It is the policy of Wentworth Military Academy and College (WMAC) to maintain and promote equal employment and educational opportunity without regard to race, color, sex, age, religion, national origin, marital status, disability, veteran’s status, or other non-merit factors.

This is the official catalog for WMAC and represents a listing of course offerings and graduation requirements. Students entering the college will be expected to follow the policies and requirements of this catalog as their official catalog for the dates of 2014 – 2016. If the program is not completed by 2016, the Student may be subject to following the requirements of an updated catalog.

Students are expected to become thoroughly familiar with the contents of this catalog and to comply with the provisions herein.

WMAC reserves the right to change any provision or requirement when such action will serve the interest of the college or its Students. The college further reserves the right to deny admission, cancel the registration, or ask a Student to withdraw when it considers such action to be in the best interest of the college.

It is the responsibility of the Student to satisfy all financial obligations to WMAC. Students who have a financial obligation are subject to withholding educational records and/or disenrollment.
Mission Statement

The mission of Wentworth Military Academy and College is to provide the environment and resources necessary for its students to develop their potential in academics, leadership, physical well-being, moral character, and self-discipline so they become productive citizens in a diverse, global society.

College Learning Goals

- Communicating
- Higher-Order Thinking
- Managing Information
- Valuing

Wentworth Military Academy and College

1880 Washington Avenue
Lexington, Missouri 64067

Phone: 660-259-2221
Toll Free: 1-800-962-7682
Fax: 660-259-2018

www.wma.edu/College

For more information, please call the Wentworth Military Academy and College Student Services Office
660-259-6044

Extension Site Locations
- Cameron, Missouri
- Hermitage, Missouri
- Lamar, Missouri
Table of Contents

Equal Opportunity Statement - 1
Mission Statement - 2
College Learning Goals - 2
Contact Information - 2
Table of Contents – 3,4
Administration and Staff - 5
Extension Sites - 5
Foreword - 6
Accreditation – 6
Enrollment Process-6
Admission Requirements – 7
Scholarships and Financial Aid Options-7
Re-Admission-7
Diversity Policy-7
Testing - 7
FERPA - 7
Discrimination Policy - 8
Disabilities Policy - 8
Financial Assistance - 8
   How to Apply – 8-9
   Definition of Academic Year 9
   Satisfactory Academic Progress - 9
   Complaints/Grievance Policy - 9
Inspector General (IG) – 9
Academic Affairs - 10
   Student Conduct Code – 10
   Academic Dishonesty and Plagiarism 10-11
   Dress Code-11-12
   Tobacco Policy - 12
   Minimum Standards of Progress - 12
      Class Divisions - 12
      Academic Probation - 12
      Removal from Probation - 13
      Academic Suspension - 13
      Academic Dismissal - 13
   Academic Reinstatement - 13
   Honors and Grade Point System – 13-14
   Credit Hour Definition 14
Course Completion/Repeat Policy – 15
   Completion of a Course 15
   Course Repeat Policy 15
   Clarifying Comments 15
   GPA Adjustment Request – 15
   Advanced Placement - 16
   Transfer of College Credit - 16
   Degree Selection - 16
   Military Service Related Credit - 17
   Academic Load - 17
<table>
<thead>
<tr>
<th>Committee on Exceptions</th>
<th>17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance</td>
<td>17</td>
</tr>
<tr>
<td>Academic Attendance</td>
<td>17</td>
</tr>
<tr>
<td>Inclement Weather Policy</td>
<td>17</td>
</tr>
<tr>
<td>Assessment Program</td>
<td>18</td>
</tr>
<tr>
<td>Course Changes</td>
<td>18</td>
</tr>
<tr>
<td>Withdrawal from College</td>
<td>18</td>
</tr>
<tr>
<td>Payment</td>
<td>18</td>
</tr>
<tr>
<td>Deferred Payment Policy</td>
<td>18</td>
</tr>
<tr>
<td>Student/Student Refunds</td>
<td>19</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>19</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Graduation Honors</td>
<td>19</td>
</tr>
<tr>
<td>Applying for Graduation</td>
<td>19</td>
</tr>
<tr>
<td>Suggested Programs of Study</td>
<td>20</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>20</td>
</tr>
<tr>
<td>Wentworth Military Academy &amp; College Courses</td>
<td>20</td>
</tr>
<tr>
<td>English and Mathematics Placement Testing</td>
<td>20</td>
</tr>
<tr>
<td>Degrees Offered</td>
<td>21</td>
</tr>
<tr>
<td>Associate of Arts Requirements</td>
<td>22</td>
</tr>
<tr>
<td>Associate of Arts Homeland Security Requirements</td>
<td>23</td>
</tr>
<tr>
<td>Associate of Science Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Associate of Science Paralegal Studies Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Associate of Science Business Management Requirements</td>
<td>26</td>
</tr>
<tr>
<td>Associate of Applied Science Tech Center Program</td>
<td>27</td>
</tr>
<tr>
<td>Description of College Courses</td>
<td>28-51</td>
</tr>
<tr>
<td>WMA Campus Map</td>
<td>52</td>
</tr>
<tr>
<td>Notes</td>
<td>53</td>
</tr>
</tbody>
</table>
Administration and Staff

COL Michael Lierman
Interim President/Superintendent
(660) 259-6065
mlierman@wma.edu

LTC Joe Aull
Vice President for Academic Affairs
(660) 259-6003
jaull@wma.edu

LTC Darren FitzGerald
Commandant of Students
(660) 259-6060
dfitzgerald@wma.edu

COL Tim Casey, USA (Ret)
Academic Dean
(660) 259-6040
tcasey@wma.edu

Mrs. Carol Coats
Accounts Receivable Manager
(660) 259-6012
ccoats@wma.edu

CPT Beth Schlesselman
College Registrar
(660) 259-6042
mscott@wma.edu

MAJ Cindy Howard
Director of Financial Aid
(660) 259-6013
bfuller@wma.edu

LTC Tom Hughes
Athletic Director
(660) 259-6050
thughes@wma.edu

LTC Grant Montgomery, USA
Professor of Military Science
(660) 259-6070
gmontgomery@wma.edu

CPT Kerrie Myers
Academic Advisor, Student Services
(660) 259-6044
kmyers@wma.edu

CPT Sheri Bellis
Activities Director
(660) 259-6068
sbellis@wma.edu

CPT Brent Zweifel
Distance Learning Director
(660) 259-6045
bzweifel@wma.edu

CPT Aaron Kurdle
Dual Enrollment/Assessment Coordinator
(660) 259-6043
akurdle@wma.edu

Extension Sites

Cameron Site
Keith Mathews, Site Coordinator
816-351-2552
kmathews@wma.edu

Hermitage Site
Ray Aubuchon, Site Coordinator
417-399-2425 or 417-745-2133
raubuchon@wma.edu

Lamar Site
Sam DeLaney, Site Coordinator
417-684-1929
sdelaney@wma.edu
Foreword

WMAC, one of the oldest junior colleges west of the Mississippi, was organized in 1923 as an outgrowth of the Academy, which was established in 1880. WMAC offers high school graduates, GED recipients and homeschooled individuals the same courses in liberal arts and science that are available in the leading universities and colleges throughout the United States.

The schedule of classes will offer Students the opportunity to enroll in coursework during the day, evening, and online. The instructional staff is highly qualified to present a challenging curriculum and to prepare each Student to continue with a four-year program.

ACCREDITATION

WMAC is accredited by The Higher Learning Commission and is a member of the North Central Association (312-263-0456; (800) 621-7440), http://www.ncahlc.org.

WMAC is accredited by and a member of:

- The Higher Learning Commission – A Commission of Institutions of Higher Education
- The Missouri Coordinating Board for Higher Education
- The Missouri Department of Elementary and Secondary Education
- The National Association of Independent Colleges and Universities
- The Council of North Central Two Year Colleges
- American Association of Community Colleges
- American Association of Collegiate Registrars and Admissions Officers
- Missouri Association of Collegiate Registrars and Admissions Officers

Wentworth College Policies and Procedures-Admissions

Enrollment Process

1. Submit an application for admission (online at our website)
2. Transcript requirements:
   a. Official GED equivalency certificate, or
   b. Official high school transcript showing date of graduation.
   c. All official college transcripts of any college you have previously attended or are attending now.
3. Fill out a FAFSA online at fafsa.ed.gov and contact the Wentworth College Financial Aid Office at (800)962-7682, or (660)259-2221, if you are interested in financial aid. The Wentworth College school code needed for step 6 of the FAFSA is 002522.
4. Take the Math Placement Exam.
5. Submit an enrollment form and a signed Policies and Procedure Form.
Admission Requirements

The student must provide: a completed application form, ACT/SAT scores (if completed) showing evidence of the ability to achieve passing grades, official transcript showing proof of graduation from high school or a GED certificate, and official college transcripts of previous colleges attended. Official transcripts must be mailed directly to the WMAC Enrollment Management office.

Note: The above criterion applies to all students seeking to obtain a degree. Students not seeking a degree may enroll in up to 11 hours of classes per year as a continuing education student. When student reaches 12 hours of college credit, a high school diploma or GED is required before taking additional courses.

Scholarships and Financial Aid Options

Wentworth College assists students and their families in planning for the costs of attending WMAC. This information regarding available scholarships and financial aid options are available on our website and in printed brochures. If students are interested in receiving scholarship assistance, they must first complete FAFSA. Once it is completed, the Enrollment Management staff prepares the Scholarship Award form. If needed, it passes through the Scholarship Committee prior to the preparation of the student's contract.

Readmission

Students who wish to be readmitted to Wentworth after two consecutive semester’s non-enrollment may be readmitted by going through the admission’s process as would a student seeking first-time admission.

TESTING

Applicants are strongly encouraged to take the American College Test (ACT) or Scholastic Aptitude Test (SAT) and to provide results to the Admissions Office. Both tests are offered on campus throughout the academic year. Prerequisite tests may be required for courses as deemed necessary by the instructor and could be used for academic placement.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

WMAC adheres to and observes the rules, regulations and guidelines of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Copies of the full policy may be obtained from the Office of the College Registrar or by visiting http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

DIVERSITY POLICY

WMAC defines diversity as the composite of individual characteristics that includes personal life experiences, geographic background, socioeconomic background, cultural knowledge, educational background, work background, physical abilities, philosophical/spiritual perspectives, age, race, ethnicity, and gender. WMAC welcomes and supports diversity, and is convinced that diversity significantly enhances the quality of higher education. The diversity of its student body, faculty, and staff is among the institution’s greatest strengths. Decisions related to admission, financial aid, academic progress, retention, student services, athletics, or disciplinary action will be made without regard to religion, race, ethnicity, or gender. WMAC promotes an environment of mutual respect that embraces inclusiveness and the diverse contributions of all students, faculty and staff. WMAC is committed to prepare its graduates to serve as leaders in organizations composed of people from increasingly diverse backgrounds and experiences.
DISCRIMINATION POLICY
WMAC admits students of any race, sex, color, or national and ethnic origins with all the rights, privileges, programs, and activities generally afforded to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in policies, scholarship, financial aid or loan programs. Sexual harassment or sex discrimination in any form is prohibited in all college activities or by any persons associated with WMAC. It is the duty of any person having knowledge of any of these forms of discrimination to report them to the administration for investigation.

STUDENTS WITH DISABILITIES POLICY
WMAC intends to provide reasonable accommodations for any student with a federally defined disability. It is the responsibility of a student who wishes to claim such a disability to file official documentation with the Registrar’s Office prior to seeking any accommodations based on the disability. Once adequate documentation has been received, the Academic Dean will work with the student to develop reasonable accommodations for the disability. Students may appeal any decisions regarding reasonable accommodations to the Academic Dean.

