fall and Spring. **G.E.**

HIST 102 Western Civilization II 3 hours

European history since 1715. Offered Fall and Spring. **G.E.**

HIST 111 World History to 1500 3 hours

This course surveys the major developments that have shaped the human experience from the earliest civilization to 1500 CE. The course examines overall patterns of early global history, characteristics of the world's major pre-modern civilizations, and the relationships and exchanges among these societies. Major themes include humans and their environment, culture, politics and government, economics and social structures. Students also gain insight into the historical roots of many of the world's major cultural traditions. Offered Fall. *Course meets Multicultural graduation requirement.* **G.E.**

HIST 112 World History Since 1500 3 hours

This course surveys the major developments that have shaped the human experience since 1500 CE. The course examines overall patterns of global history, characteristics of the world's major modern civilizations, and the relationships and exchanges among these societies. Major themes include humans and their environment, culture, politics and government, economics, and social structures. Students also gain insight into the historical roots of many of the world's major cultural traditions. Offered Spring. *Course meets Multicultural graduation requirement.* **G.E.**

HIST 121 American History to 1877 3 hours

A survey of institutions, politics, culture and society in America from colonization to reconstruction. Offered Spring and Fall. **G.E.**

HIST 122 American History Since 1877 3 hours

A survey of institutions, politics, culture and society in America from reconstruction to the present. Offered Fall and Spring. **G.E.**

HIST 233, 333, 433 Topics 3 hours

Selected courses approved by the History and Social Sciences Department for history credit.

HIST 255, 256, 257, 355, 356, 357, 456, 457 Directed Study 1-3 hours**HIST 294 Introduction to the Historian's Craft 3 hours**

Designed for the History major or minor, but open to non-majors as well, this course provides hands-on exploration of history and gives students a broad foundation in learning how to think and work as historians. Topics include the assessment of issues such as causes of events and the reliability of evidence. Students will learn how to critically analyze primary and secondary sources and use a variety of approaches to history, including oral history, quantitative history and digital history. As a central project, students will craft a research proposal as a solid foundation for more advanced work in the history major/minor. Completion with a grade of C or higher is required. Prerequisite: 6 of HIST courses at the 100-level. Offered Fall.

HIST 303 History and Philosophy of Modern Science 3 hours

Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as PHIL 303. Prerequisite: HIST 102. Occasional offering.

HIST 304 History of Latin America 3 hours

Survey of the history of Latin America from the colonial period to the present. The study of the development of colonial structures, the impact of colonization on the native peoples, the struggle for independence, colonial legacies, economic dependency, and ethnic, gender, and class relations helps students to gain an understanding of the major themes in Latin American history. The class also considers the relationship between Latin American countries and the United States, as well as political and social movements throughout the region. The class considers examples from the histories of Argentina, Brazil, Chile, Colombia, Cuba, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru, Uruguay and Venezuela. Prerequisite: Junior standing. Occasional Offering. *Course meets Multicultural graduation requirement.*

HIST 312 20th Century American Diplomatic History 3 hours

Diplomacy since 1890s and emergence of the nation as a world power. Prerequisite: HIST 122. Offered even Fall.

HIST 314 Modern China 3 hours

Chinese history since 1800. Prerequisite: Junior standing. Offered even Spring. *Course meets Multicultural graduation requirement.*

HIST 316 Modern Japan 3 hours

Japanese history since 1800. Prerequisite: Junior standing. Offered odd Spring. *Course meets Multicultural graduation requirement.*

HIST 318 The U.S. and the Vietnam War 3 hours

Analysis of American involvement in the Vietnam War from 1955 to 1975. The events of the armed conflict are placed in a multiplicity of contexts to reveal political, diplomatic, military, social and economic factors. This course considers the deployment of armed forces in addition to the impact of the peace movement. Significant attention is given to the challenges of the Cold War, the dynamics of popular culture, and the fall of South Vietnam. Prerequisite: HIST 122. Occasional Offering.

HIST 319 History and Democracy in the Modern Middle East 3 hours

As an introduction to the social, political, religious and intellectual history of the Middle East from the 1700s to the present day, this course pays particular attention to the following topics: the nature of the Middle Eastern social and political institutions; tensions between reform and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism; paths of modernization; the Arab-Israeli conflict; the historical context for the emergence of political Islam; and the Arab Spring of 2011. Cross-listed as ANTH 319. Prerequisite: HIST 102 or HIST 112. Occasional offering. *Course meets Multicultural graduation requirement.*

HIST 321 History of the Modern U.S. 3 hours

Analysis of the reformation of the United States during the era of Franklin D. Roosevelt. The course explores the story of how Americans endured the Great Depression and eventually prevailed in their struggle against totalitarianism. In particular, it highlights the anxieties of the new era, the stock market crash of 1928, the New Deal policies of FDR and the military campaigns of World War II. Significant themes of gender, class, power and warfare are traced from the twilight of the roaring twenties to the dawn of the atomic age. Prerequisite: HIST 122. Offered odd Fall.

HIST 322 Women and Gender in World History 3 hours

This course examines the history of women around the globe from 1500 to the present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meanings of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout world history. Cross-listed as WMST 322. Prerequisite: Junior standing. Occasional offering.

HIST 329 Warfare, Witches and the Outlines of Modern Life: Early Modern Europe, 1550-1700 3 hours

Early modern Europe served as a kind of precedent for modern life, through developments such as the nation-state, free-trade economies, competitive empire-building, and science and industry. The course explores traditional topics such as the Reformation, the Thirty Years' War, absolutism and constitutionalism, and the Scientific Revolution, as well as more recent histories of women, popular culture, sexuality, peasant life, and magic. Prerequisite: HIST 101 or HIST 111. Occasional Offering.

HIST 332 The European Renaissance 3 hours

During the age of the Renaissance, scholars, artists, ecclesiastics, princes and courtiers consciously turned from medieval tradition and cultivated a renewal of classical Greek and Roman cultures. This course explores the cultural, intellectual, religious, political and economic lives of the men and women of Renaissance Europe from its inception in mid-14th century Italy to its culmination in Early-Modern Northern Europe. Prerequisite: HIST 101 or 111. Occasional offering.

HIST 334 The European Enlightenment 3 hours

This course traces the transformation of European culture and society between the last decades of the 17th century and the end of the 18th century. Texts include political and philosophical essays, theological works, and examples from the "literary underground" of the 18th century. While drawing significantly on select major writers such as Voltaire, Diderot, Condorcet and the Scottish moralists, the course also examines figures who are sometimes overlooked in introductory surveys, such as Daniel Defoe, Richard Price and Mary Wollstonecraft. The overall goal of the course is to provide both an extended contact with the works of one particular historical period, and to survey the different ways in which historians have approached the period. Prerequisite: HIST 102 or HIST 112. Occasional offering.

HIST 335 19th Century Europe 3 hours

This course focuses on the major transformations in European politics, economics, culture and society between the French Revolution and World War I. Topics include Napoleonic Europe, industrialization, the emergence of class as a concept for explaining fundamental social change, the revolutions of 1848, the unification of Germany and Italy, the expansion of European imperialism especially as seen in Africa, and the convergence of tensions which contributed to the outbreak of World War I. Prerequisite: HIST 102 or HIST 112. Offered odd Fall.

HIST 336 20th Century Europe 3 hours

Exploration of patterns of difference and commonality across the countries of Europe. From World War I through the Russian Revolution, the rise of fascism and totalitarianism, and through the Cold War, an often ferocious ideological battle between liberal democracy, communism and fascism dominated European life. As the Cold War came to an end and the ideal of a united European community emerged, the relations between countries and peoples changed dramatically. Moreover, in almost all of these aspects of European relations, the workings of nationality, race, and ethnicity played important roles. In addition to confronting the profound ethical dilemmas which accompanied one of the darkest centuries of Europe's history, students complete this class with a factual and conceptual understanding of the dynamic political, economic, social and cultural factors which affected Europe between 1914 and the 21st century. Prerequisite: HIST 102 or 112. Offered even Spring.

HIST 337 Fascism in Europe, 1900-1945 3 hours

Explores how and why fascist groups achieved power in European states during the early 20th century. Topics include political mobilization, social engineering, resistance and collaboration, racism/anti-Semitism, and gender policies, foreign policy, imperial aims and mass violence. The course concludes by exploring the legacies fascists left behind for Europe and the world. Prerequisite: HIST 102 or HIST 112. Offered odd Spring.

HIST 339 History of Modern Africa 3 hours

This course offers a history of Africa from the early 19th century to the present day. The course examines the European imperial scramble to colonize Africa during the later 1800s and early 1900s, the broader integration of African societies into the world economy during that process, the social, political and cultural impact of imperial policies, Western popular images of Africa in the colonial period, the nationalist struggles that resulted in the independent African states, and the achievements of -- and persistent problems faced by -- those post-colonial states. Cross-listed as ANTH 339. Prerequisite: HIST 102 or HIST 112. Occasional offering.

HIST 340 Philosophy of Revolution 3 hours

Examination of the nature of revolution--intellectual, philosophical, economic and political. Cross-listed as PHIL 340. Occasional Offering.

HIST 342 American Civil War 3 hours

Analysis of the American Civil War during the 19th century. The course assesses the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the politics of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces and the plans for post-war reconstruction. Furthermore, significant themes of politics, gender, warfare and labor are considered. Prerequisite: HIST 121. Offered odd Spring.

HIST 348 World War II 3 hours

Analysis of the causes and consequences of the Second World War from a transnational perspective. This course examines the major events of the armed conflict from 1939 to 1945 while featuring the remembrances of combatants and non-combatants in Europe and Asia. The impact of "total war" on modernity is considered, as is the geopolitical realignment of the post-war world. Prerequisite: HIST 102 or HIST 112. Occasional offering.

HIST 350 American Revolution 3 hours

Analysis of the American Revolution during the 18th century. The course considers the causes and the consequences of the colonial rebellion against the British Empire in North America. In particular, it focuses upon the cultural, economic, military and constitutional issues shaping the struggle for independence. Significant attention is given to the clash of values, interest, arms and ambitions transforming the thirteen colonies into the United States before 1787. Prerequisite: HIST 121. Offered even Spring.

HIST 352 American Environmental History 3 hours

Analysis of American environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, attitudes, traditions, institutions and technologies have reshaped and have been reshaped by ecosystems. It traces American Indian ecology, agricultural land use, natural resource conservation, urban pollution and modern environmental movements. It offers special attention to social constructions of the environment such as romantic mysticism, utilitarian instrumentalism and ecological science. Cross-listed as ENV5352. Prerequisite: Junior standing. Occasional offering.

HIST 353 Missouri History 3 hours

Survey of Missouri's development from colonization to the present. This course examines the contributions of Missouri and its citizens to the development of the U.S. In particular, it will highlight the state's diverse cultural heritage and distinctive political culture. Prerequisite: Junior standing. Occasional offering.

HIST 358 The Making of Modern Britain 3 hours

Exploration of the most important social, economic and political developments in Britain since the beginning of the 18th century covers topics including the rise of industrial society, Victorian ideas and attitudes, British feminism, the rise and fall of the British Empire, the emergence of the Labour Party and British socialism, the impact of the two world wars and postwar political and social changes. Certain themes are stressed, such as the relationship between elite and popular politics, the development of the state, changing configurations of empire, and transformations in social and gender relations. Prerequisite: HIST 102 or 112. Offered even Fall.

HIST 359 Rise and Fall of the British Empire 3 hours

This course traces the emergence of an England-centered empire, which from the 1600s to the near-present facilitated a vast and violent movement of goods, peoples, technologies, diseases, cultural artifacts and cultural practices. Attention is paid to issues of negotiation, domination and resistance; the effects of gender across cultures; politicization, identity formation, and nationalism; the complications and uses of race; and the empire's effects on Britain. Prerequisite: HIST 102 or 112. Occasional Offering.

HIST 362 History of the American West 3 hours

Analysis of Western America from colonization to the present. The course traces the imperial, commercial, intellectual and social relationships constituting the trans-Mississippi region. In particular, it appraises the interactions of diverse populations in a frontier borderland over the course of several generations. Furthermore, significant attention is given to territorial acquisition, population mobility, economic development and popular culture. Prerequisite: Junior standing. Occasional offering.

HIST 370 American Military History 3 hours

Analysis of the military history of the United States from the colonial period to the present. This course considers the role and use of armed forces in relation to the social, cultural, political, economic, and technological development of the United States. It not only addresses such themes as wartime strategy, operational tactics, and combat technology, but also the impact of warfare on society and on the remembrances of ordinary men and women in uniform. Significant attention is given to the evolution of civil-military relations, the advent of professionalism in the military, the non-military uses of the military, and the military's role as a tool for global power. Prerequisite: Junior standing. Offered odd Fall.

HIST 371 History of American Business 3 hours

Analysis of American business from the colonial period to the present. The course traces the entrepreneurial adventures of small as well as large firms. It focuses upon economic trends that created a modern industrial order, wherein the corporation assumed a dominant position in the U.S. Significant attention is given to key leaders of the free enterprise system. Cross-listed as MGMT 371. Prerequisite: Junior standing. Occasional offering.

HIST 372 American Indian History 3 hours

Analysis of American Indian history from prehistory to the present. The course considers the integrity and viability of indigenous societies in North America, the dynamic process of cultural persistence and change, and the clash of cultures that began with European conquest. In particular, it traces the formation and operation of U.S. government policy toward the "first peoples" over the course of several generations. Particular attention is given to the pre-contact traditions, survival strategies and tribal sovereignty exemplified by native communities in the U.S. Prerequisite: Junior standing. *Course meets Multicultural graduation requirement.* Offered even Fall.

HIST 373 Women and Gender in American History 3 hours

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as WMST 373. Prerequisite: Junior standing. Offered odd Spring.

HIST 374 African American History 3 hours

This course explores the major themes in African American history, from its roots in 15th-century West Africa to contemporary U.S. society. Course materials cover the major political, economic, social and cultural factors that have shaped the African and African American experience in the United States. Prerequisite: Junior standing. Offered odd Fall.

HIST 381 History of Christianity: The Early Church 3 hours

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, Gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. Cross-listed as RELI 381. Prerequisite: HIST 101. Occasional offering.

HIST 382 Christianity in the Modern World 3 hours

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as RELI 382. Prerequisite: HIST 102. Occasional offering.

HIST 391 Imperial Russia 3 hours

Russian history from the founding of Kiev to the death of Alexander I, with emphasis on the Princes of Kiev, the Mongols, Russian Orthodoxy, Time of Troubles, the Romanovs, Catherine the Great, Peter the Great, Napoleon and the beginning of the revolutionary tradition. Prerequisite: Junior standing. Occasional offering. *Course meets Multicultural graduation requirement.*

HIST 392 History of Russia 1825 to Present 3 hours

Major historical developments from the death of Alexander I through the coming of Marxism, the Revolution of 1917, Stalin, the Great Patriotic War, the Cold War, to the Commonwealth of Independent States. Prerequisite: Junior standing. Occasional offering.

HIST 394 Modern Historiography: The West and the World 3 hours

This is a seminar on the history of modern historical writing, with particular attention given to conceptual theories which affect historical investigation. Topics dealt with in this course include connections between nationalism and historiography, the emergence of historical scholarship as a professional endeavor, historiography and decolonization, recent directions in historical research, and global historiography. The course is highly useful for the senior thesis and is especially recommended for students considering graduate study. Prerequisite: HIST 294 and Junior Standing. Offered Even Fall.

HIST 399 History Internship 1-12 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 history internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Three hours of history credit; Junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

HIST 433 Topics 1 - 3 hours**HIST 494 Historical Research and Methods 3 hours**

The culminating seminar for graduation as a History major. Historical Research and Methods is a seminar dedicated to the research and writing of a senior thesis. All participants are expected to apply the techniques of scholarship as generally accepted by the historical profession. The seminar is the culminating experience for graduation as a history major. Completion with grade of C or higher is required. Prerequisites: HIST 121; HIST 122; HIST 101 or HIST 111; HIST 102 or HIST 112; HIST 294 and nine hours of HIST electives at the 300 or 400 level. Offered Spring.

HIST 499 Advanced History Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 history internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum nine hours of history coursework; Senior standing; minimum 3.0 GPA in major core classes at time of registration for internship. Offered Fall and Spring.

HONORS (HNRS)**HNRS 310 Honors Service 1 hour**

All students participating in the Honors Program must complete this course prior to graduation. Students must design a community service activity, choose a professor to direct that activity, and perform the project. Requires 45 hours of service activity. Prerequisite: Eligibility for Honors Program. Offered Fall and Spring.

HNRS 340 Schiffman Ethics in Society Lecture 3 hours

Each year a renowned scholar or public figure is invited to the main campus to speak on the role of ethics in society. This course is a careful review of the writings by this year's speaker as well as an investigation of the literature surrounding the topic of the guest's presentation. May be repeated. Prerequisite: Eligibility for Honors Program. Offered Spring.

HNRS 350 Topics 3 hours

An investigation of some great idea or ideas in the liberal arts and sciences, a focus on an epoch or trend in cultural history, an in-depth study of an alternative culture or a myopic biography. Examples: Beauty, Chaos Theory, Evolution & Fundamentalism, The Civil Rights Movement, What Are Numbers?, theories of humor, redefining photographic truth, etc. May be repeated. Prerequisite: Eligibility for Honors Program. Offered Fall.

HNRS 484 Honors 3 hours

Open to students who have been accepted as candidates for degrees with Distinction and who are registering for their final semester of coursework. Prerequisite: Admittance to the Honors Program required. Offered Fall and Spring.

HUMAN SERVICES (HUMS)**Criminal Justice Administration and Human Services Department****HUMS 105 Introduction to Human Services 3 hours**

Introduction to the profession, practice and career options of human services. Offered Fall and Spring.

HUMS 250 Working with Individuals 3 hours

Theories and methods for working with individuals. Offered Fall and Spring.

HUMS 300 Exploring Research 3 hours

Finding, understanding, critical analysis and communication of empirically based research for practice application. Prerequisite: MATH 150 or MATH 170. Offered Spring.

HUMS 310 Military Case Work 3 hours

Examination of the unique challenges and opportunities facing veterans, active duty military and their families. Topics include programs and services specific to these populations. Prerequisite: Sophomore standing. Offered odd Fall.

HUMS 325 Case Management 3 hours

Introduction to case management theory, models of case management and skills necessary to function effectively as case managers. Content includes the use and case management implications of psychotropic medications. Students develop abilities to serve special populations in a case management role. Prerequisite/Corequisite: HUMS 105 or PSYC 101. Offered Fall.

HUMS 335 Working with Groups 3 hours

Theoretical foundations, knowledge, values and skills of human service practice as they apply to working with groups. Prerequisite: HUMS 105 or PSYC 101. Offered Fall.

HUMS 340 Working with Families 3 hours

Examination of family function and assessment using the major models, theories and perspectives of family and family therapy. Students learn how to apply those theories and perspectives to assess families in conjunction with other assessment tools such as ecomaps and genograms. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite). Offered Spring.

HUMS 345 Working with Communities and Organizations 3 hours

The values, knowledge and skills of human service practice in the context of communities and organizations. Prerequisite: HUMS 105 or PSYC 101 (courses may be taken as corequisite). Offered Spring.

HUMS 350 Social Gerontology 3 hours

Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigates the research on death and dying and the role of the elderly in our society. Additionally, generates an understanding of the theoretical perspectives on aging. Cross-listed as SOCI 350. Prerequisite: Junior standing. Offered even Fall.

HUMS 365 American Social Policy 3 hours

Nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social policy issues including family policy, health care policy, drug policy, tax policy and other topical issues. Cross-listed as SOCI 365. Prerequisite: Junior standing. Offered Spring.

HUMS 375 Disabilities 3 hours

Examination of issues faced by persons with disabilities and the social injustice which they have historically experienced. Different theories or approaches used to understand the situation of persons with disabilities are examined. Particular issues and areas of need experienced by individuals having different types of disabilities (mobility, sensory, cognitive, etc.) are explored. It considers the consequences and dynamics of systemic barriers that threaten to compromise or exclude the participation of persons with disabilities in social, economic, and political processes. Various perspectives on equality are explored from the point of view of their impact on this vulnerable population. Prerequisite: Sophomore standing. Offered Spring.

HUMS 380 Substance Abuse 3 hours

Examination of substance use and abuse and the progressive nature of addiction. Factors leading to regular and problematic use are explored. An overview of the pharmacological effects of drugs within major drug categories, theories of addiction, intervention, treatment methods and prevention are examined. Prerequisite: Sophomore standing. Offered Fall.

HUMS 385 Mental Health 3 hours

This course provides a look at mental health problems from the practice arena. Students learn theories of mental health, psychotropic medications and the role of case manager with persons who have mental illness. Prerequisite: PSYC 101. Offered Fall.

HUMS 390 Child Welfare 3 hours

This course begins with an historical overview of child welfare services in American society, establishes a framework for both policy and practice, and examines current trends in the field of child welfare. Special emphasis is placed on evaluating the needs of high risk populations of children/youth and families. Prerequisite: Sophomore standing. Offered Spring.

HUMS 495 Senior Seminar 3 hours

Required as a culminating experience prior to graduation. Capstone course integrating prior learning while exploring current research, contemporary issues and areas of practice in human services. Grade of C or higher is required. Writing intensive. Emphases include exploration of self and creating expertise within an area of interest pertinent to the career and academic goals of the student. Prerequisites: Human Services major, senior standing, and all core requirements completed (or concurrently enrolled). Offered Spring.

HUMS 499 Internship 3-6 hours

Students complete 135 hours of supervised field experience for 3 hours of credit (270 hours for 6 hours of credit), targeted to behaviorally implementing the objectives of the Human Services program in a human service agency. Permission must be obtained one semester prior to the internship. Prerequisites: Senior standing, HUMS 495 as a prerequisite or corequisite, all core HUMS requirements. Evaluation: Satisfactory Unsatisfactory. Offered Fall and Spring.

INTRODUCTION TO COLUMBIA COLLEGE (INCC)

Freshman Experience

INCC 111 Introduction to Columbia College 1 hour
Introduction to Columbia College and to the values of learning. The 16-week seminar provides students an opportunity to explore the goals of an ethics-based liberal arts education and to identify their role in the academic, cultural, and social community of Columbia College. The general education curriculum, degree requirements, college catalog, advising process, and student handbook are introduced. Additionally, students become familiar with the wide variety of resources available to help them meet their collegiate goals. All freshmen are strongly encouraged to enroll in this seminar during their first semester. Offered Fall and Spring.

JAPANESE (JAPA)

Humanities Department

JAPA 101 Beginning Japanese I 2 hours
Introduction to basic words, phrases, and sentences useful for travelers. Occasional offering. Course meets three hours of Foreign Language graduation requirement.

JAPA 102 Beginning Japanese II 2 hours
Continuation of JAPA 101. Occasional offering. Course meets three hours of Foreign Language graduation requirement.

LEADERSHIP (LEAD)

History, Philosophy, and Political Science Department

LEAD 200 Introduction to Leadership Concepts 3 hours

An examination of the theory, evolution, practice and dynamics for leadership in contemporary society. Offered Spring.

LEAD 499 Applied Leadership Internship 3 hours
Students complete 45 hours of experiential work for each credit hour. Students work in conjunction with a faculty sponsor on approved learning goals. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students completing any major may earn credit from an approved internship that involves applied leadership. In addition, earned credit from ELI, Mock Trial, Model UN, or appropriate MSCI, ASCI, and NSCI experiences is acceptable. Prerequisites: Senior standing, minimum 3.0 GPA in major core classes at time of registration for internship. Internship must be in same department as student's major. Offered Fall and Spring.

LEGAL STUDIES (LGST)

Criminal Justice Administration and Human Services Department

LGST 301 Alternative Dispute Resolution 3 hours
Examination of negotiation, mediation and arbitration as alternatives to the formal trial process in resolving legal disputes. Prerequisite: Junior standing. Occasional offering.

MANAGEMENT (MGMT)

Business Administration Department

**Denotes a course that may carry any business administration code.*

MGMT 150 Introduction to Business 3 hours
Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized. Offered Fall and Spring.

MGMT 200 Calculus for Business and Finance 3 hours

Introduction to analytic geometry, limits, derivatives, definite integrals and their applications. Cross-listed as MATH 200. Prerequisite: Grade of C or higher in MATH 150 or MATH 180; or a score of 23 or higher on math portion of the ACT or 540 or higher on the math portion of the SAT. Occasional offering.

MGMT 233 Topics 1-3 hours
Specialized inquiry into topics not covered in the curriculum.

MGMT 254 Business Communication 3 hours
Development of written, oral and interpersonal skills for effective communication in the business world. Emphasis on clear, effective business correspondence, improved interpersonal skills and public speaking. Students learn appropriate real-world skills and strategies to increase their abilities to use this knowledge. Prerequisite: ENGL 112. Offered Fall and Spring.

MGMT 265 Business Law I 3 hours
Fundamental principles of law relating to business activity and court systems. Extensive use of cases. Prerequisite: Sophomore standing. Offered Fall and Spring.

MGMT 311 Public Administration and Policy 3 hours
Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. Cross-listed as PADM/POSC 311. Prerequisite: POSC 111. Offered odd Fall.

MGMT 330 Principles of Management 3 hours
Survey of principles of management. Familiarity with the history and evolution of the field and with modern principles and their application. Prerequisites: MGMT 150, Junior standing. Offered Fall and Spring.

MGMT 338 International Business 3 hours
Exploration of the challenges involved in multinational and international business. Prerequisites: Junior standing, MGMT 330. *Course meets Multicultural graduation requirement.* Offered Fall and Spring.

MGMT 339 Cross-Cultural Management 3 hours

Emphasis on interpersonal skills needed to manage across national borders and show how cultural factors influence behavior in the workplace and the negotiation process. Prerequisite: MGMT 330. *Course meets Multicultural graduation requirement.* Offered Fall and Spring.

MGMT 340 Introduction to Healthcare Management 3 hours

Overview of the basic structures and operations of the U.S. healthcare system. Prerequisite: MGMT 330. Offered Fall.

MGMT 341 Introduction to Entrepreneurship 3 hours

The focus of this course is to explore the development of innovative thinking, opportunity recognition, and idea generation as it pertains to the creation of new businesses. Prerequisite: MGMT 150. Offered Fall.

MGMT 353 Legal and Ethical Aspects of Healthcare 3 hours

An overview of key laws and ethical issues that affect the deliver of health care. Prerequisites: MGMT 265, MGMT 368. Offered Spring.

MGMT 360 Organizational Theory 3 hours

Examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. Prerequisite: MGMT 330. Occasional offering.

MGMT 361 Human Resource Management 3 hours

Design, implementation, and administration of human resource management programs. Practices used in developing effective professional habits useful in dealing with executive responsibilities are also examined. Prerequisite: MGMT 150. Offered Spring.

MGMT 362 Organizational Behavior 3 hours

Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. Prerequisite: MGMT 330 or PSYC 101. Offered Fall and Spring.

MGMT 363 Productions and Operations Management 3 hours

Emphasis on techniques and skill for manufacturing. Prerequisite: MGMT 330. Occasional offering.

MGMT 364 Workforce Planning and Development 3 hours

This course explores how organizations plan for changes in their workforce, create recruitment strategies and develop selection systems to identify the best talent for their businesses. Topics include measurement of staffing effectiveness, job/competency analysis, testing strategies, and interviewing methods. Prerequisite: MGMT 361. Available via AHE Programs only.

MGMT 365 Compensation and Benefit Systems 3 hours

The focus of this course is "Total Compensation." Direct and Indirect compensation systems are evaluated to determine how organizations design the appropriate systems for their businesses. Topics include base pay systems, individual and group bonuses, executive compensation, issues with providing health care, long-term investment options, pension systems and government mandated benefits. Prerequisite: MGMT 361. Available via AHE Programs only.

MGMT 367 Business Law II 3 hours

Continuation of Business Law I. Prerequisite: MGMT 265. Occasional offering.

MGMT 368 Business Ethics 3 hours

Analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General Education Ethics requirement for Business Administration and Computer Information Systems majors. Prerequisite: MGMT 330. Offered Fall and Spring.