Financial Assistance

The Financial Aid Office assists students and their families in planning for the cost of attending WMAC. The College awards and/or administers five general types of assistance:

1. Grants, which are financial gifts usually based on financial need;
2. Scholarships, which are financial gifts usually based on academic, ROTC, or other high achievement;
3. Loans, which can be from federal or state governments as well as from banks and savings institutions;
4. Employment, which can be either on- or off-campus; and
5. Other sources, such as Veteran’s Administration Benefits, Vocational Rehabilitation, and others.

Since grants and scholarships are gifts, they usually do not have to be repaid. Loans must be repaid with interest at a future date, which usually commences six months after the student ceases to be enrolled at least half-time.

Most financial assistance programs assume that the primary responsibility for educational and living expenses rests with the students and/or parents to the extent that they are able to provide assistance.

Financial aid policies and procedures may change at any time to insure compliance with federal regulations and institutional policies. For more detailed information on financial aid and student employment, contact the Financial Aid office at 660-259-6013.

TO APPLY
Students should contact the Financial Aid Office at WMAC for information and forms. Any student requesting financial assistance must complete and submit a Free Application for Federal Student Aid (FAFSA). A FAFSA can be filed electronically using FAFSA-on-the-Web, an internet site supported by the U.S. Department of Education (preferred method). The address is www.fafsa.ed.gov There is no charge to apply. If you do not have internet access and must file a paper FAFSA you must contact the Department of Education at 1-800-433-3243 to request one. Please note that completing a paper FAFSA will delay processing for up to 8 weeks after the Department of Education receives the completed form. Wentworth’s school code is 002522.
Additional documentation may need to be furnished to the financial aid office in order to determine eligibility. Students using Financial Aid are required to provide official transcripts of previous colleges attended. WMAC holds all financial information in strictest confidence and uses the information only to determine eligibility for financial assistance.

**DEFINITION OF ACADEMIC YEAR**
For the purposes of financial aid, an Academic Year, at Wentworth Military Academy and College, begins on the first day of classes in the fall semester (August), and continues through the last day of final examinations in the spring semester (May). A semester may be one 16-week term or two 8-week terms of classes. In the academic year, a full-time, degree seeking student is expected to attend 32 weeks of instruction and earn 24 or more semester credit hours. The summer is not considered part of the academic year. The summer semester is an 8-week term. Regardless of semester or term, each semester credit hour will equal 15 or more instructor/student contact hours.

**SATISFACTORY ACADEMIC PROGRESS PER FINANCIAL AID**
Federal law requires that every Student who wishes to continue receiving federal financial aid maintain satisfactory academic progress toward the completion of his or her degree program. Satisfactory academic progress is defined as successfully completing at least two-thirds of the credit hours attempted during a school year and maintaining at least a 2.0 cumulative grade point average (GPA). Please be aware that certain state financial assistance programs require a recipient to maintain different standards of satisfactory academic progress.

**COMPLAINTS/GRIEVANCE POLICY**
WMAC procedures, related to harassment, grades or academic appeals, financial aid appeals, and equal opportunity apply to all enrolled students without discrimination on the basis of race, religion, gender, age, national origin, or disability. Students who feel they have been discriminated against or have an academic or financial aid complaint should contact the Academic Dean or Superintendent. A written statement describing the service denied is required of the student. A review of the appeal will occur between the contact person that the complaint was filed within two weeks, and all involved parties will be notified of the decision.

**INSPECTOR GENERAL**
The Inspector General (IG) will be available privately to hear any complaints or allegations of wrong doing by any member of the student body. The IG will also accept anonymous complaints by the individual’s dropping his/her complaint in one of three locked boxes located in the Administration Building, Groendyke Hall, or the Scholastic Building. The IG will expeditiously conduct an investigation to determine the validity of the allegation. If the allegation is substantiated, the IG will advise the Superintendent and the President of the allegation and findings and make a recommendation to the Superintendent and President who will determine the appropriate action. The identity of the individual making the complaint or allegation will be protected in order to avoid retaliation.
Academic Affairs

STUDENT CONDUCT CODE
The primary intent of this Code is to maintain and protect an environment conducive to learning. WMAC standards reflect higher expectations of behavior than may be prevalent outside the WMAC community.

Any student found to have committed or to have attempted to commit the following misconduct on WMAC Campus may be subject to disciplinary sanctions:

- False Information – Furnishing false information to any college official.
- Forgery – Forgery, alteration, or misuse of any WMAC document, record, or instrument of identification.
- Disruption – Intentional disruption or obstruction of teaching, research, administration, or disciplinary proceedings.
- Abuse – Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the physical health, mental health, or safety of any person.
- Theft – Attempted or actual theft of and/or damage to WMAC property, property of a member of the WMAC community, or other personal or public property.
- Hazing – Any behavior which constitutes hazing.
- Failure to Comply – Failure to identify oneself to WMAC personnel when requested to do so.
- Unauthorized Entry – Unauthorized possession, duplication or use of keys to any WMAC premises or unauthorized entry to or use of WMAC premises.
- Controlled Substances – Use, possession, manufacturing, or distribution of Controlled Substances except as expressly permitted by law. Students with confirmed possession or use of controlled substances on WMAC premises or during any WMAC activity with no right to legally use such controlled substances may face immediate dismissal.
- Alcohol – Use, possession, manufacturing, or distribution of alcoholic beverages, and/or on-campus intoxication.
- Firearms/Weapons – Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on WMAC premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others. Students with confirmed violation of the Weapons policy will face immediate dismissal.
- Computer Theft and Abuse – Theft or other abuse of computer facilities and resources.
- Academic Dishonesty – cheating, plagiarism, or other forms of academic dishonesty...

Academic Dishonesty and Plagiarism
1. Wentworth Junior College's official definition of Academic Dishonesty and Plagiarism is as follows: dishonesty in connection with any College activity, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the College, as well as the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations). Moreover, to willingly and knowingly aid and/or abet, whether directly or indirectly, other parties in committing dishonest acts is in itself dishonest.
2. Penalties for infractions of academic dishonesty vary from a warning and written notification of the Academic Dean, failure of the assignment, failure for the course, and expulsion from the college. Wentworth Junior
College considers the previous explanation to be official notification of the nature and seriousness of all acts of academic dishonesty.

3. Plagiarism is one kind of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as the plagiarist's own product. This is most likely to occur in the following ways:
   - using the exact language of someone else without the use of quotation marks and without giving proper credit to the author – improper citation, copying of written material, cutting and pasting of electronic material, blatant disregard for proper use of instructed citation format
   - presenting the sequence of ideas or arranging the material of someone else even though such is expressed in one's own words, without giving appropriate acknowledgment – improper paraphrase, using a novel thought or idea without giving credit to the originator
   - submitting a document written by someone else but representing it as one's own – false identification of authorship, having someone else write all or part of an assignment for you, purchasing an assignment and handing it in as your work,

4. The following are some examples of academic dishonesty:
   - substituting on an exam for another student
   - substituting in a course for another student
   - paying someone else to write a paper and submitting it as one's own work
   - giving or receiving answers by use of signals during an exam
   - copying with or without the other person's knowledge during an exam
   - doing class assignments for someone else
   - plagiarizing published material, class assignments, or lab reports
   - turning in a paper that has been purchased from a commercial research firm or obtained from the internet
   - padding items of a bibliography
   - obtaining an unauthorized copy of a test in advance of its scheduled administration
   - using unauthorized notes during an exam
   - collaborating with other students on assignments when it is not allowed
   - obtaining a test from the exam site, completing and submitting it later
   - altering answers on a scored test and submitting it for a re-grade
   - accessing and altering grade records
   - stealing class assignments from other students and submitting them as one's own
   - fabricating data
   - destroying or stealing the work of other students

DRESS CODE

STUDENT DRESS CODE (Commuter students, both college and high school)

Students will dress in a manner that will not be distracting or disruptive to the educational environment. Wentworth staff and faculty will determine whether a student's dress or appearance is distracting or disruptive. All dress must be appropriate, promote good health and safety, and enhance a positive educational environment. The following guidelines are to advise students of acceptable dress:

1) Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence or violent acts,
or that reflects adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.

2) All clothing must be worn appropriately. Clothing or appearance that sets an individual or group apart (gang-related) is not permitted.

3) Hats and sunglasses will not be worn inside buildings on campus. Wallet chains, chains that connect piercings, chains that connect from one part of the clothing to another part of the clothing, and pajama pants/tops/slippers are prohibited.

4) No tops with spaghetti straps (two inches width required), halter tops, see-through tops, low-cut tops, sleeveless shirts with loose-fitting arms, or midriff tops (no bare midriffs). When student is standing, the shirt must touch the top of the jeans, slacks, shorts or skirt. Male students will not wear tank tops or sleeveless shirts.

5) Shorts and skirts must be of appropriate length such that the bottom edge of the material is at or below the fingertips when the student is standing with their hands at their sides. Holes in clothing above the fingertips are not allowed.

6) “Sagging” or wearing pants or shorts below the waist is not allowed. Refusal to comply with the dress code will result in the student being asked to leave the campus and not return until they have changed into appropriate clothing. Repeated non-compliance will result in disciplinary action.

TOBACCO POLICY
WMAC is a tobacco free institution. To comply with Missouri State law and to promote good health, WMAC does not permit the use of tobacco products to include dipping, chewing, using snuff, and electronic smoking devices. This also applies to alternative products like licorice cigarettes and mint dip. According to the Surgeon General, smoking poses a significant risk to the health of the smoker and to those in the immediate area. Smoke from cigarettes, cigars and pipes is also an irritant to many non-smokers and can exacerbate allergic conditions. WMAC is a Tobacco and Drug Free Environment.

Minimum Standards of Progress

CLASS DIVISIONS
Class division is determined by the number of accumulated hours as follows:

- Freshman  0-29
- Sophomore  30-64

ACADEMIC PROBATION
A student whose cumulative GPA drops below 2.0 will be placed on academic probation. A transfer student will be placed on academic probation at the time of admission if his/her cumulative GPA is less than 2.0. Students placed on academic probation may continue to enroll in classes. Students are encouraged to seek advice from the Academic Dean about future enrollments.
REMOVAL FROM PROBATION
A student placed on academic probation will be continued on probation until their cumulative GPA is 2.0 or higher, unless for academic reasons he/she is suspended or dismissed. When a student on academic probation raises his/her cumulative GPA to 2.0 or above, the student is removed from probation.

ACADEMIC SUSPENSION
A student on academic probation will be suspended from WMAC at the conclusion of his/her next semester/enrollment period if his/her semester/enrollment period GPA is less than 2.0. A transfer student who was admitted on probation will be suspended from WMAC at the conclusion of his/her first semester/enrollment period if his/her semester/enrollment period GPA is less than 2.0. When a student has been placed on academic suspension, either as a student at WMAC or as a transfer student, he/she will be required to complete 12 credit hours with at least a 2.0 cumulative GPA at his/her own expense before financial aid will be re-instated. Academic suspension is for a period of one full semester after which students may apply for readmission.

ACADEMIC DISMISSAL
A student who has been suspended and later readmitted and continues on probation, but does not achieve a semester GPA of 2.0 or higher in a subsequent semester/enrollment period, will be dismissed. Academic dismissal is for a period of one calendar year, after which students may apply for readmission.

ACADEMIC REINSTATEMENT
The readmission of students who have been suspended or dismissed from WMAC is not automatic. Such students may apply for readmission as follows:

1. Students who have been suspended may apply for readmission after one semester. Students who have been dismissed may apply for readmission after one calendar year. Requests for readmission should be sent to the Academic Dean.
2. A student with extenuating circumstances who has been suspended or dismissed may apply for immediate (or early) readmission. A letter should be written to the Academic Dean. This letter should include: (a) a request for readmission, (b) an explanation of any extenuating circumstances for earlier poor performance, and (c) an explanation of activities and plans which may lead to improved scholastic performance at WMAC. Other substantiating evidence may also be submitted.

HONORS AND GRADE POINT SYSTEM
A college student must carry a full academic load (refer to Academic Load) for the 16-week semesters ending in December or May and the 8-week term ending in August in order to be eligible for any of the academic honor lists.

For the Academic Dean’s List, the college student must earn a semester GPA of 3.0 or higher and have no grade below C. For the President’s List, the college student must earn a minimum GPA of 3.50 or higher and not have any grade below a B.

The GPA is calculated as follows: Multiply the number of semester hours earned in a specific course by the quality point for the grade in the course. Complete the same procedure for each course and add all the quality points together. Divide the sum by the sum of all semester hours attempted. The result is the student’s GPA.
The grading system of WMAC is on a 4.0 scale as follows:

A = 90 – 100      (4.000 quality points)
B = 80 – 89       (3.000 quality points)
C = 70 – 79       (2.000 quality points)
D = 60 – 69       (1.000 quality points)
F = 0 – 59        (0.000 quality points)

Other grades used include the following:
W = Withdrew (not counted in calculating GPA)
AW = Administrative Withdraw

CREDIT HOUR DEFINITION
WMAC follows a traditional academic calendar of two 16 week semesters. In addition, the college offers two terms in the fall and spring and one term in the summer in an 8 week format. WMAC’s associate degree programs require a minimum of 64 credit hours. These programs offer academic courses with specific credit hour assignments. In defining the credit hour, WMAC relies on good practice standards as established by the United States Department of Education (USDOE); the Higher Learning Commission (HLC), and the judgment and best practices of the faculty and academic administration.

WMAC has adopted the following United States Department of Education definition of a credit hour:
A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
(1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
(2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including independent study, laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Every course meeting specific academic learning objectives determines proof of fulfillment of academic credit. These objectives are developed to reflect course content and the number of academic credits awarded. Assignments are developed based on academic learning objectives for the course and are assessed according to assessment methods used at WMAC. The intended learning outcomes and assessments showing evidence of achievement are annotated and explained for each course in a standardized master syllabus and individual course syllabus. All courses, whether face-to-face, online, 8, or 16-week formats must adhere to the learning objectives listed in the course master syllabus. In order to earn credit for the course, students are required to meet the learning objectives. In determining how to meet the above standards, WMAC relies upon the following people to oversee and regulate compliance:

Academic Dean
Academic Department Chairs
Faculty
Registrar

WMAC informs the public and its constituencies of these policies in this Catalog and the WMAC website.
COURSE COMPLETION/REPEAT POLICY

Completion of a Course
A course is considered complete if the Student earns a grade of A, B, C or D for the course. A course in which the Student receives a grade of F, W or AW is not considered a completed course.

➢ The Academic Dean may, after consulting with relevant faculty, waive any of the regulations governing a student’s eligibility to re-enroll. The Financial Aid Director shall have authority concerning a student’s eligibility to receive federal, state and institutional financial aid.

Course Repeat Policy
The Course Repeat Policy will not automatically be applied to a student’s GPA. After completing the second attempt of a course, a student must submit a Request for GPA Adjustment Form to the College Registrar’s Office in Groendyke Hall.

When a grade received in an initial attempt for a course at WMAC is a “D” or “F”, the grade will be replaced in the calculation of the GPA by the grade received in any second attempt of the same course at WMAC. Note: A course taken from another accredited college or university may be used for course replacement/GPA Adjustment only if that course can be transferred as exactly the same course taken at WMAC.

All grades received in second attempts will be included in GPA calculations. This policy is effective with course work where the initial enrollment and completion of the course was Fall Semester 2012 and thereafter.

This policy does not imply a guarantee that openings will be available in courses if and when students wish to retake them. When a course is repeated, all applicable tuition and fees apply.

CLARIFYING COMMENTS
Students may not apply the course repeat policy to courses once they have graduated from WMAC.

If the department or course number has changed since the student completed the first attempt of a course, the department offering the course will verify that the subsequent course is substantially the same and the course repeat policy may apply.

Courses for which a “W” is assigned are not considered an attempt since no final grade has been recorded.

Grades of “C” or greater may not be repeated under the Course Repeat Policy because these grades are considered acceptable work and would not prevent a student from graduating.

GPA ADJUSTMENT REQUEST
GPA Adjustment Request forms may be obtained online at www.wma.edu, click on Students, and then under Helpful Links, click on Students Corner, you will find the GPA Adjustment form there once your course has been successfully completed. It is the responsibility of the student to request a GPA Adjustment by returning the form to the Registrar’s office.
ADVANCED PLACEMENT
WMAC accepts credit completed through the Advanced Placement Program administered by the College Entrance Examination Board. Students must have an official score report sent to the WMAC Registrar to be evaluated for credit. Credit hours granted are entered as “P” on the student’s transcript.

<table>
<thead>
<tr>
<th>AP Course</th>
<th>Minimum Score</th>
<th>WMAC Course Credit</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3</td>
<td>ART101</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>SCI100</td>
<td>4</td>
</tr>
<tr>
<td>Am. Gov. &amp; Politics</td>
<td>3</td>
<td>PS101</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MA121</td>
<td>5</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MA122</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>SCI120</td>
<td>5</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3</td>
<td>CS108</td>
<td>3</td>
</tr>
<tr>
<td>Computer AB</td>
<td>3</td>
<td>CS108</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Gov./Politics</td>
<td>3</td>
<td>PS101</td>
<td>3</td>
</tr>
<tr>
<td>American History</td>
<td>3</td>
<td>HST111</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Comp</td>
<td>3</td>
<td>ENG101</td>
<td>3</td>
</tr>
<tr>
<td>English Literature &amp; Comp</td>
<td>3</td>
<td>ENG211</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3</td>
<td>Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>History Elective</td>
<td>3</td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>LA121</td>
<td>3</td>
</tr>
<tr>
<td>German language</td>
<td>3</td>
<td>LA111</td>
<td>3</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3</td>
<td>GEG101</td>
<td>3</td>
</tr>
<tr>
<td>Italian Language</td>
<td>3</td>
<td>Foreign Language Elective</td>
<td>3</td>
</tr>
<tr>
<td>Latin language</td>
<td>3</td>
<td>Foreign Language Elective</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>BUS203</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3</td>
<td>BUS204</td>
<td>3</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3</td>
<td>ART104</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>3</td>
<td>SCI111</td>
<td>5</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>3</td>
<td>SCI111</td>
<td>5</td>
</tr>
<tr>
<td>Physics C: Elec. &amp; Magnet.</td>
<td>3</td>
<td>SCI112</td>
<td>5</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>BS101</td>
<td>3</td>
</tr>
<tr>
<td>Studio Art</td>
<td>3</td>
<td>ART203 or ART205</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3</td>
<td>LA101</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>MA213</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>3</td>
<td>History Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TRANSFER OF COLLEGE CREDIT
WMAC accepts up to 34 credits transferred from other accredited colleges and universities following the policies outlined in the Missouri Coordinating Board for Higher Education publication, Credit Transfer: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities, April 4, 2013.

DEGREE SELECTION
To ensure proper course transfer equivalency, it is the student’s responsibility to contact their transfer institution, once they have determined their degree and area of study, to select courses that will apply to their major/degree program.
MILITARY SERVICE RELATED CREDIT
Credits earned by service personnel through correspondence under the United States Armed Forces Institute or in specialized training programs of the armed services (under certain circumstances) may be accepted for up to four (4) hours of credit. Students who have completed six months of active military service must present appropriate evidence of their service experience. The Academic Dean must approve all credit.

ACADEMIC LOAD
To be considered as full-time status, all college students are required to carry a minimum of 12 semester hours within the 16-week semester ending in December or May, or the 8-week semester ending in August. (A student must take a minimum of 6 semester hours in an 8-week term to be considered full-time.) The suggested number of hours is 15-18 hours. No college student may exceed 18 semester hours without the consent of the Academic Dean. Students residing on campus may take no less than 12 hours without approval from the Academic Dean.

COMMITTEE ON EXCEPTIONS
Students who disagree with academic policies as stated must make written application to the Committee on Exceptions. The committee will be composed of the Academic Dean and two (2) college faculty members.

CLASS ATTENDANCE
Attendance records are maintained by the College, Financial Aid and by the respective instructors. Class attendance is mandatory and could affect the final grade, as well as Financial Aid disbursements. This includes all lectures, seminars, laboratories, and fieldwork for each course. Advance arrangements for unavoidable absences should be made with the instructor and Academic Dean. It is the responsibility of the student to meet all course requirements regardless of absences. The instructor will provide class absence procedures.

ACADEMIC ATTENDANCE
Wentworth instructors are required to report student attendance in both face to face and distance learning (online) courses. In order for a student to receive credit for attendance he/she must have completed one or more of the following academically related activities:

1. Physically attending class
2. Submitting an academic assignment
3. Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
4. Attending a study group that is assigned by the course instructor
5. Participating in an online discussion about academic matters
6. Initiating contact with the instructor to ask a question about the academic subject studied in the course.

A student will not receive credit for attendance in an online course if he/she simply logs into the course and does not actively participate in an academically related activity.

INCLEMENT WEATHER POLICY
Students should use discretion when deciding if travel to the Wentworth Campus is safe. When necessary to cancel classes due to inclement weather the cancellation will be posted on the school’s website, www.wma.edu/College.
ASSESSMENT PROGRAM

Students are encouraged to support the Assessment Program to determine the effectiveness of student services and academic programs. These activities include, but are not limited to, tests of general education for freshmen and sophomores, tests of critical thinking for freshmen and sophomores, departmental field of concentration examinations for sophomores, student opinion surveys, and evaluations of instruction.

COURSE CHANGES

A class may be added or dropped by a student prior to the end of the first week of the semester or equivalent thereof. The following policies apply:

- A course must be officially dropped (signed Change of Status Form) by the end of the first week of the term for it not to appear on an official transcript.
- A student must officially Withdraw (Change of Status Form completed and approved) from a course prior to the eighth week of the term (or prior to the fourth week of an eight-week term) for a “W” to be recorded on an official transcript.
- If a course is dropped after the eighth week of the term (or fourth week of an eight-week term), a grade of “WP” (not counted in GPA calculations) or “WF” (awarded 0 quality points in GPA calculations) will be recorded on the official transcript. This grade will be determined by the last grade reported by the instructor.

It is mandatory that a Change of Status Form be signed by the student for it to be considered official. The date of the drop/withdraw will be used to determine refund of tuition. Class transactions WILL NOT BE ALLOWED over the telephone. If a Student does not follow the withdrawal procedure, a grade of “F” and full charges for the course may be implemented.

Students residing on campus may not drop a class without the permission of the Academic Dean.

WITHDRAWAL FROM COLLEGE

A student voluntarily withdrawing from the College must complete a Withdrawal Form (signed and approved) which is available in the Registrar’s Office. The transcripts of students exiting after the beginning of classes and prior to the withdrawal deadline (week 8 for full-term courses and week 4 for 8 week courses) will receive a grade of “W” (not counted in GPA calculations). Transcripts for students withdrawing after the 8th week (or 4th week of 8 week courses) will show “WP” (not counted in GPA calculations) or “WF” (awarded 0 quality points in GPA calculations) based upon the last grade reported by their instructors and annotated on the Withdrawal Form.

PAYMENT

Full payment or participation in an approved payment plan is required at the time of enrollment.