MGMT 371 History of American Business 3 hours

Analysis of American business from the colonial period to the present. The course traces the entrepreneurial adventures of small as well as large firms. It focuses upon economic trends that created a modern industrial order, wherein the corporation assumed a dominant position in the U.S. Significant attention is given to key leaders of the free enterprise system. Cross-listed as HIST 371. Prerequisite: Junior standing. Occasional offering.

MGMT 372 Crisis Management 3 hours

This course introduces students to the fundamental principles of effectively preventing and responding to crises in organizations. Students focus on the skills required for effective crisis management and to the processes engaged in crisis intervention. Crisis at both the individual and systems level are examined. Students learn protocols for conducting crisis audits and assessments and methods for action planning and implementation and post-crisis evaluation. Prerequisite: MGMT 330. Offered Fall.

MGMT 375 Labor Relations 3 hours

Study of management approaches to collective labor agreements. Extensive study of negotiation, grievances and agreement administration. Prerequisite: MGMT 361. Occasional offering.

MGMT 393 Business Information Systems 3 hours

Emphasis on management and technical concepts fundamental to business applications and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. Prerequisites: ACCT 281, CISS 170, MGMT 330 (may be taken concurrently), and Junior standing. Offered Fall and Spring.

MGMT 422 New Venture Creation 3 hours

Students will create a business plan in accordance with Small Business Association (SBA) guidelines. Students will learn how to pitch their plan to various types of stakeholders. Offered Spring.

MGMT 430 Management Science 3 hours

Management Science is a discipline that integrates mathematical modeling and quantitative analysis into the managerial decision-making process. A variety of models and approaches are introduced including: linear programming and optimization models (e.g., maximize profit or minimize cost problems, resource-allocation problems), network and transportation models (e.g., shortest route problems, critical path problems), forecasting models, PERT/CPM models, (e.g., a model to determine the optimal schedule for a project), simulation models and the use of Crystal Ball, and simple/multiple regression models. Students learn to model problems mathematically and to use spreadsheet packages to solve management science problems. The goal of the course is to provide students with a background in mathematical modeling to augment their problem-solving skills. Prerequisites: MATH 150 or MATH 170; MATH 250. Offered Fall and Spring.

MGMT 433 Topics 1-3 hours**MGMT 461 Human Resource Development 3 hours**

Study of Human Resource Development in three key areas of employee and organizational development: training and development, change management and performance management. This course explores the methods of identifying training needs, designing and implementing successful training programs and evaluating organizational training systems. Also, this course covers the process of planning and implementing interventions to create interpersonal, group, inter-group or organization-wide change. Individual employee, functional and organizational performance systems are addressed. Prerequisite: MGMT 361. Available via AHE Programs only.

MGMT 479 Strategic Management 3 hours

Culminating experience capstone course for majors in business administration. Requires case/report writing and the ability to integrate material from previous courses to analyze and resolve complex business strategic planning problems. Completion with a grade of C or higher required. Prerequisites: Senior status, completion of a minimum 33 hours of core requirements and at least six hours of upper-level courses within the identified major. Offered Fall and Spring.

MGMT 499 Internship 1-3 hours

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing, cumulative GPA of 3.0 or higher, completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

MARKETING (MKTG)**Business Administration Department****MKTG 310 Principles of Marketing 3 hours**

Survey of principles for choosing target markets, assessing their needs, developing products and services and delivering them at a value to the customer and a profit to the company. Prerequisite: Junior standing. Offered Fall and Spring.

MKTG 327 Retail Management and Strategies 3 hours

Development of policies, methods, and managerial strategies to accommodate the rapidly changing retail environment. Prerequisites: MGMT 150, Junior standing. Offered Fall.

MKTG 331 Consumer Behavior 3 hours

Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement and control marketing activities. Prerequisite: MKTG 310. Offered Fall.

MKTG 332 Public Relations 3 hours

Policies, strategies and procedures available to an enterprise in establishing and controlling its communications with its many publics. Prerequisites: MGMT 254 or ENGL 204, and MKTG 310. Offered Fall.

MKTG 335 Advertising and Sales Promotion 3 hours

Study of marketing activities that stimulate consumer purchasing and dealer effectiveness. Emphasis on elements and process of developing effective advertising programs using integrated marketing communications. Prerequisite: MKTG 310. Offered Spring.

MKTG 352 Personal Selling and Sales Management 3 hours

Emphasis on techniques and skills of personal selling. Sales presentations required. Prerequisite: MKTG 310. Offered odd Spring.

MKTG 354 Public Relations Writing 3 hours

The primary goal of the course is to help students develop the professional writing skills expected of beginning public relations practitioners, emphasizing the different approaches required for particular audiences and media. The course covers all forms of writing for public relations, including press releases, public service announcements, magazine queries, securing television and radio interviews, coverage memos, media alerts, features, trade press releases, newsletters, backgrounders, and public relations presentations. Prerequisite: MGMT 254. Offered Spring.

MKTG 360 E-Marketing 3 hours

This course explores how the Internet can be used effectively to enhance the marketing activities of corporate enterprises, non-profits and government agencies. Prerequisites: CISS 170 and MKTG 310. Offered even Spring.

MKTG 370 Social Media 3 hours

The course researches, discusses, explores, and demonstrates the ability to use emerging social media and marketing technologies for marketing and public relations uses within a for-profit or not-for-profit firm. Scholarly research writings from marketing and PR professionals are reviewed and discussed. Students apply the online marketing and PR concepts in real time social media and marketing usage. Topics covered may include: blogs, Twitter, Facebook, wikis, podcasts, social bookmarking, RSS feeds, viral video, and other emerging web technologies. Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement, and control marketing activities. Prerequisite: MKTG 310. Offered Spring.

MKTG 399 Internship 1-3 hours

MKTG 410 Global Marketing 3 hours
Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. Prerequisite: MKTG 310. Offered Spring. *Course meets Multicultural graduation requirements.*

MKTG 441 Marketing Research 3 hours

A managerial approach to this highly technical and quantitative field. Prerequisites: MKTG 310, MATH 250. Offered Spring.

MKTG 460 Public Relations Campaigns 3 hours

This is the capstone course for the Public Relations (PR) major. Students synthesize all that has been learned in prior marketing and public relations courses to develop a PR campaign for an actual client. This course is designed to help develop and refine critical thinking on the part of the student in selecting, creating and applying tools, techniques and principles of public relations to a variety of managerial cases and problem situations. Use of real-life case studies, tracking of current public relations issues, and creation of a full-scale public relations plan for an actual "client" are planned. This course is for those students close to graduation, who have mastered most or all of the skills courses and are ready to apply themselves to a genuine public relations problem. Prerequisite: MKTG 332. Offered Fall.

MKTG 478 Marketing Management 3 hours

Examination of the role of the marketing manager in analyzing, planning, implementing and controlling the marketing programs of an enterprise. Case work is used. Prerequisite: MKTG 310. Offered Spring.

MKTG 480 Sports and Event Marketing 3 hours

Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. Prerequisite: MKTG 310. Offered Fall.

MKTG 499 Internship 1-3 hours

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Prerequisites: Senior standing, cumulative GPA of 3.0 or higher, completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses. Offered Fall and Spring.

MATHEMATICS (MATH)

Computer and Mathematical Sciences Department

MATH 102 Mathematics for the Elementary School Teacher 3 hours

This course is designed to help preservice elementary school teachers develop a conceptual framework for mathematics, especially for those aspects normally experienced in elementary school. Through their work in the course the students study the main themes of mathematics throughout the curriculum, considering both mathematical and pedagogical content issues in teaching mathematics. Topics include sets, logic, informal geometry, numeration systems, properties of real numbers and an introduction to probability and statistics. Prerequisite: Grade of C or higher in MATH 104 or a score of 19 or above on the math portion of the ACT or 460 or above SAT score, or a passing score on the Columbia College math placement exam. Offered Spring.

MATH 104 Beginning Algebra 3 hours

Introduction to the fundamental concepts of algebra. Review of fractions, decimals, and signed numbers. Methods for solving linear equations, linear inequalities, and systems of linear equations. Thorough treatment of graphing lines and linear equalities in the plane. Introduction to rules of exponents. Real-world applications are integrated throughout the course. Students must repeat the course if a grade of U, F, or D grade is awarded. Offered Fall and Spring.

MATH 106 Intermediate Algebra 3 hours

Second course in a three-course sequence in algebra. Review of graphing lines. An introduction to solving systems of linear equations, exponents, polynomial expressions, square roots, zeros of polynomials, quadratic equations, and graphs of parabolas. Students must repeat the course if a U, F or D grade is awarded. Prerequisite: A passing score on the Columbia College math placement exam or MATH 104 with a grade of C or higher or a score of 19 or higher on the math portion of the ACT or 460 or above SAT score. Offered Fall and Spring.

MATH 150 College Algebra 3 hours

Fundamental algebraic concepts are examined in the context of real world applications. Linear, quadratic, polynomial, exponential, and logarithmic functions are explored with emphasis on their numerical, graphical, and algebraic properties. Prerequisite: Grade of C or higher in MATH 106 or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 500 or above SAT score, or a passing score on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

MATH 155 Algebraic Reasoning for Elementary and Middle School Teachers 3 hours

This course introduces some basic concepts of number theory and modern algebra that underlie elementary and middle school arithmetic and algebra, with a focus on collaborative learning and technology. Prerequisites: MATH 102 and MATH 150 (or higher). Offered odd Fall.

MATH 165 Geometric Reasoning for Elementary and Middle School Teachers 3 hours

This course introduces some basic concepts of geometric and measurement that underlie these concepts in elementary and middle school grades, with a focus on collaborative learning and technology. Prerequisites: MATH 102 and MATH 150 (or higher). Offered even Fall.

MATH 170 Finite Mathematics 3 hours

This course presents a variety of applications of algebra to real-world problems and includes an introduction to set theory, probability and statistics. Topics include linear functions, systems of linear equations and inequalities, matrices, linear programming, basic counting and probability, and the mathematics of finance. Prerequisite: Grade of C or higher in MATH 106, or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 500 or above SAT score, or a passing grade on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

MATH 180 Precalculus 3 hours

Precalculus is a preparatory course for calculus and covers the following topics: algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions; trigonometric equations and trigonometric identities. Prerequisite: Grade of B or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher SAT score or a passing score on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

MATH 200 Calculus for Business and Finance 3 hours

Introduction to analytic geometry; limits, derivatives, definite integrals and their applications. Cross-listed as MGMT 200. Prerequisite: Grade of C or higher in MATH 150 or MATH 180; or a score of 23 or higher on math portion of the ACT or 540 or above SAT score. Occasional offering.

MATH 201 Calculus and Analytic Geometry I 5 hours

The first part of the three-part calculus series. Topics include: review of algebra and trigonometry; functions and limits; derivatives and their applications; the integrals and their applications. Prerequisite: Grade of C or higher in MATH 180 or a score of 26 or higher on the math portion of the ACT or 590 or above SAT score or passing grade on the Columbia College math placement exam. Offered Fall and Spring. **G.E.**

MATH 222 Calculus and Analytic Geometry II 5 hours

The second part of the three-part calculus series. Transcendental functions, techniques of integration, improper integrals, infinite series and power series, parametrized curves and polar coordinates. Prerequisite: MATH 201 with grade of C or higher. Offered Fall and Spring.

MATH 225 Discrete Mathematics I 3 hours

This course provides a foundation in formal mathematics and theorem-proving. Topics include functions, relations, sets, simple proof techniques, propositional logic, elementary number theory, the fundamentals of counting, recursion, and an introduction to algorithms. Prerequisite: Grade of C or higher in MATH 201. Offered Fall and Spring.

MATH 233 Topics 1-3 hours**MATH 250 Statistics I 3 hours**

Introduction to descriptive and inferential statistics. Topics include collection of data, numerical and graphical descriptive methods, linear correlation and regression, probability concepts and distributions, confidence intervals and hypothesis testing for means and proportions. Prerequisite: MATH 150 or MATH 170 or MATH 180 or MATH 201. Offered Fall and Spring. **G.E.**

MATH 251 Statistics II 3 hours

This course is a continuation of Statistics I. Topics include hypothesis testing, regression, correlation, statistical decision theory, analysis of variance and nonparametric methods. Prerequisite: MATH 250. Occasional offering.

MATH 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours**MATH 300 Multivariate Calculus 3 hours**

Two and three dimensional vectors, partial derivatives, multiple integrals, line and surface integrals. Prerequisite: MATH 222 or MATH 235. Offered even Fall.

MATH 303 Linear Algebra 3 hours

Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry and other selected topics. Prerequisite: Grade of C or higher in MATH 201. Offered odd Fall.

MATH 304 Introduction to Abstract Algebra 3 hours

Introduction to algebraic systems, their motivation, definitions and basic properties. Primary emphasis is on group theory (permutation and cyclic groups, subgroups, homomorphism, quotient groups) and is followed by a brief survey of rings, integral domains and fields. Prerequisites: Grade of C or higher in both MATH 222 and MATH 225. Offered even Spring.

MATH 305 Number Theory 3 hours

The goal of this course is to provide a modern treatment of number theory. The student learns more about integers and their properties, important number-theoretical ideas and their applications. The course emphasizes reading and writing proofs. Prerequisites: Grade of C or higher in both MATH 222 and MATH 225. Offered odd Spring.

MATH 325 Discrete Mathematics II 3 hours

This course continues the discussion begun in Discrete Mathematics I (MATH 225) and serves to develop students' understanding of the discrete mathematical concepts that underlie computer science. Topics in this second course include recurrence relations, graphs, paths and circuits, trees and optimization and matching theory. Prerequisite: Grade of C or higher in MATH 225. Offered Spring.

MATH 330 History of Mathematics 3 hours

The goals of this course are to develop knowledge of the contributions made by mathematicians and the influence these contributions have made to the development of human thought and culture over time. The course provides a chronological tracing of mathematics from the ancient Chinese into modern times, with an emphasis on problems and the individuals who formulated and solved them. Prerequisite: Grade of C or higher in MATH 222. Offered odd Fall. *Course meets Multicultural graduation requirement.*

MATH 331 Foundations of Geometry 3 hours

This course provides students with the opportunity to broaden and deepen their understanding of Euclidean Geometry usually encountered in a high school geometry course. The course extends the geometric experience to non-Euclidean topics and serves to unify the study of geometry as the result of a system of axioms. Prerequisite: Grade of C or higher in MATH 222. Offered even Spring.