DEFERRED PAYMENT POLICY

WMAC offers a variety of payment plans for students, depending on the length of their enrollment agreement. Each plan consists of a down payment and regular monthly payments. Please contact the Business Office for complete details of the plan that fits your situation.
STUDENT REFUNDS
A 100% tuition refund will be granted if the student officially drops (signed Change of Status Form) prior to the end of the first week of the term. A 50% tuition refund will be granted if the student officially withdraws (signed Change of Status Form) prior to the end of the second week of the term. No tuition refund will be given to anyone who withdraws from the beginning of the third week of the term forward. The refund policy for federal financial aid recipients is determined by Federal Regulations (34 CFR 668.22).

LEAVE OF ABSENCE
A student may request in writing one official Leave of Absence (LOA) within one twelve-month period. The LOA must be approved by the Academic Dean prior to leaving school.

A student who fails to return at the end of an approved LOA is subject to refund and payment requirements based on his/her official withdrawal date.

GRADUATION REQUIREMENTS
Upon completion of 64 semester hours of credit in the respective areas required, a Student may earn the Associate of Arts, Associate of Science, or Associate of Applied Science degree. Of these 64 semester hours, the last 30 must be completed at WMAC.
The Associate Degree program also requires a cumulative GPA of 2.0 or better for all work attempted.
Under Missouri Law, 170.011 R.S. MO (1969), all students are required to pass the United States Constitution and the Missouri State Constitution examinations. Both of these requirements can be met either in HST111, HST112, PS101 or by special arrangement.

GRADUATION HONORS
Eligibility for graduation honors at the associate’s degree level shall be based on the following criteria:
CUM LAUDE.........................3.5 to 3.69
MAGNA CUM LAUDE...........3.7 to 3.89
SUMMA CUM LAUDE...........3.9 to 4.0

APPLYING FOR GRADUATION
An application for Diploma is required before a completion date will be posted to the transcript. Application can be found in the Student Services office, Registrar’s office, or online at www.wma.edu/student, under Student’s Corner. The student must fully complete and return the form to business services with the appropriate fee by the deadline.
Fall Semester March 1
Spring Semester October 1
Summer Semester May 1
SUGGESTED PROGRAMS OF STUDY
Most four-year colleges and universities require two years of general studies for undergraduates before permitting students to pursue studies in upper division courses in their major fields. WMAC offers courses to fulfill pre-nursing, paralegal and business requirements for completion of a degree in these fields. As a school focusing on transferability of our courses, WMAC urges all Students to secure an Associate of Arts, Associate of Applied Science or Associate of Science Degree from WMAC.

WMAC is fully aware of the varying requirements of colleges throughout the United States, and permits some deviations from the requirements when necessary to facilitate transfer to the professional school or college that the student expects to attend.

WMAC strongly recommends that students select the college or university to which they will transfer by the time they reach the start of their third semester of full-time study. It is the student’s responsibility to know the specific requirements of the college to which they plan to transfer in order to enroll in the proper courses while attending WMAC.

Various courses of study that are outlined may be appropriate for transfer to specific professional fields. Students are not limited to the programs listed. Individual programs can and will be developed to meet student needs. Alterations of existing programs may be made with the approval of the Academic Dean.

The outline is for the purpose of giving an overall view of the work to be completed within the two years. The outline is furnished for the convenience of the student so that he/she may keep track of progress toward the Associate of Arts, Associate of Applied Science or Associate of Science Degree.

DISTANCE LEARNING
WMAC offers many of its courses online. These courses are all taught in an 8 week term format beginning in August, October, January, March and June. Students are required to have access to a computer and the internet. The enrollment process for these courses is the same as face to face courses. Specific instructions regarding access to an online course are emailed to the student the week prior to the beginning of the course to which he/she is enrolled. The listing of courses offered online during a specific term can be found at www.wma.edu/college-class-schedules.

WMAC COURSES
Many colleges and universities make use of a uniform numbering system for courses at several levels of the academic ladder. WMAC, using this system, considers numbers 000 – 99 as remedial courses and 100 – 299 as freshman/sophomore courses.

ENGLISH AND MATHEMATICS PLACEMENT TESTING
English: During the first week of the English 101 course all students will take a writing placement exam. The class instructor will assess student performance on the exam and, when needed, recommend the student withdraw from English 101 and enroll in English 100, English Review. The student has the option to remain in English 101.

Mathematics: A student who did not achieve a grade of at least “C” in Algebra II in high school will be required to take a mathematics placement exam prior to enrolling in a mathematics course. The student’s performance on the placement exam will determine whether the student must enroll in developmental mathematics courses)
prior to taking College Algebra. The developmental mathematics courses are MA100, Introduction to Algebra, and MA101, Intermediate Algebra.

**DEGREES OFFERED**
WMAC offers the Associate of Arts, Associate of Arts in Homeland Security, Associate of Science, Associate of Science in Paralegal Studies, and Associate of Science in Business Management.
# Associate of Arts
## Liberal Arts and Science

## GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 English Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>ENG102 English Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>ENG105 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Literature Course</td>
<td>3</td>
</tr>
<tr>
<td>MA111 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts (Music)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts (Language)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Fine Arts (Art, Philosophy, Religion)</td>
<td>3</td>
</tr>
<tr>
<td>Science Course</td>
<td>5</td>
</tr>
<tr>
<td>History (HST111, HST112, or PS101)</td>
<td>3</td>
</tr>
<tr>
<td>HST/PS/BS (2 additional courses)</td>
<td>6</td>
</tr>
<tr>
<td>CS108 Principles of Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

**Subtotal** 41

Elective credits 23

**TOTAL** 64
# Associate of Arts
## Homeland Security

### GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 English Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>ENG102 English Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>ENG105 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENG (Literature Course)</td>
<td>3</td>
</tr>
<tr>
<td>MA111 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ART/LA/PHL/REL (3 humanities/fine art courses)</td>
<td>9</td>
</tr>
<tr>
<td>SCI (any science course)</td>
<td>5</td>
</tr>
<tr>
<td>HST HST111/112 or PS101</td>
<td>3</td>
</tr>
<tr>
<td>HST/PS/BS (2 additonal courses)</td>
<td>6</td>
</tr>
<tr>
<td>CS108 Principles of Computers and Computer Use</td>
<td>3</td>
</tr>
</tbody>
</table>

**Subtotal** 41

### Degree Requirements (Complete 15 credit hours of core requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS101 Principles of Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>CJ101 Criminal Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CJ201 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>HS102 Principles of Crisis and Disaster Management</td>
<td>3</td>
</tr>
<tr>
<td>HS201 Homeland Security Intelligence</td>
<td>3</td>
</tr>
</tbody>
</table>

### Degree Electives (Choose 9 credit hours of electives)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS103 Roots of Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>HS104 Domestic Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>HS202 Principles of Security Management</td>
<td>3</td>
</tr>
<tr>
<td>HS203 Natural Disaster Planning and Response</td>
<td>3</td>
</tr>
<tr>
<td>MS Military Science</td>
<td>4</td>
</tr>
</tbody>
</table>

**Subtotal** 24

### Total

**65**
GENERAL EDUCATION REQUIREMENTS

ENG101 English Composition and Rhetoric I 3
ENG102 English Composition and Rhetoric II 3
ENG105 Public Speaking 3
Humanities/Fine Arts (One course in two of three categories) 6
MA111 College Algebra 3
Math/Science Electives (One in each of four categories) 20
History (HST111, HST112, or PS101) 3
HST/PS/BS (1 additional courses) 3
CS108 Principles of Computers 3

**Subtotal** 47

Elective credits 17

**TOTAL** 64
**Associate of Arts**  
Paralegal Studies

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 English Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>ENG102 English Composition and Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>ENG105 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MA111 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>History (HST111/112 or PS101)</td>
<td>3</td>
</tr>
<tr>
<td>CS108 Principles of Computers and Computer Use</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Math or Science Electives</td>
<td>13</td>
</tr>
</tbody>
</table>

**Subtotal**  

| 34 |

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS110 Introduction to Legal Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS115 Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>BUS120 Professional Ethics and Law Office Procedure</td>
<td>3</td>
</tr>
<tr>
<td>BUS125 Civil Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUS140 Criminal Law in Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>BUS150 Torts</td>
<td>3</td>
</tr>
</tbody>
</table>

Business Electives

(Choose 4 of BUS130, BUS217, BUS225, BUS230, BUS235, BUS240)

**Subtotal**  

| 30 |

**TOTAL CREDITS**  

| 64 |
Associate of Arts
Business Management

GENERAL EDUCATION REQUIREMENTS

ENG101 English Composition and Rhetoric I 3
ENG102 English Composition and Rhetoric II 3
ENG105 Public Speaking 3
MA111 College Algebra 3
History (HST111/112 or PS101) 3
CS108 Principles of Computers and Computer Use 3
Humanities Elective 3
Math or Science Electives (MA111 Required) 13

Subtotal 34

MAJOR REQUIREMENTS

BUS101 Introduction to Business or BUS102 Human Relations 3
BUS106 Business Communications 3
BUS201 Accounting I 3
BUS202 Accounting II 3
BUS203 Micro Economics 3
BUS204 Macro Economics 3
BUS211 Legal Environment of Business 3
BUS213 Statistics 3
Business Electives – must include BUS217 or BUS218 6

Subtotal 30

TOTAL CREDITS 64
**Associate in Applied Science**  
**Tech Center Program**

Students who satisfactorily complete a minimum of 924 contact hours of competency based instruction in a technical field at Lex La-Ray Technical Center, *(Industrial Welding, Practical Nursing, Auto Collision Technology, Automotive Technology, Culinary Arts, Health Occupations, Building Trades/Cabinet Making, and Computer Maintenance & Networking)*, will receive advance standing of up to 30 semester hours of credit applicable toward the Associate of Science degree in the specific technology. To be eligible, students must have a minimum grade point average of 3.00 for the post-high Technical Center course work or must pass a national competency validation test in the specific technical subject area.

The student must complete 34 semester hours at Wentworth Military Academy & College. College credits from any other institution will not be accepted toward this degree agreement.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp. &amp; Rhet. Writing I</td>
<td>3</td>
</tr>
<tr>
<td>English Comp. &amp; Rhet. Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>History/Gov’t/Social Science</td>
<td>6</td>
</tr>
<tr>
<td>(3 hours must be HST111, HST112 or PS101)</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Computers</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Advance Standing with Tech Center</td>
<td>30</td>
</tr>
</tbody>
</table>

Total Hours..................64
Description of College Courses

Behavioral Science

BS100 College Survival Skills (1)
This course is designed to assist you in continuing the process of learning how to learn. The class will focus both on concepts of how to learn as well as on applied skill development exercises.

BS101 General Psychology (3)
This course is an introduction to the history, main concepts and methods of psychology. Students will also learn to critically analyze general psychological materials and to identify common psychological problems.

BS102 General Sociology (3)
This course is an introduction to the history, main concepts and methods of sociology. Some emphasis is directed toward current social issues and the ability of students to analyze general sociological materials.

BS103 Social Problems (3)
The sociology of social problems; background and analysis of selected social problems such as race, crime, population, civil rights, poverty; social changes in light of social controls and democratic values.

BS105 Stress Management (1)
The positive and negative impact of stress on human physiology, relationships and performance. Techniques such as deep relaxation, time management and reframing will be taught and practiced to assist students in developing a personal strategy for responding positively to the stress in life.