MATH 333 Topics 1 - 3 hours**MATH 338 Mathematical Statistics and Probability 3 hours**

A calculus-based introduction to statistical methods starting with basic probability, distribution theory, confidence intervals, hypothesis tests and sampling. Prerequisite: MATH 222 or MATH 235. Offered odd Spring.

MATH 340 Introduction to Probability Theory 3 hours

Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. Prerequisite: Grade of C or higher in MATH 222. Occasional offering.

MATH 362 Introduction to Automata Theory, Languages and Computation 3 hours

The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. Cross-listed as CISS 362. Prerequisites: MATH 225 and CISS 240. Offered even Fall.

MATH 370 Differential Equations 3 hours

Ordinary differential equations and systems with application to the sciences and engineering. Prerequisite: Grade of C or higher in MATH 222 or MATH 235. Offered odd Spring.

MATH 371 Introduction to Complex Variables 3 hours

Introduction to the basic tools of the theory of complex variables, such as complex differentiation and the Cauchy-Riemann equations, analytic functions, complex series, complex contour integration, residues, poles and conformal mapping. Prerequisite: Grade of C or higher in MATH 222. Offered even Spring.

MATH 380 Advanced Calculus I 3 hours

Rigorous development of some central ideas in analysis including limits, continuity and differentiability. Prerequisite: Grade of C or higher in MATH 222 or MATH 235. Offered odd Fall.

MATH 381 Advanced Calculus II 3 hours

A second course in mathematical analysis on the real line. Topics include: the Riemann integral, infinite series, and sequences and series of functions. Prerequisite: MATH 380. Offered even Spring.

MATH 390 Introduction to Topology 3 hours

Introduction to the topological concepts that underlie analysis. Included are metric spaces, topological spaces, separation, compactness, convergence, completeness and connectedness. Prerequisite: Grade of C or higher in MATH 222 and MATH 225. MATH 380 recommended. Offered even Fall.

MATH 399 Math Teaching Internship 1-6 hours

This course is recommended for those students who plan to attend graduate school or who plan to teach secondary school mathematics. Students complete 45 hours of experiential work for each credit hour. Students will assist full-time day faculty members in teaching any 100- or 200-level mathematics course. The directing faculty member must approve the internship placement and will determine the role the intern will play in the observed course. Grades are assigned as S (satisfactory) or U (unsatisfactory). Prerequisites: MATH 222 and MATH 225 with a grade of B or higher, junior standing, minimum 3.0 GPA in major core classes at time of registration for internship. Students may register for no more than 6 mathematics internship credits during their time at Columbia College. Offered Fall and Spring.

MATH 433 Topics 1 - 3 hours**MATH 451 Introduction to Cryptography and Computer Security 3 hours**

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. Cross-listed as CISS 451. Prerequisites: MATH 225; CISS 245 or CISS 243. Offered odd Spring.

MATH 493 Senior Seminar in Mathematics for Teachers 3 hours

A seminar course required as a culminating experience for mathematics majors who are seeking certification to teach at the elementary, middle or secondary levels.

Students analyze problems from elementary, middle and high school mathematics from an advanced perspective and explicitly make connections between the concepts taught in elementary, middle and secondary and their more abstract analogues encountered in undergraduate mathematical courses. A grade of C or higher is required. Prerequisites: Senior standing, admission to the Teacher Certification Program, EDUC 358 or EDUC 359 or EDUC 360. Offered Fall and Spring.

MATH 494 Senior Seminar in Mathematics 3 hours

A seminar course required as a culminating experience for mathematics majors.

Students prepare and present a portfolio following departmental guidelines to document achievement of the learning goals for the mathematics major. Additionally, students present a lecture on a topic not covered in core courses in consultation with the instructor and take the Major Field Test for Mathematics. Grade of C or higher required. Prerequisite: Senior standing. Offered Fall and Spring.

MILITARY SCIENCE (MSCI)

Offered through the University of Missouri – Columbia. The course-numbering system is the same as that used by the university.

MSCI 1100 Foundations of Officership 1 hour

Introduces students to issues and competencies that are central to a commissioned officer's responsibilities. Establish framework for understanding officership, leadership, and Army values followed and "life skills" such as physical fitness and time management. Offered Fall.

MSCI 1110 Introductory Military Science Laboratory I 1 hour

Field application of skills taught in Military Science 1100, to include leadership, land navigation, tactical skills and basic soldier skills. Prerequisite: MILS 1100. Offered Fall.

MSCI 1120 Basic Leadership 1 hour

Establishes foundation of basic leadership fundamentals such as problem solving, communication, briefings and effective writing, goal setting, techniques for improving listening and speaking skills and an introduction to counseling. Offered Spring.

MSCI 1130 Introductory Military Science Laboratory II 1 hour

Field application of skills taught in Military Science 1120, to include leadership, land navigation, tactical skills and basic soldier skills. Prerequisite: MILS 1120. Offered Spring.

MSCI 2200 Individual Leadership Studies 2 hours

Students identify successful leadership characteristics through observation of others and self through experimental learning exercises. Students record observed traits (good and bad) in a dimensional leadership journal and discuss observations in small group settings. Offered Fall.

MSCI 2210 Intermediate Military Science Lab I 1 hour

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as squad-level offensive and defensive operations. First aid topics and drill and ceremony are also taught. Prerequisite: MILS 2200. Offered Fall.

MSCI 2220 Leadership and Teamwork 2 hours

Study examines how to build successful teams, various methods for influencing action, effective communication in selling and achieving goals, the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback.

MSCI 2230 Intermed. Military Science Lab II 1 hour

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as platoon-level offensive and defensive operations. Practical application of night land navigation. Prerequisite: MILS 2220. Offered Spring.

MSCI 3160 Death by a Thousand Cuts: Counterinsurgency/Insurgency the American Experience 3 hours

This course explores the problem of insurgency and counterinsurgency in terms of what we can learn from these conflicts. It examines counterinsurgency theory and practice, the Philippine Insurrection, Banana Wars, Vietnam War, Afghanistan, and Iraq. Offered Fall.

MSCI 3161 The American Experience in Vietnam 3 hours

This course was developed to provide students the opportunity to examine the American experience in the Vietnam War, to search for meanings in this experience, and to arrive at their own conclusions concerning the impact of the war upon the nation. Moreover, it challenges the students to think critically about war and the use of military power to settle differences between nations. May be repeated for credit. Offered Fall.

MSCI 3162 Counterinsurgency in Asia 3 hours

This course explores the problem of insurgency and counterinsurgency in Asia in terms of what we can learn from these conflicts. The course examines the insurgency in the Philippine Insurrection 1899-1902, the Vietnam War, the Soviet-Afghan War, in Thailand, Sri Lanka and Malayan Emergency. May be repeated for credit. Offered Fall.

MSCI 3163 U.S. Military History in the Western Tradition 3 hours

Analysis of United States military history from the Colonial period to the present, (1609-2012). It is a comprehensive look into the evolution of warfare in America, military traditions and heritage, and technology. This course analyzes the following: American Revolution, War of 1812, Mexican American War, Civil War, Indian Wars, Spanish American War, World War I, Inter War Period, World War II, Korean War, Vietnam War, Gulf War, Afghanistan and Iraq. All cadets are required to take this course for commissioning. May be repeated for credit. Offered Spring.

MSCI 3230 Leadership and Problem Solving 3 hours

Students conduct self-assessment of leadership style, develop personal fitness regimen, and learn to plan and conduct individual/small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities. Prerequisite: departmental consent. Offered Fall.

MSCI 3240 Leadership and Ethics 3 hours

Examines the role communications, values, and ethics play in effective leadership. Topics include ethical decision-making, considerations of others, spirituality in the military, and survey Army leadership doctrine. Emphasis on improving oral and written communication ability. Prerequisite: MILS 3230. Offered Fall.

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. Prerequisite: MILS 3240. Offered Fall.

MSCI 3260 Officership 3 hours

Study includes case study analysis of military law and practical exercises on establishing on 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: MILS 3250. Offered Fall.

MSCI 3270 Advanced Transition to Lieutenant I 3 hours

Independent research, analysis and monthly discussion on related military topics. Personal, academic and professional goals and objectives, development and maintenance of an officer evaluation report support form. Prerequisites: MILS 1100, 2200, 3230, and 3250 or department head permission. Offered Fall.

MSCI 3280 Advanced Transition to Lieutenant II 3 hours

Independent research, analysis and monthly discussion on related military topics. Personal, academic and professional goals and objectives, development and maintenance of an officer evaluation report support form. Prerequisites: MSCI 1100, MSCI 2200, MSCI 3230, MSCI 3250 or department head permission. Offered Spring.

MUSIC (MUSI)

Visual Arts and Music Department

MUSI 101 Recital Attendance 0 hours

Zero-credit, pass/fail course requires that students enrolled in applied music lessons attend two Music Program convocations and a minimum of 6 department or community recitals per semester. Registered students who are not music majors may forgo the convocations. Pass/fail is determined by attendance. Offered Fall and Spring.

MUSI 102 Music Fundamentals 3 hours

An introduction to the elements of music. Designed for the music major whose score is below the minimum on the Music Placement Exam, for the non-music major to fulfill music minor requirements, or the non-music major, upon instructor permission. Coursework includes staff, clefs, scales, key signatures, triads, meter and rhythm, application of theory at the keyboard, and aural skill development. Computer programs to supplement course work may be required. Offered even Spring.

MUSI 122 Music Appreciation 3 hours

A musical appreciation course focusing on European and American works since 1500. Offered Fall and Spring. **G.E.**

MUSI 123 Music in World Cultures 3 hours

This course explores music as an aspect of human culture focusing on selected non-Western music styles of Asia, Africa, Eastern Europe and the Americas. *Course meets Multicultural graduation requirement.* Offered odd Spring.

MUSI 134 Music Theory I 3 hours

Introduction to the fundamental materials of music. Includes a review of music fundamentals, the tonic, dominant, subdominant and leading tone triads, the triad in inversion, and the C clefs. Prerequisites: Successful completion of Advanced Placement Music Theory in high school, satisfactory score on Music Placement Exam or a grade of C or better in MUSI 102. Corequisite: Concurrent enrollment in MUSI 135. Offered Fall.

MUSI 135 Aural Skills I 1 hour

Students will pursue the development of musical independence, including sight singing, ear training, rhythmic reading, dictation, and part singing. Prerequisites: Successful completion of Advanced Placement Music Theory in high school, satisfactory score on the Music Placement Exam or a grade of C or better in MUSI 102. Corequisite: Concurrent enrollment in MUSI 134. Offered Fall.

MUSI 160/360 Jane Froman Singers 1 hour

The Jane Froman Singers, a select choral ensemble, is dedicated to the performance of advanced music ranging from Renaissance to contemporary works. Membership in the ensemble requires extensive rehearsal, performance, and travel. Students must complete four semesters of MUSI 160 or have obtained junior standing in order to take MUSI 360. Offered Fall and Spring.

MUSI 170/370 Show Choir 1 hour

This lightly choreographed show choir ensemble performs music ranging from popular standards to contemporary works written especially for the group. Numbering around 12-16 voices, this group requires frequent performance at events on campus and in the community, as well as in featured cabaret style concerts each semester. Prerequisite: Previous musical experience; audition required. Offered Fall.

MUSI 171/172/273/274 1 hour

Applied Lessons Piano

The study of proper techniques of piano playing. Students must successfully complete each level twice before advancing to the next level.

MUSI 174 Class Piano I 3 hours

Class instruction in basic techniques for students with no prior training in piano. Daily practice required. Part I of II. Offered Fall and Spring.

MUSI 180/380 Chamber Choir 1 hour

The Chamber Choir serves as the primary lab choir for the beginning conducting class. The choir prepares and performs literature written for SSAA choirs (women) in odd spring semesters and TTBB choirs (men) in even spring semesters. Previous musical experience; audition required. Offered Spring.

MUSI 181/182/283/284 1 hour

Applied Lessons Voice

The study of proper vocal techniques to enhance the production of the singing voice. Advanced courses extend the study and practice of proper techniques by using progressively technical vocal literature. Students must successfully complete each level twice before advancing to the next level.

MUSI 183/383 Opera/Musical Theatre 3 hours

Workshop

Provides practical experience in the performance of opera and/or musical theater. The material to be performed is selected according to the abilities and potential of the students. Prerequisites: Audition required. Offered even Spring.

MUSI 184 Class Voice I 3 hours

Elementary group lessons in voice. Basic vocal and music reading skills are addressed in addition to posture, breath control, tone production, and diction. Includes both group and individual singing of simple vocalizes and songs in English. Daily practice required. Part I of II. Prerequisites: Ability to match pitch. Offered Fall.

MUSI 223 Music History I 3 hours

The History, style and musical forms of the Middle Ages, Renaissance, and the Seventeenth and Eighteenth centuries. Part I of II. Prerequisites: MUSI 134, MUSI 135 Offered Fall.

MUSI 233 Topics 1-3 hours

MUSI 236 Music Theory II 3 hours

A continuation of MUSI 134, expanding the tertian vocabulary to include all diatonic triads and secondary dominants, non-harmonic tones, diatonic seventh chords, and elementary modulation. Instruction includes binary and ternary forms. Prerequisites: A grade of C or better in MUSI 134 and 135. Corequisite: Concurrent enrollment in MUSI 237. Offered Spring.

MUSI 237 Aural Skills II 1 hour

Students will pursue the development of musical independence, including sight singing, ear training, rhythmic reading, dictation, and part singing. A continuation of MUSI 135. Prerequisites: A grade of C or better in MUSI 134 and 135. Corequisite: Concurrent enrollment in MUSI 236. Offered Spring.

MUSI 275 Class Piano II 3 hours

A continuation of MUSI 174, must be taken continuously until the student has successfully completed the Piano Proficiency Exam. Daily practice required. Part II of II. Prerequisite: MUSI 174 with a grade of C or higher. Offered Fall.