BS201 Psychology of Personal Adjustment (3)
An examination of the major personality theories, the effects of social variables on the individual, uses of psychological tests, and the investigation of the causes, development, symptoms and treatment of abnormal behavior. Study includes a critical comparison of psychological systems including behaviorism, Gestalt psychology, psychoanalytic theory and contemporary self-theory. PREREQUISITE: BS101

BS202 Child Development (3)
This is an introductory course in developmental psychology ranging from conception to adolescence. Emphasis of this course is based upon sexual, cognitive and emotional development. Theories discussed in detail pertain to Freudian Psychosexual Theory, Piaget and Cognitive Development and to Erickson’s Psychosocial Theory. PREREQUISITE: BS101

BS203 Developmental Psychology (3)
This is an introduction to Developmental Psychology covering adjustments, identity, stress, socialization, group dynamics, interpersonal adjustment and maladjustment. The emphasis on this class is the prenatal development through old age. PREREQUISITE: BS101
BS204 Child Psychology (3)
Interaction of biological and environmental factors in the growth of the child from conception to maturity. PREREQUISITE: BS101

BS205 Marriage & Family Living (3)
The family, society, and the individual; background to American family patterns; premarital behavior; marriage and variations in family forms; problems of families today. PREREQUISITE: BS101

BS206 Human Growth and Development (3)
The study of human development across the normal and abnormal life span. Emphasis on the stages of life covering conception, development, and death with its normal and abnormal problems. Human concern with solutions, research theories, advanced technology, theories old and new and descriptive terminology are all applied to this study of human development. PREREQUISITE: BS101

BS207 Abnormal Psychology & Modern Life (3)
An overall picture of the general causes of abnormal behavior, with an emphasis on definitions, myth, scope and sequence overview. Time will be spent on major syndromes and therapy. PREREQUISITE: BS101

Business

BUS101 Introduction to Business (3)
Upon successful completion of this course, the student should be able to explain the basic principles of the American free enterprise economic system. In addition, the student should be able to explain the fundamentals of starting a business and the interrelationship among the four functional areas: accounting, finance, management and marketing.

BUS102 Human Relations (3)
Upon successful completion of this course, the student should be able to evaluate the impact of human relations as it relates to the social system, technical system and administrative system of their work environment. In addition, the student should be able to analyze these systems and their effects on individual group and organizational performance.

BUS104 Business Ethics (3)
Business ethics is the analysis and understanding of morals in business activity. There are many cultural and moral traditions and the growth of the global business enterprise is complicating the already difficult task of knowing what is and isn't acceptable business conduct. This course will focus on examining a number of current ethical issues, both domestically and internationally through readings and case studies.

BUS105 Personal Finance (3)
Personal Finance is a course designed to help students with the many financial decisions and judgments which the average individual and family must make during a lifetime. Topics include budgeting, credit, insurance, investments, taxes, buying a home and many other areas.
BUS106 Business Communications (3)
Upon successful completion of this course, the student should be able to explain the role of communication in the business environment and identify the most effective methods for creating, sending and receiving messages. In addition, the student should be able to use effective oral and written communication skills in business; write and evaluate business documents, including letters, memos and reports using the principles of correct style, organization and format; and prepare an effective oral business presentation.

BUS109 Business Math (3)
The topics covered are simple and compound interest, discounts annuities, amortization, and sinking funds, bonds, depreciation and insurance. PREREQUISITE: MA100 or above.

BUS110 Introduction to Legal Principles (3)
Designed to give students a basic understanding of the various functions of the paralegal/legal assistant's role in the American legal system. Builds a foundation of basic knowledge and skills necessary for someone seeking a career in the paralegal/legal assistant field.

BUS115 Legal Research (3)
This workshop-style course is designed to hone the student's writing and thinking skills by concentrating on basic principles of legal writing and analysis. Students learn to use powerful research tools, including online facilities from Westlaw and traditional book-based methods. Students prepare a variety of legal documents and research various issues.

BUS120 Professional Ethics and Law Office Procedures (3)
This course is designed for persons who will work in a law office management position, either as an employee of a law firm, or as an entrepreneur operating his/her own law/paralegal office. This course also discusses personnel relations, and how the legal team functions together. This course examines legal fees, timekeeping, billing and financial management, managing clients' trust fund accounts, and reviews law office systems and technology. Finally, the course considers the important subjects of record keeping, and law library organization and management.

BUS125 Civil Procedure (3)
The course is designed to follow the procedures of a civil lawsuit from the first client contact through discovery, settlement negotiations or trial, and appeal. Course work will focus on the role and responsibilities of the paralegal in preparing court documents, investigation, client and witness contact, discovery, and trial assistantship. Federal and state rules governing the conduct of a civil lawsuit will be examined in detail.

BUS130 Contracts (3)
This course presents a comprehensive, well-organized, functional approach to the law of contracts. Students will learn to analyze agreements and how to determine whether or not a contract has been formed, what law applies, whether the contract is enforceable, whether or not a party has breached, and, if so, what remedies are available to the aggrieved party. The approach is very practical, and prepares the student for contract work in the legal, business, or government environment.
BUS140 Criminal Law in Paralegal Studies (3)
Crimes against the person, crimes against property, legal defenses, as well as the theory and history of criminal justice are presented together with a practical skills exploration of the criminal justice process.

BUS150 Torts (3)
One of the most important fields of paralegal employment, the law of torts and negligence is examined in detail. The student is educated to understand the basic theory of tort law, and the process by which negligence cases are developed in preparation for settlement or trial. Subjects covered include evaluating liability, injuries and damages.

BUS201 Elementary Accounting I (3)
Practice and application of accounting principles with emphasis upon the accounting cycle. Accounting procedures involved in determination and valuation of assets, liabilities, owner’s equity, revenue, expenses, inventory and depreciation are detailed.

BUS202 Elementary Accounting II (3)
Practice and application of accounting principles involved in partnerships and corporations. Accounting procedures and principles of job cost and managerial accounting are detailed. PREREQUISITE: BUS201

BUS203 Micro Economics (3)
The course content deals primarily with firm analysis, principles of demand, supply, elasticity and price determinations. Functions of the individual enterprise and households are detailed.

BUS204 Macro Economics (3)
The course content deals primarily with the economic system as a whole and the ways in which its functioning is affected by the behavior of the interdependent sectors of which it is composed.

BUS211 Legal Environment of Business (3)
A number of areas of law including contracts, agency sales, negotiable instruments, partnerships, corporations, property insurance and bankruptcy are covered. This course is intended to give a practical knowledge of the law as it affects small business.

BUS215 Marketing (3)
Upon successful completion of this course, the student should be able to explain the concepts of production, consumption and distribution in relation to a free enterprise economy; list the basic channels of distribution available to the manufacturer of consumer and industrial products; explain and compare the distribution functions of the manufacturer, wholesaler and retailer; and state the procedures necessary to develop a total marketing plan for a given product, service or product line. In addition, the student should be able to discuss the fundamental principles of consumer behavior in the buying process and apply those principles to target market strategies.

BUS217 Principles of Financial Management (3)
An introduction to the concepts, methods, and procedures utilized in financial accounting with emphasis on transaction analysis, accounting records, financial statement preparation and financial statement analysis.
BUS218 Principles of Managerial Accounting (3)
Development and use of cost and managerial accounting information for management control and decision making. PREREQUISITE: BUS217

BUS220 Legal Research and Writing (3)
Instruction in the basic techniques and skills necessary to conduct legal research and to summarize the results of that research in appropriate written form. Students learn to use legal research tools and develop legal reasoning skills to craft written documents such as legal correspondence, legal memoranda, and legal briefs. Practical skills are developed through sequential written assignments that build analytical, research, and writing skills throughout the semester. PREREQUISITE: BUS115

BUS225 Advanced Legal Research and Writing (3)
Advanced techniques and skills in legal research and legal writing. Focus on analytical skills in the examination of case law and precedent to prepare a trial court memorandum of law and portions of an appellate court brief. PREREQUISITE: BUS220

BUS230 Wills (3)
This course provides a theoretical and practical understanding of the laws of inheritance and estate planning. Students prepare a will and trust, and learn the procedure for probate. Estate planning, the role of the probate courts, and basic inheritance issues are explored and discussed.

BUS235 Family Law (3)
This course acquaints the student with the basic areas of a family law practice: marriage, divorce, property rights, custody of children, separation agreements, and maintenance.

BUS240 Real Estate (3)
This course explores the theory and history of real estate transactions. Students gain a working knowledge of contracts, deeds, mortgages and title reports. The student has the opportunity to handle a theoretical real estate transaction from beginning to end.

BUS250 Paralegal Internship I (3)
The student will be given an opportunity to work in a real law office setting. The student will be responsible for choosing an area of interest. After making that decision a match will be made and the student will be responsible for conducting day to day activities in the law office.

Computer Information Systems

CS102 Applied Computer Programming (3)
An introduction to computer programming using Visual Basic as the foundation for programming instruction. Additional programming languages, to include internet languages, will be introduced. Current and future trends in software development will be studied. An additional fee is associated with this course.
CS105 Computer Accounting Applications (3)
Upon successful completion of this course, the student will be able to use the microcomputer to create a chart of accounts receivable and payable subsidiary ledgers, transaction journals, general ledgers, financial statements, reports and forecasts.

CS106 Database Management (3)
This course covers advanced concepts of database management. Emphasis is placed on looking at different data structures and designing applications to manipulate multiple related databases simultaneously. The student will learn to write stand-alone applications using the dbase language. An additional fee is associated with this course.

CS108 Principles of Computers & Computer Use (3)
Introduction to computer literacy and applications: history and future of computing; structure of computers, telecommunications, computer ethics, computer crime, and development of programming languages and operating systems. Applications: Windows, internet browser/HTML, word processing, spreadsheets, database management, and presentation software. An additional fee is associated with this course. (Replaces CS101)

CS202 Visual Basic Programming (3)
A continuation of CS102. The course offers more extensive work in the Visual Basic programming environment. Students will identify and implement the controls and objects available for creating Windows applications. Students will create forms, draw the controls for each form, design menu bars, set form and control properties, write event and general procedures, and test and debug their applications. PREREQUISITE: CS102

CS205 Internet Applications and Utilities (3)
This course will introduce the student to the commands and techniques required to effectively access the resources of the Internet. Windows applications will be used to locate, retrieve and disseminate essential information. This course will cover the techniques required to create and publish World Wide Web pages using HTML.

CS210 JavaScript (3)
This course will cover the commands and techniques available to add functionality to Web pages using JavaScript into an HTML file, creating pop-up windows, adding scrolling messages, validating forms and enhancing the use of image and form objects. Additionally, the student will build menus and navigational structures, and will learn techniques for cookie manipulation and storage. Using JavaScript, the student will build a complete e-Commerce site that will support online ordering payment.

CS211 Using Internet Communications (3)
This course will cover the various facets of social networking, ranging from web logs and new aggregators to professional link sharing sites and item swapping. The purpose of this course is to prepare the student getting ready to enter the workplace how to use these tools as a stepping stone for their careers. An additional fee is associated with this course.
Criminal Justice

CJ101 The Criminal Justice System (3)
Philosophical and historical background of criminal justice. Principles underlying social organization and control devices with emphasis upon legal systems.

CJ102 Police Organization & Management (3)
Role of police in administration of criminal justice and crime control.

CJ103 Principles of Investigation (3)
Principles are examined concerning the investigation of crimes throughout history, but focusing upon contemporary techniques. The importance of accuracy of information, crime scene processing, interrogation, instrumentation and the development of a case for trial are discussed. Techniques of investigation of specific types of crimes are presented.

CJ105 Traffic Control and Accident Investigation (3)
An introduction to fundamentals of traffic law, traffic law enforcement and the techniques and methodology of accident investigation. Accident prevention and fundamentals of safety education are reviewed.

CJ107 Juvenile Delinquency and the Criminal Justice System (3)
A review of the impact upon society by the juvenile offender is discussed in terms of the police, the court system and the correctional system. Emphasis is placed upon causation, legal processes and the interaction between the various components within the juvenile justice system.

CJ150 Criminal Justice Report Writing (3)
Principles of effective report writing are implemented through the use of actual report formats currently utilized by law enforcement, court, and correctional agencies. Basic written communication skills and specific content coverage are stressed.

CJ201 Criminal Law (3)
Origin, development and classification of the substantive criminal law, defense and criminal responsibility.