MUSI 285 Class Voice II 3 hours

Intermediate group lessons in voice. Intermediate vocal and music reading skills are addressed in addition to posture, breath control, tone production, and diction. Includes both group and individual singing of simple vocalizes and songs in the singing languages. Daily practice required. Part II of II. Prerequisite: MUSI 184 with a grade of C or higher. Offered Spring.

MUSI 300 Diction for Singers 3 hours

This course introduces singers to the basic pronunciations of Italian, German, French and English as it applies to singing. Students will learn the International Phonetic Alphabet. Offered Fall.

MUSI 322 Masterpieces of Music 3 hours

In-depth study of the lives and musical styles of great composers. No knowledge of music is required and students are not expected to perform in front of the class. Offered Fall.

MUSI 323 Music of the United States 3 hours

Overview of the various types of music that have evolved through folk, popular, and classical traditions in America from the Pilgrims to the present. Offered odd Spring.

MUSI 326 Music History II 3 hours

The History, style and musical forms of the early Romantic through the 20th century and after. Part II of II. Prerequisite: A grade of C or better in MUSI 134, MUSI 135, MUSI 223, MUSI 236, and MUSI 237. Offered Spring.

MUSI 338 Music Theory III 3 hours

A continuation of MUSI 236, expanding the tertian vocabulary to all of the harmonic materials of tonal music. All diatonic and chromatic resources will be applied in creative projects. Instruction includes the formal structures of rondo, fugue, and sonata-allegro. Prerequisites: Grade C or better in MUSI 236 and 237. Corequisite: Concurrent enrollment in MUSI 339. Offered Fall.

MUSI 339 Aural Skills III 1 hour

Students will pursue the development of musical independence, including sight singing, ear training, rhythmic reading, dictation, and part singing. A continuation of MUSI 237, to include the singing of more difficult tonal music to include modal, ethnic, and 19th and 20th century materials. Prerequisites: Grade C or better in MUSI 236 and 237. Corequisite: Concurrent enrollment in MUSI 338. Offered Fall.

MUSI 351 Choral Arranging 2 hours

Principles and practices of arranging music for choral groups with emphasis upon producing usable arrangements. Prerequisite: Students must have passed MUSI 134, MUSI 135, MUSI 236, MUSI 237, MUSI 338, MUSI 339, MUSI 440, and MUSI 441 with a C or better. Offered Spring.

MUSI 352 Introduction to Choral Literature 2 hours

This course is designed to survey choral music literature from the perspective of historically significant masterworks and the utilitarian perspective of appropriateness for particular types of ensembles. Skills of audiation will be developed through guided practice in listening and score study. Prerequisite: Students must have passed MUSI 134, MUSI 135, MUSI 236, MUSI 237 with a C or better. Offered Spring.

MUSI 353 Basic Conducting 2 hours

This course is an introduction to basic conducting skills with an emphasis on the art and study of conducting, baton technique, left hand technique, non-verbal communication, leadership, conducting terminology, transpositions and score reading. Prerequisite: Grade of C or better in MUSI 134, MUSI 135, MUSI 236, and MUSI 237. Corequisite: MUSI 180/380. Offered Spring.

MUSI 354 Accompanying Techniques 3 hours

The course will seek to develop basic accompanying skills in the vocal/choral area through class performance and drill. The class is performance oriented, requiring students to perform assigned exercises or accompaniments in class, leading to collaborative sessions with student vocalists. Prerequisite: MUSI 174. MUSI 275 or Instructor permission. Corequisite: MUSI 180/380. Offered Fall.

MUSI 386 Advanced Choral Techniques, Literature, and Conducting 5 hours

This course is organized around competencies every director of choral music should possess. Class readings, projects, activities, and discussions are designed to assist the student in acquiring these skills; advanced concepts of teaching, rehearsing and administering a choral program; advanced techniques in conducting and rehearsing; advanced selection of appropriate literature for choral groups. This course includes a minimum of 16 hours of field experience. Prerequisite: MUSI 352, MUSI 353. Corequisite: MUSI 160/360. Offered Fall.

MUSI 400/490 Recital 1 hour

This course is designed as the culminating experience for the music major. All recitals are preceded by a recital hearing six weeks prior to the recital date. A Passing grade for the hearing does not ensure a passing grade for the recital. The Bachelor of Arts in Music degree requires one 30-minute junior recital and one 60-minute senior recital. Prerequisite: Junior standing. Corequisite: MUSI 284 or MUSI 274. Offered Fall and Spring.

MUSI 433 Topics: Applied Music 1-3 hours

Instrumental study must be taken in sequence with the same instrument.

MUSI 440 Music Theory IV 3 hours

A continuation of MUSI 338, including an introduction to techniques of the modern era with an emphasis on analysis of traditional structured procedures. Prerequisites: Grade of C or higher in MUSI 338 and MUSI 339. Corequisite: Concurrent registration in MUSI 441. Offered Spring.

MUSI 441 Aural Skills IV 1 hour

Students will pursue the development of musical independence, including sight-singing, ear training, rhythmic reading, dictation, and partsinging. A continuation of MUSI 339 to include singing more difficult tonal music including modal, ethnic and modern materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Prerequisites: Grade of C or higher in MUSI 338 and MUSI 339. Corequisite: Concurrent registration in MUSI 440. Offered Spring.

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

This course serves as an introduction to the organization of the Naval Service, the varied career opportunities available, the long held customs and traditions of the service, and the duties of a Junior Officer.

NSCI 1200 Seapower and Maritime Affairs 3 hours

Seminars examine the application of seapower as an instrument of foreign policy by the major nations of the world. Emphasis placed on role of the Navy.

NSCI 2110 Naval Ships Systems I 3 hours

Ship construction, stability and damage control, basic thermodynamics, the steam cycle and engineering plant, including introduction to gas turbine, diesel and nuclear powered systems.

NSCI 2130 Evolution of Warfare 3 hours

Evolution of strategy, tactics, weapons and leadership 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 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 will provide a basic understanding of the interrelationship between authority, responsibility and accountability within a task oriented organization. Students will learn to apply leadership and management skills to prioritize competing demands and to attain mission objectives; the importance of planning and follow-up; and develop a basic understanding of communication and counseling as it pertains to personnel management. Prerequisites: sophomore standing or by consent of Professor of Naval Science.

NSCI 3220 Naval Operations 3 hours

Principles and concepts of naval operations: rules of the road, command and control in naval operations, communications, ASW warfare, international maritime law, and practical solution of relative motion problems. Prerequisite: NSCI 3120.

NSCI 4940 Leadership and Ethics 3 hours

The curriculum provides a foundation in leadership, ethical decision making, the Law of Armed Conflict and the military justice system. Course explores ethical theories and helps students to build an ethical framework for decision making. Topic areas include: Kant, Utilitarianism, Stoicism, Constitutional Paradigm, Uniform Code of Military Justice and Law of Armed Conflict. Designed as a capstone course for juniors and seniors enrolled in NROTC it is open to all MU students. Prerequisite: junior standing.

NURSING (NURS)

Nursing Department

NURS 209 Introduction to Nursing 6 hours

This introductory course to nursing is designed to expose the student to the health care environment and to develop basic care skills. This course is required for those students applying to the nursing program. Important concepts and essential basic skills in clinical patient care for the beginning nursing student are discussed and practiced. Other topics include study skills, test-taking strategies, information technology, medical terminology, math assessment and communication skills. \$50 lab fee. Students with nursing experience may be able to receive Credit for Prior Learning through a test out process. A \$50 testing fee will be charged. Prerequisites: BIOL 110; BIOL 110L; CHEM 109 or CHEM 110 and CHEM 112 with a grade of C or higher. Offered Fall (1st 8 weeks), Spring (1st 8 weeks) and Summer.

NURS 210 Fundamentals of Nursing 6 hours

This course is designed to introduce students to the fundamental concepts of nursing across the lifespan and the role of the registered nurse. The nursing process is utilized to identify and provide the building blocks of nursing care in a variety of healthcare settings. Emphasis is placed on developing skills needed to assess, implement and monitor selected nursing interventions and technologies. Concepts presented include beginning professionalism, therapeutic communication, documentation, life-span considerations, basic introduction to skills for supporting patient care, physical assessment, infection control, patient education, safety and nursing interventions. These concepts are presented and practiced in the skills lab and in the clinical area. \$100 lab fee. Prerequisites: Admission to the nursing program; NURS 209 if applicable. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Offered Fall (2nd 8 weeks) and Spring (2nd 8 weeks).

NURS 211 Mental Health Nursing 3 hours

This course is designed provide the foundation for entry level competence in mental health nursing across the lifespan. Interpersonal, behavioral, psychosocial and communication concepts provide the basis for effective and therapeutic mental health nursing. Critical thinking skills and evidence based practice concepts are applied and analyzed. Emphasis is placed on selected pathophysiology and related care using the nursing process. Therapeutic communication skills within the nurse-patient-family relationship are highlighted in the care of patients with psychosocial, substance dependence and other mental health deviations. Other topics integrated throughout the course are legal-ethical issues, patient education, pharmacological and sociocultural principles. Alternative therapies and treatments are investigated and discussed, as well as the roles and responsibilities of the professional nurse, including collaboration with other disciplines and

organizations as resources and support mechanisms. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210. Corequisite: NURS 212. Offered 1st 8 weeks and Summer.

NURS 212 Pharmacology for Nursing 3 hours

This course is designed to provide the nursing student with a sound basis for the clinical application of pharmacology. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics and pharmacokinetics, with patient-related variables affecting pharmacotherapy are presented. Emphasis is placed on learning drug classification by categories affecting various body systems and disease states. Legal aspects of drug administration, including nursing safeguards, are included. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210. Corequisite: NURS 211. Offered 1st 8 weeks and Summer.

NURS 213 Foundations of Professional Nursing 6 hours

This course is designed to provide the foundation for the role of the registered professional nurse. Nursing as a profession, nursing standards and legal-ethical issues in nursing are explored. Communication principles, nutrition and patient teaching continue to be discussed. Principles of medication administration, math as applied to medication administration, intravenous therapy and physical assessment skills are covered. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing situations. General principles of caring for patients across the lifespan with common medical surgical health deviations are the clinical focus. Accompanying skills lab and clinical experiences are designed to increase the knowledge, judgement, skills level and professional behaviors in the nursing student. \$75 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212. Offered 1st 8 weeks and 2nd 8 weeks.

NURS 214 Medical Surgical Nursing I 6 hours

This course is designed to integrate knowledge and skills from previous nursing courses to develop a progressing knowledge base in medical surgical nursing across the lifespan. Fluid and electrolytes and acid/base concepts are introduced. Common medical surgical health deviations are reviewed with an emphasis on pathophysiology, health promotion and nursing interventions. Principles of communication, patient teaching, pharmacology, nutrition, and culture/ethnic/socially diverse concepts are integrated

with these topics to develop critical thinking skills in patient care. Introduction to leadership and management theories are presented. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213. Offered 2nd 8 weeks and Summer.

NURS 215 Medical Surgical Nursing II 6 hours

This course is designed to introduce students to specialty areas and technology associated with care of critically ill medical surgical patients. Emphasis is placed on developing skills needed to plan, manage and provide patient care to critically ill patients using the nursing process. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Communication, legal-ethic concepts, patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213, NURS 214. Offered Fall (1st 8 weeks) and Spring (1st 8 weeks).

NURS 216 Women's and Infant's Health 6 hours

This course is designed to provide the foundation for entry-level competence in women's and infant's health. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Emphasis is placed on developing nursing care for a woman with an uncomplicated or complicated pregnancy, the normal and high risk infant and women's reproductive and post-reproductive health and health deviations. Various developmental theories are presented to assist the student in analyzing growth and development from birth through middle age adults. Communication, legal-ethical concepts, patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. \$35 lab fee. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. Prerequisites: Admission to the nursing program; NURS 210, NURS 211, NURS 212, NURS 213, NURS 214, NURS 215. Offered Fall (2nd 8 weeks) and Spring (2nd 8 weeks).

PHILOSOPHY (PHIL)

History, Philosophy, and Political Science Department

PHIL 201 Introduction to Philosophy 3 hours

Exploration of problems and methods of philosophical inquiry including such topics as belief systems, values and meaning; theories of nature, God and humankind; the nature of knowledge and its acquisition. Offered Fall and Spring. **G.E.**

PHIL 202 Asian Philosophy and Religion 3 hours

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed as RELI 202. Offered Fall and Spring. *Course meets Multicultural graduation requirement.* **G.E.**

PHIL 210 Logic and Critical Thinking 3 hours

Overview of the principles and methods of critical thinking, inductive reasoning and deductive logic. Emphasis on the formulation and evaluation of ordinary language arguments. Offered Fall and Spring. **G.E.**

PHIL 233 Topics 1 - 3 hours

PHIL 255, 256, 257, 355, 356, 357, 455, 456, 457
Directed Study 1 - 3 hours

PHIL 303 History and Philosophy of Modern Science 3 hours

Evolution of scientific thought from 1600 A.D. to the present. Cross-listed as HIST 303. Prerequisite: HIST 102. Offered even Fall.

PHIL 310 Symbolic Logic 3 hours

Study of the principles and methods of formal symbolic logic. Emphases on derivations for sentence and predicate logic. Occasional offering.

PHIL 321 Ancient Philosophy 3 hours

Intensive study of treatises by major philosophers in the ancient world. Offered odd Fall.

PHIL 322 Modern Philosophy 3 hours

Intensive study of treatises by major philosophers. Offered even Fall.

PHIL 323 Marx and Marxism 3 hours

A careful study of the works of Marx, Engels, Lenin, Guevara and others. Focus will be on understanding and evaluating textual arguments and on understanding the lasting impact of Marxism on intellectual traditions. Prerequisite: Successful completion of one of the following: ENGL 112, POSC 111, SOCI 111, HIST 102, HIST 112 OR PHIL 201. Offered odd Spring.

PHIL 330 Ethics 3 hours

Examination of various moral philosophers' attempts to prescribe ethical norms applicable to all mankind. Prerequisite: Junior standing. Offered Fall and Spring.

PHIL 332 Environmental Ethics 3 hours

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. Cross-listed as ENVS 332. Offered Fall.

PHIL 340 Philosophy of Revolution 3 hours

Examination of the nature of revolution – intellectual, philosophical, economic and political. Cross-listed as HIST 340. Occasional offering.

- PHIL 350 Philosophy of Religion 3 hours**
Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. Cross-listed as RELI 350. Prerequisite: PHIL 201 or RELI 101. Occasional offering.
- PHIL 358 Existentialism 3 hours**
An investigation of the philosophy of existentialism through works of philosophy and fiction. The class will consider the different views of the self in existentialist thought, the relationship of the self to the world and to others, and the nature of human freedom and responsibility. Prerequisite: Junior standing. Offered even Spring.
- 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. Occasional offering.
- PHIL 401 Significant Philosophers 3 hours**
Careful study of one significant philosopher who has had a major impact on the history of philosophy. Students concentrate on understanding the philosopher as well as placing him or her in an historical context. Emphasis is on systematic thinkers. May be repeated with instructor's permission. Prerequisite: PHIL 321 or PHIL 322. Occasional offering.
- PHIL 402 Classical Political Philosophy 3 hours**
Study of major writers in political philosophy from Plato to Machiavelli. Cross-listed as POSC 402. Prerequisite: Junior standing. Offered even Fall.
- PHIL 403 Modern Political Philosophy 3 hours**
Study of major writers in political philosophy from Hobbes to the present. Cross-listed as POSC 403. Prerequisite: Junior standing. Offered odd Spring.
- PHIL 430 Philosophy of Law 3 hours**
Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e., what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as POSC 430. Prerequisite: Junior standing. Occasional offering.
- PHIL 460 Biomedical Ethics 3 hours**
Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. Prerequisite: Junior standing. Offered Spring.
- PHIL 490 Thematic Seminar in Philosophy 3 hours**
Culminating course for Philosophy majors. Each seminar is based upon a specific philosophical issue which is studied in depth. Students write and present a research paper. A grade of C or higher is required. Prerequisite: Junior standing. Offered Spring.

PHYSICAL EDUCATION (PHED)

Education Department

PHED 100 Integrative Fitness I 0.5 hour
First 8 weeks class. This course utilizes the NIA Technique, a mind-body approach to whole body aerobic fitness. The NIA Technique, Neuromuscular Integrative Action, is a movement form that combines Eastern and Western concepts and theories blending tai-chi, tae-kwon-do, Aikido, Jazz, Duncan Dance, modern dance, Yoga, Feldenkrais and Alexander Technique. Occasional offering.

PHED 101 Integrative Fitness II 0.5 hour
Second 8 weeks class. This course utilizes the NIA Technique, a mind-body approach to whole body aerobic fitness. The NIA Technique, Neuromuscular Integrative Action, is a movement form that combines Eastern and Western concepts and theories blending tai-chi, tae-kwon-do, Aikido, Jazz, Duncan Dance, modern dance, Yoga, Feldenkrais and Alexander Technique. Occasional offering.

PHED 103	Varsity Volleyball	1 hour
PHED 104	Varsity Basketball	1 hour
PHED 106	Varsity Softball	1 hour
PHED 107	Varsity Soccer	1 hour

NOTE: PHED 103, 104, 105, 106, and 107 require participation and completion of all requirements for varsity sports as determined by the Athletic Department.

PHED 108 Beginning Weight Training and Conditioning I 0.5 hour

1st eight weeks. An activity class designed to improve total fitness through weight training and aerobic activity. Offered Fall and Spring.

PHED 109 Beginning Weight Training and Conditioning II 0.5 hour

2nd eight weeks. An activity class designed to improve total fitness through weight training and aerobic activity. Offered Fall and Spring.

PHED 110 Yoga 0.5 hour
An activity class designed to teach the basics of yoga practice to develop lifelong strength and flexibility. Occasional offering.

PHED 111 Beginning Tennis 0.5 hour
An activity class designed for the individual who wants to learn a lifetime activity. Offered Fall and Spring.

PHED 112 Indoor Racquet Sports 0.5 hour
A lifetime activity class (Badminton).

PHED 113 Recreational Volleyball 0.5 hour
An activity class designed to teach the basics of recreational volleyball.

PHED 114 Advanced Lifesaving 0.5 hour
A Red Cross certified course for people interested in lifeguarding. Occasional offering.

PHED 115 Outdoor Recreation 0.5 hour
An activity class focusing on outdoor lifetime activities. Offered Fall and Spring.

PHED 116 Cardiorespiratory Fitness I 1 hour

An activity class designed to introduce and improve the cardiorespiratory fitness and understanding of the student. Offered Fall.

PHED 117 Cardiorespiratory Fitness II 1 hour

An activity class designed to introduce and improve the cardiorespiratory fitness and understanding of the student. Offered Spring.

PHED 118 Varsity Golf 1 hour**PHED 119 Varsity Cross-Country 1 hour****PHED 120 Advanced Strength and Conditioning 2 hours**

Provides students the advanced knowledge of the concepts, application, techniques and program design of strength and conditioning. Offered Fall.

PHED 130 Personal Training and Sports Nutrition 2 hours

Provides students with the basic knowledge of personal training and the nutritional needs for all levels of athletes. Prerequisite: PHED 120. Offered Spring.

PHED 140 First Aid & Cardiopulmonary Resuscitation (CPR) 2 hours

American Red Cross certification: basic first aid and Cardiopulmonary Resuscitation (CPR) procedures. Offered Fall.

PHED 150 Basic Care and Prevention of Athletic Injuries 2 hours

Introduction to fundamentals of care and prevention of athletic injuries and athletic training. Offered Fall.

PHED 350 Advanced Care, Prevention, and Rehabilitation of Athletic Injuries and Illnesses 3 hours

In-depth study of athletic-training techniques and rehabilitation of injuries and illnesses. Prerequisite: PHED 150. Offered Spring.

PHYSICS (PHYS)

Physical & Biological Sciences Department

PHYS 108 Physical Science Survey 3 hours

Examination of the physical world and its underlying scientific principles. Cross-listed as CHEM 108. Prerequisite: MATH 106 or higher. Offered Fall. **G.E.**

PHYS 108L Physical Science Survey Laboratory 2 hours

Laboratory experience to complement PHYS 108. Cross-listed as CHEM 108L. Prerequisite: PHYS 108 or concurrent enrollment. PHYS 108 must be completed before PHYS 108L can be used for G.E. credit. Offered odd Fall. **G.E.**

PHYS 111 College Physics I 3 hours

First of a two-part algebra-based college physics sequence. Topics include: linear, circular and rotational motion; statics, elasticity, vibrations, waves and sound. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: MATH 150 or MATH 170 or MATH 180. Offered Fall. **G.E.**

PHYS 111L Physics I Laboratory 2 hours

Laboratory experiences to complement PHYS 111. \$40 lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisites: MATH 150 or MATH 170 or MATH 180; PHYS 111 (may be taken concurrently). Offered Fall. **G.E.** when taken with PHYS 111.

PHYS 112 College Physics II 3 hours

Second of a two-part algebra-based college physics sequence. Topics include: fluids, electricity, thermodynamics, magnetism, optics, modern physics and astrophysics (optional). Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111. Offered Spring.

PHYS 112L Physics II Laboratory 2 hours

Laboratory experiences to complement PHYS 112. \$40 lab fee. Students majoring in Chemistry must earn a grade of C or higher. Prerequisite: PHYS 111. Offered Spring.

PHYS 211 Calculus-Based Physics I 5 hours

First part of a two-part calculus-based college physics sequence. The course covers the following major areas of physics: linear, circular and rotational motion; statics; elasticity; vibrations; waves and sound. \$40 lab fee. Prerequisite: MATH 201. Offered odd Fall.

PHYS 212 Calculus-Based Physics II 5 hours

This is the second of a two-part calculus-based college physics sequence. The course covers the following: electricity, magnetism, optics, modern physics and astrophysics (optional). This course includes laboratory experiences based on the above topics. \$40 lab fee. Prerequisite: PHYS 211. Offered even Spring.

PHYS 233 Topics 1-3 hours**PHYS 255, 256, 257, 355, 356, 357, 455, 456, 457 Directed Study 1-3 hours****PHYS 401 Introduction to Physical Chemistry/Chemical Physics 3 hours**

Introduction to physical principles underlying chemical science. Topics include: thermodynamics, chemical kinetics and quantum mechanics. Cross-listed as CHEM 401. Prerequisites: CHEM 112, MATH 201, PHYS 111 or 211, PHYS 112 or PHYS 212 (may be taken as a corequisite). Offered Spring.

PHYS 433 Topics 1-3 hours

POLITICAL SCIENCE (POSC)

History, Philosophy, and Political Science Department

POSC 111 American National Government 3 hours

Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and the economic system. Offered Fall and Spring. **G.E.**

POSC 215 State and Local Government 3 hours

To survey American governments on the sub-national level to increase awareness of the impact those governments have over citizens' lives. Offered odd Spring.

POSC 233, 333, 433 Topics 1-3 hours**POSC 233 Topics: Mock Trial 1 hour**

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as CJAD 233. Prerequisite: Must be a full-time Columbia College student. Course may be repeated five times for a total of six semester hours. Offered Fall and Spring.

**POSC 255, 256, 257, 355, 356, 357, 455, 456, 457
Directed Study 1 - 3 hours****POSC 280 American Political and Social Thought 3 hours**

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

POSC 292 International Relations 3 hours

Theory and practice of how nations relate to each other. Offered odd Spring. **G.E.** *Course meets Multicultural graduation requirement.*

POSC 311 Public Administration and Policy 3 hours

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. Cross-listed as MGMT/PADM 311. Prerequisite: POSC 111. Offered odd Fall.

POSC 312 Environmental Politics 3 hours

Study of environmental issues and policies from both a national and global perspective. Cross-listed as ENVS 312. Prerequisite: POSC 111. Occasional offering.

POSC 315 American Public Policy 3 hours

The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models of decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy and more. Cross-listed as PADM 315. Prerequisites: ENGL 112, POSC 111. Offered even Spring.

POSC 317 Politics of Russia and Eurasia 3 hours

Study of the government and politics of Russia and other countries of the former Soviet Union. The course will examine the historical legacy of communism and analyze the process of political and economic transition since the collapse of the Soviet Union. *Course meets Multicultural graduation requirement.* Occasional offering.

POSC 321 Politics of Developing Nations 3 hours

Analysis of the governmental structures and roles played by developing nations in contemporary world affairs. *Course meets Multicultural graduation requirement.* Offered odd Fall.

POSC 326 International Law and Organizations 3 hours

Study of the evolution of international law and organizations and their role in global politics in areas such as human rights, environmental protection, collective security and global trade. Prerequisite: POSC 292. Offered odd Spring.

POSC 330 Media and Politics 3 hours

Examination of the impact of the media on political discourse and public opinion in America, as well as examine the ways in which the media is shaped and affected by political forces. Prerequisite: POSC 111. Occasional offering.

POSC 331 European Politics 3 hours

Analysis of the government and politics of the major European powers, including Britain, France and Germany, as well as the European Union. *Course meets Multicultural graduation requirement.* Offered even Spring.

POSC 332 The American Presidency 3 hours

Presidential powers and their use and impact on American political life. Prerequisite: POSC 111. Offered even Spring.

POSC 333 Topics: Mock Trial 1 hour

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. Cross-listed as CJAD 333. Prerequisite: Student must be a full-time Columbia College student. Course may be repeated five times for a total of six semester hours. Offered Fall and Spring.

POSC 333 Topics: Model United Nations 2 hours

Available to Members of the Columbia College United Nations team. Requires participation beginning in the fall when the team begins preparing for the spring Model United Nations simulation. Course may be repeated two times.

POSC 340 Judicial Process 3 hours

Study of the state and federal court systems and the impact which those systems have on American politics and society. Prerequisite: POSC 111. Offered Spring.

POSC 350 Legislative Process 3 hours

Study of Congress, its structure, procedures, role, and impact in American government. Prerequisite: POSC 111. Offered even Fall.

POSC 353 Asian Politics 3 hours

Analysis of the government and politics of selected Asian countries and their economic and social systems. *Course meets Multicultural graduation requirement.* Offered even Fall.

POSC 360 U.S. Foreign Policy 3 hours

Examination of the historical context of U.S. foreign policy, the institutions and processes of foreign policy-making and contemporary foreign policy issues and challenges. Prerequisite: POSC 292. Offered even Spring.

POSC 361 American Political Parties 3 hours

Practical and theoretical study of the American party system. Prerequisite: POSC 111 or HIST 121 and HIST 122. Offered even Fall.

POSC 370 Dynamics of Terrorism 3 hours

This course surveys contemporary terrorism, especially international terrorism. The course examines controversies in defining terrorism; explores the historical roots of terrorism; examines terrorist motivations, organization and strategies; and explores ways in which countries can respond to the threat of terrorism. Cross-listed as CJAD 370. Offered odd Fall.

POSC 395 Political Science and Public Administration Research Methods 3 hours

An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. Cross-listed as PADM 395. Prerequisite: Three previous courses in political science or public administration. Offered even Fall.

POSC 399 Political Science Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state, or local government. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 political science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: POSC 111; junior standing; minimum of 2.5 cumulative GPA at time of registration for internship. Offered Fall and Spring.

POSC 402 Classical Political Philosophy 3 hours

Study of major writers in political philosophy from Plato to Machiavelli. Cross-listed as PHIL 402. Prerequisite: Junior standing. Offered even Fall.

POSC 403 Modern Political Philosophy 3 hours

Study of major writers in political philosophy from Hobbes to the present. Cross-listed as PHIL 403. Prerequisite: Junior standing. Offered odd Spring.

POSC 430 Philosophy of Law 3 hours

Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e. what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. Cross-listed as PHIL 430. Prerequisite: Junior standing. Occasional offering.

POSC 440 Constitutional Law 3 hours

Study of the Constitution's evolution through Supreme Court decisions. Prerequisite: POSC 111. Offered odd Fall.

POSC 495 Independent Study in Political Science and Public Administration 3 hours

Culminating experience for graduation with a B.A. in Political Science and a B.A. or B.S. in Public Administration. Requires original research project and final paper. Grade of C or higher required. Prerequisite: POSC/PADM 395. Offered Spring.