CJ202 Functions of the Criminal Justice System (3)
A view of the system components involved in the whole criminal justice system with emphasis on the system as being a fundamental part of the social, political, and economic environment, including study of the historical continuity.

CJ203 Corrections: Concepts, Systems and Issues (3)
This course provides an overview of models of punishment and rehabilitation from the perspectives of the humanities and social sciences, including a review of correctional practices and procedures, institutional treatment, probation, parole, prison conditions, programs for juveniles and comparative systems. Correction administration topics are covered including personnel, legal operating practices, overcrowding and planning.
English

ENG100 English Review (3)
A course designed to remedy significant writing problems as identified by standardized test scores in English and by the grades on high school transcripts. The student will learn general and practical composition techniques needed for the successful completion of college requirements. Successful completion of this course does not count toward satisfying English requirements, but is mandatory for those students whose high school transcripts or standardized tests indicate a need for additional remedial English skills.

ENG101 English Composition and Rhetoric I (3)
A study of the fundamentals of formal writing with an emphasis on short papers. Development of skills in analysis, organization, and expression. Grammatical structure is stressed.

ENG102 English Composition and Rhetoric II (3)
Development of skills in library research with writing research papers. Extensive study of proper documentation, formatting, and organization of research papers. Students will do research, develop a working bibliography, and learn how to take proper notes and evaluate relevant sources. Submission of an extensive research paper is required. PREREQUISITE: ENG101

ENG105 Public Speaking (3)
A study of the principles and practices of successful oral communication to an audience. Extensive study of the speech-making process to include audience analysis, development of the speech structure, traditional patterns of organization, types of public speaking, and modes of communication. Students will be given practice exercises in speech delivery and participation in critical evaluation of their own and others’ speeches, exercise in voice improvement, development and use of visual aids.

ENG106 Advanced Public Speaking (3)
A continuation of ENG105. Advanced speaking experiences place special emphasis upon style and presentation. Various techniques of preparation and delivery are studied. PREREQUISITE: ENG105

ENG201 English Life & Literature I (3)
A general survey course in English literature from Beowulf to the beginning of Romanticism. Special emphasis is placed upon the reading and analysis of English masterpieces. Three critical literary evaluation papers of 3 – 5 pages each will be required. PREREQUISITE: ENG101 and ENG102

ENG202 English Life & Literature II (3)
A continuation of ENG201. English literature from the beginning of Romanticism until the present day. Three critical literary evaluation papers of 3 – 5 pages each will be required. PREREQUISITE: ENG101 and ENG102
ENG211 World Masterpieces I (3)
A survey of literary masterpieces of the world using representative works from each period. A study is made of literature from Greek and Roman Classicism, the Middle Ages, and the Renaissance. Three critical literary evaluation papers of 3 – 5 pages each will be required. **PREREQUISITE: ENG101 and ENG102**

ENG212 World Masterpieces II (3)
A continuation of ENG211. Study of Neoclassicism, Romanticism, and the rise of Realism and Naturalism. Stresses developmental trends in modern drama, the short story, and the novel. Three critical literary evaluation papers of 3 – 5 pages each will be required. **PREREQUISITE: ENG101 and ENG102**

ENG213 American Masterpieces I (3)
A general survey course in American literature from the Colonial Period through the Civil War. This course will involve the study of the particular American contribution to fiction, poetry, drama, and prose by such authors as Jefferson, Irving, Poe, Hawthorne, Melville, Whitman, Dickinson, and Twain. Three critical literary evaluation papers of 3 – 5 pages each will be required. **PREREQUISITE: ENG101 and ENG102**

ENG214 American Masterpieces II (3)
A continuation of ENG213. A general survey course in American literature from the post-Civil War years to the present day. Emphasis will be placed upon major authors such as Crane, Frost, Bierce, Faulkner, London, Cather, Sandburg, Hemingway, O’Neill, and selected contemporary authors. Three critical literary evaluation papers of 3 – 5 pages each will be required. **PREREQUISITE: ENG101 and ENG102**

ENG216 Science Fiction and Cont. Society (3)
A one semester survey the science fiction genre, connecting thematic and stylistic elements in the genre to philosophical and socio-historical developments and occurrences of importance in the same time period. The course uses science fiction novels and/or short stories, as well as similar kinds of films. Aside from looking at the development of the genre historically, as well as technically, the course also asks how science influences various aspects of our world view, how these stories can be seen as an interaction with our ideology (world view), and how they often reflect cultural attitudes of the time when they were written.
**PREREQUISITE: ENG101 and ENG102**

ENG217 Literature vs. Popular Culture (3)
English 217 is a one semester survey of 20th and 21st century popular culture as compared and contrasted to its historic literary antecedents. The course seeks to connect thematic and stylistic elements within contemporary popular cultural to earlier instantiations within the literary canon, and develop and understanding of intertextual influences, like philosophical and socio-historical developments. The course uses popular contemporary novels and/or short stories, and similar kinds of films. Those narratives are paired with earlier, classic stories that have influenced the newer texts in one or more of several ways. The course strives to go beyond a mere mapping of the similarities and differences, instead, attempting to assign the potential reasons for the changes.

**Fine Arts**

ART101 Art Appreciation (3)
History of Western art stressing different cultures and styles from prehistoric through the modern era. Different techniques of art are introduced.
ART102 Music Appreciation (3)
An introductory course concerned with the elements of music and important musical masterpieces and the significant composers from medieval times to the present with reference to their social and cultural setting.

ART103 Theatre Studies (3)
The development of theatre from ancient Greece until the present is examined with an emphasis on the three genres of plays. The play and its parts, as well as the roles of the actor, director, and audience are covered. The elements of modern play production such as direction style and scene design are also discussed. Students will perform various oral interpretations in front of an audience.

ART106 Popular Music in America
This class will examine American Popular Music from 1954 to the present, by highlighting the history of the genre and its role in 20th and 21st century American culture. By using extensive listening examples and discussions in and out of the text, we will provide students with skills to enable them to perceptively listen and appreciate the genesis and evolution of American Music. As each content area is reviewed, the student’s ability to actively listen and analyze the music content should grow, giving them the knowledge and experience they need to understand how American music came about. The course experience should also show how Popular American Music affects each and every person who is exposed to it.
PREREQUISITE: ENG101 and ENG102

ART111/ART112/ART113/ART114 Band (3)
Open to all students who play a musical instrument, subject to a test of playing ability to the band director. This course may be repeated to earn a total of 12 semester hours.

ART201 Photography I (3)
An introductory course concerned with the history and composition of photography, the basic elements and operation of the camera. An additional fee is associated with this course.

ART202 Photography II (3)
A continuation in photography to advance the student’s skill and technique. PREREQUISITE: ART201 or consent of the instructor. An additional fee is associated with this course.

ART203 Basics in Painting (3)
A study of the use of various paints with emphasis on composition, development and technique. Style will be taught that is consistent with the concepts taught in ART101. PREREQUISITE: ART101 or two years of high school art or consent of the instructor. An additional fee is associated with this course.

ART205 Fundamentals of Drawing (3)
Use of the pencil in rendering drawings of still life, architecture, scenery and portraits. All aspects of lead and colored pencil will be used.

ART206 Introduction to Ceramics (3)
A study of ceramics where the students will work with slab and coil construction as well as being introduced to the pottery wheel.
ART207 Fundamentals of Drawing II
This course is a continuation of Basics in Painting ART203 with emphasis on composition, development and technique. An approach will be taught which is consistent with the concepts taught in ART101. Most painting will be done from direct observation. Some drawing will be included in the painting classes.

ART211/ART212 Chorus (3)
Open to all college students, subject to auditions by the choral director. This course may be repeated to earn a total of 12 semester hours.

Geography

GEG101 World Geography (3)
An introduction to the study of geography through a survey of the major regions of the world. Includes a general look at the principle concepts of geography with emphasis on the relationships of countries within their regions.

History

HST111 United States History Through 1865 (3)
A survey of American History including European background, colonial settlement and the growth of nationalism until the end of the Civil War. A special study will be made of the constitutions of the United States and Missouri. MEETS MISSOURI 170.011 R.S. MO REQUIREMENTS.

HST112 United States History Since 1865 (3)
A survey of American History from 1865 until the present time. A special study will be made of the constitutions of the United States and Missouri. MEETS MISSOURI 170.011 R.S. MO REQUIREMENTS.

HST209 Early World Civilizations (3)
The civilization and culture of man and his government, economic, social, religious, intellectual, and aesthetic activities from earliest times to the end of the fifteenth century.

HST210 Modern World Civilizations (3)
A survey of modern times beginning with the sixteenth century and concluding with the modern world. The widespread changes brought about by developments in commerce and industry receive special emphasis. The total effects of world wars on modern society and culture are studied in a setting of contemporary world affairs.

HST211 American Military History I (3)
A survey of American military history from the colonial period to the Vietnam War. Particular emphasis is given to the analysis of leadership, doctrine and tactics, as well as political and social implications.

HST212 American Military History II (3)
A continued survey of American military history from the colonial period to the Vietnam War. Particular emphasis is given to the analysis of leadership, doctrine and tactics, as well as political and social implications.
Homeland Security

**HS101 Principles of Homeland Security (3)**
This course is designed to provide students with a broad overview and understanding of the basic fundamental issues significant to Homeland Security. This course will explore contemporary problems, interpret evolving relationships between the many components of homeland security, and analyze emerging national and global trends.

**HS102 Principles of Crisis & Disaster Management (3)**
This course is designed to enable students to identify and explain the emergency management system and process. Students will recognize preparedness, response and recovery issues and will conduct an in-depth analysis of the All-Hazards Approach and various mitigation techniques. Additionally, students will become NIMS certified in the IS-230.a Fundamentals of Emergency Management FEMA training course.

**Homeland Security, continued**

**HS103 Roots of Terrorism (3)**
This course is designed to enable students to identify, categorize and explain the fundamental causes and ideological motivators of terrorist organizations. Students will recognize and identify specific political, religious and special interest roots associated with different terrorist groups. Students will also earn a United Nations (UN) certification by the end of the class.

**HS104 Domestic Terrorism (3)**
This course is designed to enable students to identify and explain the key types of domestic terrorist organizations in the United States. Right wing, left wing and special interest groups will be examined in detail and discussions will focus on the historical significance, ideologies and methods of operation for each type. Students will analyze and discuss the future outlook of domestic terrorism.

**HS201 Homeland Security Intelligence (3)**
This course is designed to enable students to recognize and explain how the intelligence process works within the United States. Students will be able to describe the historical aspects of intelligence, and relate those aspects to current intelligence procedures. Students will then evaluate the future need for and role of Homeland Security Intelligence. The course will develop the student’s ability to identify and describe intelligence issues including the multiple means by which intelligence is gathered, analyzed, and disseminated.

**HS202 Principles of Security Management (3)**
This course is designed to enable students to identify and explain the key issues related to physical security in the United States. Students will relate these issues to homeland security. Physical security is a vital piece of the broader homeland security context and the course focuses on this important field. Students will identify, compare and analyze key issues related to security of airports, rail stations, businesses, military installations and other key infrastructure assets.
HS203 Natural Disaster Planning and Response (3)
This course is designed to enable students to identify and describe the major forms of natural disasters. Students will explain and relate how and why these events occur. Students will describe and explain the planning process and response procedures involved in mitigating natural disasters and relate those procedures to improving the effectiveness of US Homeland Security.

Intensive English Program

IEP101 Elementary English I
A course designed to target the development of considerable vocabulary and simple sentence structures to help develop basic communication skills in listening, speaking, reading, and writing.

IEP102 Elementary English I
A continuation of IEP101

IEP103 Intermediate English I
A course designed to target the further development of vocabulary and sentence structures to enhance the development to the next level of auditory, oral, written, and reading skills for international students.

IEP104 Intermediate English I
A continuation of IEP103

IEP105 High Intermediate I

IEP106 High Intermediate II

IEP107 Advanced English I
A course designed to target the further development of higher vocabulary and sentence structures to enhance the development of auditory, oral, reading, and writing skills and strategies for international students at a pre-college level.

IEP108 Advanced English I
A continuation of IEP107

TOEFL Test of English as a Foreign Language Prep
A course designed to target on helping international students prepare for and pass the TOEFL exam.

Languages

LA101 Elementary Spanish I (3)
Fundamentals of Spanish pronunciation, building of basic vocabulary and patterns, oral work, study of basic grammar to include the present tense. Not open to native speakers or students who have had two years of high school Spanish (without the permission of the instructor). Class combines classroom and online learning. Must purchase new textbook with online access key. PREREQUISITE: None
LA102 Elementary Spanish II (3)
Continuation of LA101, with increased grammar study. **Not open to native speakers or students who have had 3 years of high school Spanish without the permission of the instructor.** Class combines classroom and online learning. Must purchase new textbook with online access key. **PREREQUISITE:** LA101 or equivalent

LA111 Elementary German I (3)
Fundamental principles of German pronunciation. Building a basic vocabulary, oral work, and reading German selections.

LA112 Elementary German II (3)
Basic conversation and composition. Continuation of fundamental grammar and reading. **PREREQUISITE:** LA111 or previous knowledge of the language.

LA131 Elementary Russian I (5)
Proficiency with reading and writing the Cyrillic alphabet, pronunciation, basic conversation, fundamentals of grammar and reading the Russian language.

LA132 Elementary Russian II (5)
Basic conversation and composition. Continuation of fundamental grammar and reading. **PREREQUISITE:** LA131 or previous knowledge of the language.

LA141 Elementary Farsi (Persian) I (5)
Proficiency in reading and writing the Arabic/Persian Alphabet, pronunciation, basic conversation, fundamentals of grammar and reading of the Persian Language.

LA142 Elementary Farsi (Persian) II (5)
Continuation of LA141. **PREREQUISITE:** LA141 or previous knowledge of the language.

LA143 Farsi III
Proficiency in reading and writing Arabic/Farsi. Short text, pronunciation, making conversation, progressive grammar, writing and reading of the Persian (Farsi) language.

LA144 Farsi IV
Proficiency in reading and writing Arabic/Farsi texts, slang pronunciation, progressive grammar, writing and reading of the Persian (Farsi) language.

LA150 Elementary Arabic I (5)
Proficiency in reading and writing the Arabic alphabet, pronunciation, basic conversation. Fundamentals of grammar and reading the Arabic language will be covered.

LA151 Elementary Arabic II (5)
A continuation of LA150. Higher level of expectation. **PREREQUISITE:** LA150 or by departmental approval.
LA201 Intermediate Spanish I (3)
Continuing development of use of the language at the intermediate level with more advanced grammar, readings, and conversation. Native or Heritage speakers will be placed at this level. Class combines classroom and online learning. Must purchase new textbook with online access key. PREREQUISITE: LA102 or equivalent or departmental approval.

LA202 Intermediate Spanish II (3)
A continuation of LA201. Continuing the development of use of the language at the intermediate level with more advanced grammar, readings, and conversation. Native or Heritage speakers will be placed at this level. Class combines classroom and online learning. Must purchase new textbook with online access key. PREREQUISITE: LA201 or equivalent.

LA211 Intermediate German I (3)
Reading, conversation and vocabulary. PREREQUISITE: LA112 or by departmental approval.

LA212 Intermediate German II (3)
A continuation of LA211. PREREQUISITE: LA211 or by departmental approval.

LA231 Intermediate Russian I (3)
Development of the ability to use the language by oral drills and readings. Attention to grammar and speaking. PREREQUISITE: LA132 or by departmental approval.

LA232 Intermediate Russian II (3)
A continuation of LA231. Higher level of expectation. PREREQUISITE: LA231 or by departmental approval.

Mathematics

MA100 Introduction to Algebra (3)
This course studies signed numbers, evaluating expressions, fundamental operations with polynomials, solving equations and factoring.

MA101 Intermediate Algebra (3)
This course covers the fundamental operations with polynomials, factoring, rational expressions, radicals, exponents, linear functions, graphing, inequalities, systems of linear equations and application problems.

MA111 College Algebra (3)
This course is a more sophisticated study of relationships and functions, rational expressions, systems of equations and graphing than Intermediate Algebra. Quadratic, exponential, and logarithmic models are presented. Matrices and determinants are also covered. PREREQUISITE: MA101 with a grade of ‘C’ or better or Algebra II in high school with a grade of ‘C’ or better.

MA112 Trigonometry (3)
This course studies angles in degrees and radians, trigonometric and inverse trigonometric functions, identities and equations, laws of sine’s and cosines, graphing, multiple angle formulas, conic sections, and vectors. PREREQUISITE: MA111
MA113 Algebra & Trigonometry (5)
This course reviews the topics from algebra and trigonometry necessary for the study of calculus. Major topics include: linear and quadratic equations and inequalities; exponential, logarithmic, and trigonometric functions and equations; graphic; conic sections; and vectors. **PREREQUISITE:** High school Algebra II and high school Trigonometry

MA121 Analytic Geometry and Calculus I (5)
Study of limits, continuity, derivatives of polynomial and trigonometric functions and applications, definite and indefinite integrals with applications, differentiation and integration of transcendental functions. **PREREQUISITE:** MA113 or equivalent

MA213 Statistics (3)
This course covers the collection, analysis, and presentation of data. Major topics include: frequency distributions and graphs; probability and counting rules; discrete probability distributions and normal distribution; confidence intervals and sample size; and hypothesis testing. **PREREQUISITE:** MA111 or equivalent or above

MA221 Analytic Geometry and Calculus II (5)
This course includes further work in analytic geometry, study of conic sections, methods of integration, polar coordinates, parametric equations, and approximation methods, curvature, indeterminate forms, vectors and curvilinear motion. **PREREQUISITE:** MA121

MA222 Analytic Geometry and Calculus III (5)
The content of this course consists of a study of rectangular coordinates in space, special surfaces and solids, partial differentiation, differential equations, double and triple integrals and various applications taken from fields of physics, mechanics and engineering. **PREREQUISITE:** MA221

**Medical Terminology**

MRT101 Medical Terminology I (3)
An introduction to medical terminology focusing on the building and understanding of anatomical and pathophysiology terms through the identification and interpretation of Latin and Greek roots, prefixes and suffixes. Students will pronounce, spell and transcribe basic terms relating to the body, body systems, medical specialties, common medical abbreviations, and diagnostic procedures.

**MRT102 Medical Terminology II (3)**
A continuation of MRT101. **PREREQUISITE:** MRT101
**Military Science**

**MS101 Leadership and Personal Development (MS-1) (2)**
Introduces Students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as critical thinking, goal setting, time management, physical fitness and stress management relate to leadership, officer ship and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of the ROTC program, its purpose in the Army and its advantages for the Student. 
Associated Leadership Lab Required.

**MS102 Foundations of Leadership (MS-1) (2)**
Overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback and using effective writing skills. Students explore dimensions of leadership values, attributes, skills and actions in the context of practical, hands-on and interactive exercises. Continued emphasis is placed on recruitment and retention of Students. Cadre role models and the building of stronger relationships among the Students through common experience and practical interaction are critical aspects of the MS102 experience. 
Associated Leadership Lab Required.

**MS201 Innovative Tactical Leadership (MS-II) (2)**
Explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework (trait and behavior theories). Students practice aspects of personal motivation and team building in the context of planning, executing and assessing team exercises and participating in leadership labs. Focus is continued development of the knowledge of leadership values and attributes through an understanding of Army rank, structure, and duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the Soldier’s Creed and Warrior Ethos as they apply in the contemporary operating environment (COE). 
Associated Leadership Lab Required. (Previously MS111)

**MS202 Leadership in Changing Environments (MS-II) (2)**
MSL 202 examines the challenges of leading tactical teams in the complex contemporary operating environment (COE). The course highlights dimensions of terrain analysis, patrolling, and operations orders. Further study of the theoretical basis of the Army Leadership Requirements Model explores the dynamics of adaptive leadership in the context of military operations in a constantly changing world and applies these challenges to practical Army leadership tasks and situations. MSL 202 provides a smooth horizontal transition into MSL 301. Students develop greater self awareness as they assess their own leadership styles and practice communication and team-building skills. COE case studies provide insight into the importance and practice of teamwork and tactics in real-world scenarios. Associated Leadership Lab Required. (Previously MS112)
MS231 Adaptive Team Leadership (MS-III) (3)
Challenges Students to study, practice, and evaluate adaptive leadership skills as they are presented with challenging scenarios related to squad tactical operations. Students receive systematic and specific feedback on their leadership attributes and actions. Based on such feedback, as well as their own self-evaluations, Students continue to develop their leadership and critical thinking abilities. The focus is developing Students’ tactical leadership abilities to enable them to succeed at ROTC’s summer Leadership Development and Assessment Course (LDAC).
Associated Leadership Lab Required. (Previously MS201)
This course is equivalent to MS301.

MS232 Leadership Under Fire (MS-III) (3)
Uses increasingly intense situational leadership challenges to build Student awareness and skills in leading tactical operations up to platoon level. Students review aspects of combat, stability, and support operations. They also conduct military briefings and develop proficiency in garrison operation orders.
The focus is on exploring, evaluating and developing skills in decision-making, persuading and motivating team members in the contemporary operating environment (COE). MS202 Students are evaluated on what they know and do as leaders as they prepare to attend the ROTC summer Leader Development Assessment Course (LDAC).
Associated Leadership Lab Required. (Previously MS202)
This course is equivalent to MS302.

MS241 Developing Adaptive Leaders (MS-IV) (3)
Develops Student proficiency in planning, executing and assessing complex operations, functioning as a member of a staff, and providing performance feedback to subordinates. Students assess risk, make ethical decisions, and lead fellow ROTC Students. Lessons on military justice and personnel processes prepare Students to make the transition to Army officers.
MS-IV Students analyze, evaluate and instruct Students at lower levels. Both their classroom and battalion leadership experiences are designed to prepare MS241 Students for their first unit of assignment. They identify responsibilities of key staff, coordinate staff roles, and use situational opportunities to teach, train and develop subordinates.
Associated Leadership Lab Required. (Previously MS211)
This course is equivalent to MS401.

MS242 Leadership in a Complex World (MS-IV) (3)
Explores the dynamics of leading in the complex situations of current military operations in the contemporary operating environment (COE). Students examine differences in customs and courtesies, military law, principles of war, and rules of engagement in the face of international terrorism. They also explore aspects of interacting with non-government organizations, civilians on the battlefield, and host nation support.
The course places significant emphasis on preparing Students for their first unit of assignment. It uses case studies, scenarios, and “What Now, Lieutenant?” exercises to prepare Students to face the complex ethical and practical demands of leading as commissioned officers in the United States Army.
Associated Leadership Lab Required. (Previously MS212)
This course is equivalent to MS402.
Paralegal Studies

PL101 The Professional Paralegal (3)
Introductory course is designed to acquaint the new student with the basic realities of law practice. Areas explored include: different types of paralegal employment, regulation of paralegals, basic ethics, introduction to the legal system, legal analysis, interviewing, investigations, use of computers in a law office, and law office management.

PL102 Paralegal Ethics (3)
The overall goal of the course is to introduce students to the rules, regulations, and responsibilities guiding the ethical behavior of paralegal professionals. Materials focus on practical, relevant issues facing paralegals. A critical thinking approach to encourage student engagement in the subject through legal reasoning exercises, examples, and thoughtful questions. Hypothetical and actual case briefs will illustrate key principles and incorporate many of the practical elements paralegals face day to day.