POSC 499 Advanced Political Science Internship 1-12 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state or local government. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 political science internship credits (399 and 499 combined) during their time at Columbia College. Prerequisites: Minimum nine hours of political science coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration of internship. Offered Fall and Spring.

PSYCHOLOGY (PSYC)

Psychology and Sociology Department

PSYC 101 General Psychology 3 hours

Introduction to the field of psychology and the major sub-areas including the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. Students majoring in Psychology must earn a grade of C or higher. Offered Fall and Spring. **G.E.**

PSYC 230 Educational Psychology 3 hours

The study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. Cross-listed as EDUC 230. Prerequisite: PSYC 101. Offered even Spring.

PSYC 233 Topics 1 - 3 hours**PSYC 240 Experimental Psychology 3 hours**

Provides students with hands-on research experience and knowledge of experimental procedures through participation in representative experiments. Prerequisite: PSYC 101. Offered odd Fall.

PSYC 260 Introduction to Applied Psychology 3 hours

An introduction to Applied Psychology, including uses of psychology in personal adjustment across the lifespan, in education, interpersonal relationships, marriage, family and parenting, work, physical and psychological health, and in identifying and treating psychopathology. A service learning component may be used as a means of providing students with practical experience with applied psychology. Students are exposed to major theoretical perspectives in applied psychology and methods and findings based in scientific psychology. Offered odd Spring.

PSYC 270 Psychology of Emotion 3 hours

Study of major theories of emotion and their emergence from cognitive, behavioral, physiological, social and evolutionary perspectives in psychological research. Study of current research of fundamental and social emotions, development of emotion, effects of emotion on cognition, neurophysiology of emotion. Prerequisite: PSYC 101 or PSYC 260. Offered even Fall.

PSYC 304 Personality Theory 3 hours

Examination of the major personality theories, including those proposed by Freud and his followers, learning theorists, trait theorists, social-learning theorists and humanists. Current research into personality, using modern methods, also reviewed. \$20 lab fee (Day Program only). Prerequisites: 6 hrs. of PSYC courses and junior standing. Offered odd Fall.

PSYC 309 Animal Behavior 3 hours

Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. Cross-listed as BIOL 309. Prerequisite: Six hours of PSYC coursework or six hours of BIOL coursework. Offered odd Fall.

PSYC 320 Psychological Testing and Measurement 3 hours

Study of informal and standardized test development, administration and evaluation including the history of testing, concepts of reliability, validity, utility and psychometrics of intelligence, personality, clinical, counseling, neuropsychological assessment and career testing using the normative and criterion-referenced approaches. Prerequisites: BIOL/PSYC/SOCI 324 and nine hours of PSYC coursework. Offered odd Spring.

PSYC 324 Statistics for the Behavioral and Natural Sciences 3 hours

The study of parametric and nonparametric statistics commonly used in the behavioral and natural sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Cross-listed as BIOL/SOCI 324. Students majoring in Biology or Psychology must earn a grade of C or higher. Prerequisite: Grade of C or higher in MATH 150 or higher-level math course. Offered Fall and Spring.

PSYC 325 Quantitative Research Methods 3 hours

Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation, and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric statistics. Cross listed as SOCI 325. Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324; junior standing. Offered Fall and Spring.

PSYC 327 Qualitative Research Methods 3 hours

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. Cross-listed as ANTH/SOCI 327. Prerequisite: Junior standing. Offered Spring.

PSYC 328 Independent Research 3 hours

Applying qualitative and/or quantitative research methods in applied research to produce manuscripts and academic conference presentations. Conducting archival and experimental or field research to answer research questions. Using appropriate research skills, producing written research findings in APA style and presenting research findings at a conference of academic peers. Cross-listed as SOCI 328. Prerequisite: Junior standing, 3.0 GPA, PSYC 324, PSYC 325. Occasional Offering.

PSYC 330 Lifespan Developmental Psychology 3 hours

The study of physiological, environmental, and interactive variables influencing human development from conception to death. Prerequisite: PSYC 101. Offered Fall.

PSYC 336 Industrial/Organizational Psychology 3 hours

Examination of humans and work. Investigates both theoretical models and application of principles in relation to personnel, psychology, organizational psychology, and the work environment. Prerequisite: PSYC 101. Offered even Fall.

PSYC 360 Social Psychology 3 hours

Theories, methods and research on the nature and causes of individual behavior in social situations. Cross-listed as SOCI 360. Prerequisite: Six hours of PSYC and/or SOCI courses. Offered Spring.

PSYC 362 Political Psychology 3 hours

Political psychology uses psychology as a lens to examine political processes and people. The course will cover concepts of personality, emotion, cognition, identity, group dynamics, decision making, leadership, media influence, and race & gender, and will explore how those areas influence and are influenced by politics. Prerequisite: PSYC 101. Offered even Spring.

PSYC 371 Neuroscience 3 hours

Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. Cross-listed as BIOL 371. Prerequisites: Six hours of PSYC courses or six hours of BIOL courses. Offered even Spring.

PSYC 372 Sensation and Perception 3 hours

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

PSYC 381 History & Systems of Psychology 3 hours

Overview of historical antecedents and major theoretical and historical systems within psychology. Students majoring in Psychology must earn a grade of C or higher. Prerequisites: PSYC 101 and sophomore standing. Offered Fall and Spring.

PSYC 385 Human Sexuality 3 hours

Exploration of sexuality from biological, psychological, and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Note: Human sexual behavior is openly discussed in this course and is illustrated in the textbooks. Cross-listed as SOCI 385. Prerequisite: PSYC 101 or SOCI 111. Offered Fall.

PSYC 391 Child Psychology 3 hours

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. Cross-listed as EDUC 391. Prerequisite: PSYC 101. Offered Fall.

PSYC 392 Adolescent Psychology 3 hours

The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. Cross-listed as EDUC 392. Prerequisite: PSYC 101. Offered Spring.

PSYC 395 Adult Psychology 3 hours

Physiological, behavioral and cognitive changes that occur in adulthood and old age, discussed from a psychological/developmental perspective Prerequisite: PSYC 101. Occasional offering.

PSYC 399 Psychology Internship 1-3 hours

An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one semester prior to enrollment. Maximum of three hours of PSYC 399 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for each semester hour. Course is graded S (satisfactory) or U (unsatisfactory). Prerequisites: PSYC 101; 3.0 cumulative GPA. Corequisite: Junior standing. Offered Fall and Spring.

PSYC 410 Learning Theories 3 hours

In-depth study of major theories of learning, including classical, operant, social, experiential and constructivist theories and their relationship to applied and theoretical psychology. Prerequisites: Six hours of PSYC coursework and junior standing. Offered even Fall.

PSYC 420 Cognitive Psychology 3 hours

A study of human mental processes. The course covers concepts such as neurocognition, pattern recognition and attention, the function (and malfunction) of memory in its various forms, language, decision making, and problem solving. Prerequisites: Junior standing and six hours of PSYC courses. Offered odd Fall.

PSYC 430 Ethics for Behavioral and Social Sciences 3 hours

Seminar course that explores philosophies of ethics as they apply to the development and use of professional codes used by behavioral science researchers and practitioners. Prerequisites: Six hours of Psychology coursework. Corequisite: PHIL 330 Offered even Spring.

PSYC 433 Topics 1-3 hours**PSYC 450 Abnormal Psychology 3 hours**

Major categories of behavior disorders are considered in terms of theory, etiology, symptoms and treatment. Fundamental questions related to diagnosis, definitions of disorders and reaction of society are discussed. Prerequisites: Six hours of psychology courses; junior standing. Offered Fall.

PSYC 455, 456, 457 Directed Study 3 hours**PSYC 460 Introduction to Clinical and Counseling Psychology 3 hours**

Contemporary theory and practices in clinical and counseling psychology. Psychotherapy interventions are studied from the psychoanalytic, cognitive, family, behavioral and existential perspectives. Research, legal and ethical issues are examined as they relate to the counselor as a person and as a professional. Prerequisites: Six hours of psychology courses and junior standing. Offered odd Spring.

PSYC 472 Psychopharmacology 3 hours

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

PSYC 480 Group Process 3 hours

Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal and ethical issues associated with paraprofessional and professional practice. Prerequisites: PSYC 101 and PSYC 460. Offered even Spring.

PSYC 495 Integrative Psychology 3 hours

Required as a culminating experience prior to graduation. Capstone course integrating prior learning, exploring current research and contemporary issues in psychology. Writing intensive. Students enrolled in this senior seminar are required to take the Major Field Test for Psychology. Grade of C or higher is required for this course and all prerequisite courses. Prerequisites: Senior standing, Psychology major; PSYC 101, PSYC/BIOL/SOCI 324, PSYC/SOCI 325, PSYC 381 and any additional 18 hours of Psychology courses. Offered Spring.

PSYC 499 Advanced Psychology Internship 1-6 hours

An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one semester prior to enrollment. Maximum of six hours of PSYC 499 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for each semester hour. Course is graded S (satisfactory) or U (unsatisfactory). Prerequisites: Nine hours of PSYC coursework; 3.0 GPA in PSYC courses; cumulative 3.0 GPA. Corequisite: Senior standing. Offered Fall and Spring.

PUBLIC ADMINISTRATION (PADM)**History, Philosophy, and Political Science Department**

PADM 311 Public Administration & Policy 3 hours
Examination of the growth, structure, role, methods, and policy of the national bureaucracy and its role in American Government and society. Cross-listed as MGMT/POSC 311. Prerequisite: POSC 111. Offered odd Fall.

PADM 315 American Public Policy 3 hours
The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models for decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy, and more. Cross-listed as POSC 315. Prerequisites: ENGL 112, POSC 111. Offered even Spring.

PADM 320 Non-Profit Organization and Management 3 hours

Managers in the non-profit sector face unique challenges. This course exposes students to essential skills facing managers in the non-profit sector such as grant writing, fundraising, managing technology, managing finances, working with private boards, public advocacy, and more. Prerequisite/Corequisite: PADM/POSC/MGMT 311. Offered even Spring.

PADM 325 Public Financial Resources Management 3 hours

Exposes students to the budgetary process for public-sector managers with a focus on political and legal constraints on these budgets, cash and risk management, budgetary forecasting, and more. Prerequisite/Corequisite: PADM/MGMT/POSC 311. Offered even Fall.

PADM 330 Public Human Resources Administration 3 hours

Course focuses on human resources management in the public sector and addresses issues such as the recruitment, selection, and evaluation of employees as well as topics such as collective bargaining, employee discrimination, employee development, and more. Prerequisite/Corequisite: PADM/MGMT/POSC 311. Offered even Fall.

PADM 335 Methods of Public Decision Making 3 hours

How theoretical, philosophical, scientific, political, and social factors influence decision making in the public sector and methods used by public sector managers to make those decisions. Prerequisite/Corequisite: PADM/MGMT/POSC 311. Offered even Spring.

PADM 340 Values and Ethics in Public Administration 3 hours

Course covers issues related to the ethical practices of public administrators including the proper role of unelected bureaucrats in government and how they relate to citizens. Students are exposed to philosophical arguments related to ethical behavior. Course does not satisfy the general education ethics requirement. Prerequisite/Corequisite: PADM/MGMT/POSC 311. Offered odd Fall.

PADM 395 Political Science and Public Administration Research Methods 3 hours

An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. Cross-listed as POSC 395. Prerequisite: Three previous courses in political science or public administration. Offered even Fall.

PADM 399 Public Administration Internship 3-6 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office responsible for administering public policy on the national, state, or local level or in the office of a non-profit organization. Students pursuing the Bachelor of Arts in Public Administration must enroll for three semester hours and students pursuing the Bachelor of Science must enroll in six hours. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Prerequisites: POSC 111; MGMT/PADM/POSC 311; Junior standing; minimum 2.5 cumulative GPA at time of registration of internship. Offered Fall and Spring.

PADM 495 Independent Study in Political Science and Public Administration 3 hours

Culminating experience for graduation with a B.A. in Political Science and B.A. or B.S. in Public Administration. Requires original research project and final paper. Grade of C or higher required. Cross-listed as POSC 495. Prerequisite: PADM/POSC 390.

RELIGIOUS STUDIES (RELI)

Humanities Department

RELI 101 Religion and Human Experience 3 hours

Provides an objective setting to encourage students to examine religion and various religious traditions in the world, with opportunities to understand religion in the context of their own experiences. *Course meets Multicultural graduation requirement.* Offered Fall and Spring. **G.E.**

RELI 124 The Bible as Literature 3 hours

A literary and historical approach to major biblical selections and their influence on western literature, culture and philosophy. Cross-listed as ENGL 124. Occasional offering.

RELI 201 Religious Classic Texts 3 hours

Introduction to the classic primary sources of world religions. From ancient Mesopotamia to modern classics of religious experience, the student reads, analyzes and compares the written accounts of human contemplation of the divine across time and culture. *Course meets Multicultural graduation requirement.* Occasional Offering.

RELI 202 Asian Philosophy and Religion 3 hours

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. Cross-listed as PHIL 202. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

RELI 350 The Philosophy of Religion 3 hours

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. Cross-listed as PHIL 350. Prerequisite: PHIL 201 or RELI 101. Occasional offering.

RELI 381 History of Christianity: The Early Church 3 hours

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of 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. Occasional offering.

RELI 382 Christianity in the Modern World 3 hours

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. Cross-listed as HIST 382. Prerequisite: HIST 102. Occasional offering.

RELI 390 The Buddha and Buddhism 3 hours

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahayana – the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. Cross-listed as PHIL 390. Prerequisite: Junior standing. Offered even Fall.

RELI 400 Religion and Science 3 hours

A study of the contemporary encounter of science and religion in the light of their historical background, aims, methods, points of conflict and possible dialogue. Subjects include: logos and mythos, the case of Galileo, Newton, Darwinism, Einstein's religion, creation and Big Bang, Creationism and Design, Anthropic Principle, contingency and necessity, God, secular humanism. Prerequisite: Junior standing. Occasional Offering.