Philosophy and Religion

PHL101 Philosophy (3)
A study of many of the mainline philosophies will be undertaken from a historical survey of philosophical thought from Classic Greek to Existentialism and the philosophy of science. It includes a study of Metaphysics, Ethics and Political philosophy.

PHL111 Ethics (3)
Course objectives are to discuss the ethical thought of some of the Western writers from Plato to the present, relate one’s personal beliefs to some from the ethical studies presented and to relate historical ethics to present social problems.

PHL211 Logic (3)
Introduction to formal and informal logic through deduction, induction and informal fallacies.

REL111 Religious Studies (3)
This course covers the teaching of Christ with particular emphasis placed upon the Sermon on the Mount. A study is made of the relevance of Christ’s teachings to current, often controversial, social issues of particular interest to young adults.

REL112 The Bible as Literature (3)
This course covers the entire Bible, noting the different types of literature contributed by the Hebrew culture to the world. The Bible is studied as a literary library.

REL113 World Religions (3)
This course provides an objective introduction to twelve of the world’s living religions. The student reads from the sacred literature of each religion, and is given background information on the origin and development of each religion and what practices are parts of each.
Physical Education

PE111 Lifesaving (1)
Sponsored by the American Red Cross, the advanced water safety course teaches the student to respect water for its intended purpose. Teaches the art of self-defense in how to save lives, especially their own. This course is required for the Water Safety Instructors Course.

PE120 Lifetime Fitness (3)
Developing a healthy lifestyle through exercise and diet. Studying what exercised and activities (sports) can be utilized throughout one’s life. Study dieting, the effects of a proper diet. Develop and participate in a program based upon the individual’s needs and monitor it throughout the semester.

PE122 Beginning Golf (1)
Basic and progressive fundamentals of golf.

PE211 Weight Training (1)
Developing a program through the use of free weights and weight machines to meet the individual needs of the student. Studying the muscle groups that will be affected in the student’s program.

PE216 Scuba (2)
Teaching use of underwater techniques by using artificial breathing devices. PREREQUISITE: PE 111 or Instructor Approval

Political Science

PS101 American Government (3)
A study of the historical background, form, structure, administration and organization of the federal government. An extensive study of the Constitution of Missouri and the United States will be made. MEETS MISSOURI 170.011 R.S. MO REQUIREMENTS.

PS102 State and Local Government (3)
This course is a survey of state and local governments. The course examines the traditional federal relationship between national and state governments and the changing relationships between state and urban governments. An analysis is also made of government institutions and problems of the various levels of state and local governments. A study of state constitutions is made using the Missouri constitution as an example.

PS202 International Relations (3)
This course covers the various phases of contemporary international relations. The historical background of the modern state system, international law, national foreign policies, international organizations, nationalism, imperialism, international trade, armaments and international debts are included in this course as well as international news.
Science

SCI100 Biological Science w/Lab (4)
Detailed summary of modern biological concepts. Emphasis on key biological principles and their application in cytology, genetics, medicine, zoology and other related biological fields. Excellent background/prerequisite for all biology majors and educators. Laboratory required. An additional fee is associated with this course.

SCI101 Physical Science w/Lab (5)
For the non-science major, an introduction to the physical sciences. Basic scientific laws are introduced and their relevance to everyday life is stressed. Emphasis given to the concepts of Physics and Chemistry and their relationship to other sciences. Laboratory required. An additional fee is associated with this course.

SCI102 Zoology w/Lab (4)
Classification, evolution of the metazoan, and anatomy and physiology of selected invertebrate and vertebrate animal forms. Laboratory required. An additional fee is associated with this course. PREREQUISITE: SCI100 or high school advanced biology or permission of the Provost

SCI103 Astronomy w/Lab (4)
A general introduction to Astronomy starting with the earth and moving through the solar system and beyond. Some laboratory work is required and a foundation in mathematics is helpful. Laboratory required. An additional fee is associated with this course.

SCI104 Botany w/Lab (4)
Biological principles and their application to the plant kingdom. Morphology, physiology, and taxonomy of plants with a major emphasis on flowering plants. Microscopic and gross examination of plant anatomy, life cycles and ecological relationships. Perfect for the non-major or the major needing additional field biology courses for education or conservation fields. Laboratory required. An additional fee is associated with this course.

SCI105 Microbiology w/Lab (5)
Study of pathogenic microorganisms, medically important parasites of man, immunological principles, collection, isolation and identification techniques. Study of the major groups of microorganisms. Emphasis on bacteria and viruses. Laboratory required. An additional fee is associated with this course. PREREQUISITE: SCI100 or SCI102

SCI106 Conservation Biology w/Lab (4)
The conservation of wildlife resources in North America and worldwide application, with emphasis on their importance in our economic and cultural life. Biological methods of restoration, preservation and management are detailed and highlighted. Background/prerequisite for non-majors or conservation, biology, education majors. Laboratory required. An additional fee is associated with this course.
SCI107 Marine Biology w/Lab (5)
This course will survey major topics of interest in the fields of Oceanography and Marine Science. Topics include marine geology, physical oceanography, chemical oceanography, marine ecology, marine embryology, invertebrate zoology, vertebrate zoology. As a student of the course students wanting to become certified in SCUBA will study diving physics, diving medicine, Gas laws & SCUBA basics. 
Laboratory required. An additional fee is associated with this course.

SCI108 Ecology w/Lab (4)
Ecological principles and concepts pertaining to populations, communities and ecosystems with special emphasis on animals. Both local examples and laboratory work are part of this course. Perfect for the non-major or the major needing additional field biology courses for education or conservation fields. Laboratory required. An additional fee is associated with this course.

SCI110 Principles of Geology w/Lab (4)
Fundamental principles of physical geology including morphology, mineralogy and petrology. An introduction to structural geology, earthquakes and the interior of the earth. Plate tectonic theory is emphasized throughout. LAB: The identification of common materials and rocks. A rudimentary study of forms by using topographic maps, aerial photographs, and false color images. Laboratory required. An additional fee is associated with this course.

SCI111 General College Physics I w/Lab (5)
This course is recommended for those who do not intend to major in engineering. Primarily designed for liberal arts and premedical majors. Major topics covered include kinematics, statics, motion, forces, energy, work, momentum, waves and heat. LAB: Lab experiments to supplement and compliment General College Physics. Laboratory required. An additional fee is associated with this course. PREREQUISITE: High School Algebra II and college standing

SCI112 General College Physics II w/Lab (5)
Designed for premedical majors and liberal arts majors desiring to increase their understanding of basic scientific principles. Continuation of SCI111 covering electric charges and currents, circuits, electromagnetism, light and optics, and elementary atomic and particle theory. LAB: Lab experiments to supplement and compliment General Physics II. Laboratory required. An additional fee is associated with this course. PREREQUISITE: SCI111

SCI120 General Chemistry I w/Lab (5)
Formerly SCI120 General Chemistry w/Lab.
For students who will pursue a career in chemistry, physics, biological science, engineering, or the medical field (including but not limited to medicine, nursing and pharmacy). This introductory chemistry course will include major topics in atomic structure, molecular shape, bonding theories, stoichiometry, gas law, solutions, oxidation-reduction, and thermo-chemistry. Laboratory required. An additional fee is associated with this course. PREREQUISITE: High School Chemistry or Algebra II with a grade of ‘C’ or better.
SCI121 General Chemistry II w/Lab (5)
Formerly SCI121 General Inorganic Chemistry w/Lab.
For students who will pursue a career in chemistry, physics, biological science, engineering or the medical field. This course is a continuation of SCI120; major topics to include periodic trends, liquids and solids, solutions, acid-base theories, chemical equilibrium, kinetics, electro-chemistry, and thermodynamics. Upon completion of SCI120 and SCI121, the student will have had an introduction in advanced work in chemistry. **Laboratory required. An additional fee is associated with this course.** PREREQUISITE: SCI120 and MA111 with a grade of 'C' or better in both courses; or permission of the Provost.

SCI201 Human Biology w/Lab (4)
An overview of Human Biology, emphasizing physiology, developmental health, interpersonal and environmental interactions. This course is designed to give a sound foundation for higher level college biology courses. **Laboratory required. An additional fee is associated with this course.** PREREQUISITE: SCI120 or SCI121 or permission of the Provost.

SCI203 Anatomy & Physiology w/Lab (5)
The scope and content of this course is based largely upon acquiring a knowledge of the ten systems of the body: skeletal, muscular, integumentary, gastrointestinal, genitourinary, cardiovascular, lymphatic, respiratory, endocrine and nervous. The structure and function of anatomy and physiology of the ten systems will be compared emphasizing the homeostatic mechanisms and interdependence of the mechanisms. Lab experiments will include the use of anatomical modes, dissections and microscopic tissue examinations. **Laboratory required. An additional fee is associated with this course.**

SCI204 Nutrition (3)
The study of nutrients and how the body handles them. Interdependence of human nutrition and food in the health and behavior of consumers. Includes diet analysis, controversies and issues.

SCI206 Field Natural History w/Lab (4)
Detailed experience in field and laboratory identities of local plants and animals, environmental awareness and the latest research encountered. Laboratory experience in herbarium and entomology preservation. Thorough coverage of biological theory and the cultural context of scientific discovery by evolutionary experts. **Laboratory required. An additional fee is associated with this course.** PREREQUISITE: SCI102 or SCI104 or permission of the Provost.

SCI209 Anatomy w/Lab (5)
Study of the form and structure of the whole human body with particular emphasis on the interdependence of the main body. Cellular studies included. **Laboratory required. An additional fee is associated with this course.** PREREQUISITE: SCI100 or SCI102 or permission of the Provost.

SCI210 Physiology w/Lab (5)
A functional study of cellular and metabolic processes in genitourinary, cardiovascular, lymphatic, skeletal, muscular, integumentary, gastrointestinal, respiratory, nervous, and digestive systems, integrated with a study of pertinent structures. **Laboratory required. An additional fee is associated with this course.** PREREQUISITE: SCI100 or SCI102 and SCI120 or permission of the Provost.
SCI211 Engineering Physics I w/Lab (5)
This course is a calculus-based introductory physics course for pre-engineering or science majors. Emphasis is placed on development and understanding of concepts leading to problem solving through logical reasoning. Major topics include measurement, motion, forces, work and energy, conservation of energy and momentum, rotation of rigid bodies, wave motion and oscillatory motion, statics, mechanics of solids and fluids and thermodynamics. LAB: Experiments designed to demonstrate and enhance physics concepts and stimulate analytical reasoning. Laboratory required. An additional fee is associated with this course. **PREREQUISITE:** Completion or current enrollment in MA121.

SCI212 Engineering Physics II w/Lab (5)
This is a continuation of SCI211 for pre-engineering or science majors. Major topics include an introduction to fundamentals of electricity, electromagnetic waves, light, optics and introduction to relativity. Laboratory required. An additional fee is associated with this course. **PREREQUISITE:** SCI211

SCI221 Organic Chemistry w/Lab (5)
Designed for students preparing to enter medicine, dentistry and related fields. A review of general chemistry topics, then introduction to the structure and properties of the hydrocarbons, as well as the various families of organic compounds. Organic structure determination and synthesis are emphasized. Three lecture periods. Laboratory required. An additional fee is associated with this course. **PREREQUISITE:** SCI121

**STUDENT DEVELOPMENT**

SCI100 Student Success Strategies (1)
This course is designed to assist new students in their transition to Wentworth Military Academy & College. During orientation, new students are provided with opportunities to meet other students, faculty and staff, participate in course placement testing, a campus tour with WMA history, information about college programs and services, financial assistance, assessment, counseling and registration. It is also designed to assist students in gaining information needed to be a successful student. Students will touch base on study habits, note-taking, test taking and the importance of time management.
Lexington Campus Map