SOCIOLOGY (SOCI)

Psychology and Sociology Department

SOCI 111 General Sociology 3 hours

Introductory study of small and large scale human social interaction and social organizations. Offered Fall and Spring. **G.E.** *Course meets Multicultural graduation requirement.*

SOCI 112 General Anthropology 3 hours

Introduction to the study of human physical and cultural evolution. Cross-listed as ANTH 112. Offered Fall. **G.E.** *Course meets Multicultural graduation requirement.*

SOCI 210 The Sociology of Gender 3 hours

Critical examination of gender as a social construct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education, politics. Cross-listed as WMST 210. Offered Spring. **G.E.**

SOCI 214 Family 3 hours

Survey of structures, functions, processes, alternative life styles and problems in the contemporary family. Offered odd Fall.

SOCI 216 American Social Problems 3 hours

Nature and impact of contemporary social problems. Offered even Spring.

SOCI 218 Social Deviance 3 hours

Nature, theories and models of deviant behavior. Categories and causes of deviance including violence, sexual deviance, mental illness, substance abuse, street crime and white collar crime. Societal responses to deviance. The uses of stigma to label deviants. Offered Spring.

SOCI 230 The Sociology of Sport 3 hours

Survey of social theories and projected role of the patterns of sports and heroism in society. Offered odd Fall.

SOCI 270 Minority Cultures and Relations 3 hours

Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. Cross-listed as ANTH 270. Offered Fall and Spring. **G.E. Course meets Multicultural graduation requirement.**

SOCI 310 Women and Society 3 hours

Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as WMST 310. Offered Fall.

SOCI 312 Organizations and Institutions 3 hours

Patterns of social organization in modern societies; organizational structures and processes; interrelation of social institutions; problems of an organizational society and its consequences for individual life experiences. Prerequisite: Junior standing. Occasional offering.

SOCI 321 Criminology 3 hours

Theories concerning the nature, cause, control, treatment, and prevention of crime. Topics include current trends in U.S. crime rates; media coverage of crimes; patterns of victimization; characteristics of property crimes, violent crimes, corporate crimes, political crimes and victimless crimes. Critical examination of current law enforcement and correctional policies and practices is included. Prerequisite: Junior standing. Offered Fall.

SOCI 324 Statistics for the Behavioral and Natural Sciences 3 hours

The study of parametric and nonparametric statistics commonly used in the behavioral and life sciences. Included is analyses of relationship and variance, as well as effect sizes associated with each. Students majoring in Biology or Psychology must earn a grade of C or higher. Cross-listed as BIOL/PSYC 324. Prerequisite: Grade of C or higher in MATH 150 or higher-level math course. Offered Fall and Spring.

SOCI 325 Quantitative Research Methods 3 hours

The study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric statistics. Cross-listed as PSYC 325. Prerequisites: Grade of C or higher in BIOL/PSYC/SOCI 324; junior standing. Offered Fall and Spring.

SOCI 327 Qualitative Research Methods 3 hours

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. Cross-listed as ANTH/PSYC 327. Prerequisite: Junior standing. Offered Spring.

SOCI 328 Independent Research 3 hours

Applying qualitative and/or quantitative research methods in applied research to produce manuscripts and academic conference presentations. Conducting archival and experimental or field research to answer research questions. Using appropriate research skills, producing written research findings in APA style and presenting research findings at a conference of academic peers. Cross-listed as PSYC 328. Prerequisite: Junior standing, 3.0 GPA, PSYC 324, PSYC 325. Occasional Offering.

SOCI 331 Juvenile Delinquency 3 hours

Nature and extent, competing models and theories, prevention, control, treatment and research in juvenile delinquency. Prerequisite: Junior standing. Offered Spring.

SOCI 333, 433 Topics 1-3 hours**SOCI 336 Global Perspectives on Women and Development 3 hours**

Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies, including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as ANTH/WMST 336. Prerequisite: Junior standing. Offered odd Fall. *Course meets Multicultural graduation requirement.*

SOCI 341 Sociology and Anthropology of Religion 3 hours

Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians, and ethnic minorities. Cross-listed as ANTH 341. Offered odd Fall. *Course meets Multicultural graduation requirement.*

SOCI 350 Social Gerontology 3 hours

Social, psychological, and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigate the research on death and dying and the role of the elderly in our society. Additionally, generate an understanding of the theoretical perspectives on aging. Cross-listed as HUMS 350. Prerequisite: Junior standing. Offered even Fall.

SOCI 355, 356, 357, 455, 456, 457 Directed Study 1 - 3 hours

SOCI 360 Social Psychology 3 hours

Theories, methods, and research on the nature and causes of individual behavior in social situations. Cross-listed as PSYC 360. Prerequisite: Six hours of PSYC and/or SOCI courses. Offered Spring.

SOCI 365 American Social Policy 3 hours

Nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social welfare policy issues including family policy, healthcare policy, drug policy, tax policy and other topical issues. Cross-listed as HUMS 365. Prerequisite: Junior standing. Offered Spring.

SOCI 375 Social Movements 3 hours

Examination of social movements, from what conditions facilitate their development to how success is measured. Focus on sociological analysis of a wide variety of social movements of the 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 AMST 375. Prerequisite: Junior standing. Offered odd Spring.

SOCI 380 Sociology of Culture and Mass Media 3 hours

Sociological theories of mass media, social impacts of mass media and popular culture on collective consciousness; structure versus agency; new media; the internet. Prerequisite: Junior standing. Offered Fall.

SOCI 385 Human Sexuality 3 hours

Exploration of sexuality from biological, psychological and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Note: Human sexual behavior is openly discussed in this course and is illustrated in the textbooks. Cross-listed as PSYC 385. Prerequisite: PSYC 101 or SOCI 111. Offered Fall.

SOCI 401 The American Community 3 hours

Theories of community change in nature, history, structure and function of American communities. Current trends and issues facing U.S. communities. Impact of demographic changes on communities. Roles of corporations, governments, voluntary organizations and individuals in shaping communities. Intentional communities, cyber communities. Prerequisite: Junior standing. Occasional offering.

SOCI 412 Slavery and Human Trafficking: Past and Present 3 hours

This course explores how slavery and the traffic of human beings have been justified, organized, and practiced in different cultures and at different times. Focusing on three particular world regions (Africa, Asia and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political and social forces that shape human exploitation cross-culturally. Cross-listed as ANTH 412. Prerequisite: Junior standing. Offered Spring.

SOCI 421 Class, Status, and Power 3 hours

Societal stratification systems and social inequalities, including the arenas of inequality, primarily class, race/ethnicity, gender, and sexuality, as well as the role of power in constructing and maintaining such inequality; at the creation of wealth and poverty, both in the United States and globally, consequences of racial and gender inequality, and the stratification system surrounding sexualities. Prerequisite: Junior standing. Offered Fall.

SOCI 460 Classical Social Theory 3 hours

History and origins of major schools of thought in sociology from the Enlightenment through World War II. Emphasis on the underlying principles and major works of Comte, Marx, Spencer, Weber, Durkheim, Simmel, Mannheim, DuBois, Mead, Veblen, Lukacs, Adorno, Horkheimer, Parsons. Prerequisite: Junior standing. Offered odd Fall.

SOCI 470 Contemporary Social Theory 3 hours

Survey of contemporary social theory, beginning in post-World War II era through the current era of post-structuralism, feminist sociology, critical race theory and queer theory. Includes the study of C. Wright Mills, Jurgen Habermas, Pierre Bourdieu, Immanuel Wallerstein, Anthony Giddens, Michel Foucault, Theda Skocpol, Dorothy Smith, Adrienne Rich and Patricia Hill Collins. Prerequisite: Junior standing. Offered even Spring.

SOCI 485 Feminist Theory and Methodology 3 hours

This course analyzes the intellectual debate feminism has inspired in academia. Analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, research reflexivity, and questions of objectivity and subjectivity are among the topics covered. Cross-listed as WMST 485. Offered odd Spring.

SOCI 495 Integrative Seminar 3 hours

A capstone course to apply prior learning to probing major areas of research in sociology. Prerequisites: Senior standing; SOCI 111 or SOCI 112; SOCI 324; SOCI 325 or SOCI 327. Offered Fall and Spring.

SOCI 499 Internship 1-3 hours

Involves the application of the student's sociological knowledge and skills in an actual work environment under supervision. Sociology instructor's and field supervisor's permission must be obtained one semester prior to internship. Prerequisites: Sociology major, senior standing, 3.0 or higher GPA in Sociology courses. Offered Fall and Spring.

SPANISH (SPAN)**Humanities Department****SPAN 101 Elementary Spanish I 3 hours**

Fundamentals of Spanish pronunciation, the building of basic vocabulary and patterns, oral work, studies in structure, and reading selections. Not open to native speakers or students who have had three or more years of high school Spanish. Offered Fall. Course meets three hours of Foreign Language graduation requirement.

SPAN 102 Elementary Spanish II 3 hours

A continuation of Spanish I, with increased attention to grammar and writing. Not open to native speakers or students who have had four years of high school Spanish. Prerequisite: SPAN 101 with a grade of C or higher or two years of high school Spanish with grades of C or higher. Offered Spring. *Course meets Foreign Language graduation requirement.*

SPAN 103 Elementary Spanish III 3 hours

The development of the ability to use the language by oral-aural drills and readings, and beginning emphasis on writing compositions. Native speakers enrolling in Spanish courses begin with SPAN 103. Prerequisite: SPAN 102 with a grade of C or higher. Offered Fall.

SPAN 104 Elementary Spanish IV 3 hours

Continued development of the ability to use the language at the intermediate level, with more advanced grammar, and readings with a focus on a continued emphasis on writing in Spanish. Prerequisite: SPAN 103 with a grade of C or higher. Offered odd Spring.

SPAN 110 Spanish for Medical Personnel 3 hours

Introduction to Spanish grammar with emphasis on basic communication; vocabulary for hospital use; knowledge of cultural characteristics of Spanish-speaking groups within the U.S. Occasional offering.

SPAN 111 Spanish for Law Enforcement Personnel 3 hours

Introduction to Spanish grammar for basic communication; emphasis on law enforcement terminology, legal instructions. Introduction to cultural characteristics and heritage of Spanish-speaking groups within the U.S. Occasional offering.

SPAN 112 Spanish for Social-Service Workers 3 hours

Introduction to Spanish grammar with emphasis on basic communication; vocabulary emphasizes social problems, government aid to the disadvantaged, medical health, diet and problems of consumers. Occasional aid to the disadvantaged, medical health, diet and problems of consumers. Occasional offering.

SPAN 203 Spanish Conversation I 3 hours

Conversational Spanish using cultural-based materials and readings emphasizing the four skills: speaking, listening, reading, and writing, as well as a review of elementary and intermediate Spanish-level grammatical points. Prerequisite: SPAN 104 with a grade of C or higher. Occasional offering.

SPAN 204 Spanish Composition/Conversation and Culture 3 hours

Oral and written composition; review of more difficult grammatical constructions and idioms. Oral practice in everyday Spanish, discussion, idiomatic usage, listening, comprehension, speaking, as well as the introduction of elementary-level Spanish-American and Peninsular literature. Prerequisite: SPAN 104 with a grade of C or higher. Occasional offering.

SPAN 233 Topics 1-3 hours**SPAN 255, 256, 355, 356, 455, 456 Directed Study 1-3 hours**

Individual students meet with the instructor to carry out a prearranged program of specialized study.

SPAN 305 Advanced Spanish Conversation and Composition 3 hours

Intensive study of comprehension, pronunciation, and grammar, with brief written compositions and oral dialogues. Prerequisite: SPAN 102. Occasional offering.

SPAN 306 Commercial Spanish 3 hours

Composition of Spanish business correspondence; translating technical writing and commercial documents; documentary credits; international business transactions. Prerequisite: SPAN 305. Occasional offering.

SPAN 433 Topics 1-3 hours**SPAN 499 Internship 1-12 hours**

Qualified students have the opportunity to work during the summer months in an international trade setting. Occasional offering.

STUDY ABROAD

COLL 177 Study Tour Experiences 1 hour
Short term study abroad experience. Occasional offering.

__ 277 / 377 / 477 1 - 3 hours
Short term study abroad experiences. Subject matter will vary within the department's field of study. Course may be repeated. Prerequisite: Determined by instructor. Occasional offering.

TUTORING

__ 225 Tutoring 0.5 - 3 hours
Students tutor in specific subject areas. A student earns one elective semester hour for 45 clock hours of tutoring time. The student arranges a tutoring schedule with the supervisor and enrolls in this course after completing the required hours for credit. Prerequisite: to be determined by the faculty or staff supervisor of each student enrolling for discipline-specific tutoring.

WOMEN'S STUDIES (WMST)

Psychology and Sociology Department

WMST 210 The Sociology of Gender 3 hours
Critical examination of gender as a social construct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education, politics. Cross-listed as SOCI 210. Offered Spring. **G.E.**

WMST 310 Women and Society 3 hours
Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. Cross-listed as SOCI 310. Offered even Fall.

WMST 322 Women and Gender in World History 3 hours

This course examines the history of women around the globe from 1500 to present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meaning of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout world history. Cross-listed as HIST 322. Prerequisite: Junior standing. Occasional offering.

WMST 336 Global Perspectives on Women and Development 3 hours

Critical analysis of the history and discourse surrounding development, with special emphasis on how the development process has affected women across the globe. Attention is paid to the often invisible connections between Western women and women in non-Western societies including the perspectives and experiences of women across the globe. Topics include globalization; women, work and poverty within a global society; women, development and health; women and the state; the global sex trade; and motherhood across the globe. Cross-listed as ANTH/SOCI 336. Prerequisite: Junior standing. Offered odd Fall. *Course meets Multicultural graduation requirement.*

WMST 343 Gender Communication 3 hours

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. Cross-listed as COMM 343. Prerequisite: Sophomore standing. Offered even Spring.

WMST 373 Women and Gender in American History 3 hours

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. Cross-listed as HIST 373. Offered odd Spring.

WMST 485 Feminist Theory and Methodology 3 hours

This course analyzes the intellectual debate feminism has inspired in academia. Analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, research reflexivity, and questions of objectivity and subjectivity are among the topics covered. Cross-listed as SOCI 485. Prerequisite: Junior standing. Offered odd Fall.

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