

east central junior college

1977/78 - 1978/79

catalog

East Central Junior College is a publicly supported, comprehensive community junior college established to serve the residents of the Junior College District of East Central Missouri, including the major portion of Franklin County and smaller portions of Crawford, Gasconade, St. Charles, Warren and Washington Counties.

East Central Junior College is committed to a policy of non-discrimination on the basis of race, age, sex, or parental status, in admissions, educational programs or activities and employment, as specified by federal and state laws and regulations.

The college is accredited by the North Central Association of Colleges and Schools.

**east central junior college
p.o. box 529, highway 50 at prairie dell road
union, missouri 63084
(314) 583-5193**

anthropology

- Ant 103** **INTRODUCTION TO CULTURAL ANTHROPOLOGY** **3 hours**
HEGIS 2202
 An introductory course in cultural anthropology emphasizing the use of the cultural perspective in gaining understanding in the areas of social structure, political systems, economic systems, religious systems and human communication.
Prerequisite: none
- Ant 113** **INTRODUCTION TO PHYSICAL ANTHROPOLOGY AND ARCHEOLOGY** **3 hours**
HEGIS 2202
 An introduction to the study of physical anthropology and archeology, with special emphasis on the connection between cultural and human development, human variability, major concepts in archeological analysis, and some practical experience in archeological method.
Prerequisite: none
- Ant 123** **GENERAL ANTHROPOLOGY** **3 hours**
HEGIS 2202
 A survey course providing an introduction to the basic concepts of archeology, cultural anthropology, and physical anthropology.
Prerequisite: none

art

- Art 103** **CRAFTS** **3 hours**
HEGIS 1009
 A course designed to allow the student to explore a number of different craft areas such as: mosaics, basketry, printmaking, etc. Individual projects will be developed in those areas in which the student has special interests. The course is especially well suited to teachers, parents, and other non-art majors who are interested in developing creative hobbies.
Prerequisite: none
- Art 113** **DESIGN I** **3 hours**
HEGIS 1002
 A course in representational, abstract, non-objective drawing and painting. Includes the study of space and volume relations; movement and direction of planes in development of visual units of design and their integration in the whole organization; introduction to perspective, light and shade.
Prerequisite: none

Art 114
HEGIS 1002

DESIGN II

3 hours

The exploration of space, line, color, shape, and texture as the basic elements in visual expression. The application of elements is stimulated by a wide variety of projects stressing creative ability.

Prerequisite: Art 113 or consent of the instructor

Art 123
HEGIS 1003

ART APPRECIATION I

3 hours

A general survey of the artistic activities of man from prehistoric to modern times. Slides and 16mm films are used in conjunction with the course.

Prerequisite: none

Art 124
HEGIS 1003

ART APPRECIATION II

3 hours

A survey of art history from 1900 to the present, with some studio applications. Selected art movements and techniques will be discussed.

Prerequisite: none

Art 133
HEGIS 1002

INTRODUCTION TO ART

3 hours

An introduction to art through various media and techniques such as design, drawing, printmaking, color, shading, sculpture, space relationship. Media used include ink, cray-pas, plaster and water color. This is a survey course and not recommended for art majors.

Prerequisite: none.

ART 143
HEGIS 1002

DRAWING I

3 hours

An introduction to drawing as an approach to space and form through a variety of methods, both traditional and contemporary. Emphasis will be placed upon analytical seeing as well as familiarization with and control of drawing material. Introduction to perspective and light and dark shades; some texture and other methods will be used for creative drawings.

Prerequisite: Art 113 or consent of the instructor

Art 144
HEGIS 1002

DRAWING II

3 hours

A course in the drawing of the human figure in charcoal, crayon, ink, and other media. Representational, abstract, and non-objective drawings; space and volume relations; movement and direction of planes in space; development of visual units of design and their integration in the whole organization.

Prerequisite: Art 143 or consent of the instructor

transfer courses

Art 153
HEGIS 1002

PAINTING I **3 hours**
An introduction to the material and techniques of oil and acrylic painting. Intended to develop technical and expressive abilities. Forms, colors, line, texture, and organization of painting will be studied. Practical application of framing techniques.
Prerequisite: Art 143 or 144 or consent of the instructor

Art 154
HEGIS 1002

PAINTING II **3 hours**
A course in theory and practice of painting using oil and acrylics. Development of form through color and appropriate emphasis on texture. Objective appearance conditioned to meet the requirements of a controlled composition and aesthetic concept. While working with a variety of media, the student will be encouraged to emphasize individual expression.
Prerequisite: Art 153

Art 203
HEGIS 1002

WATERCOLOR **3 hours**
The study of watercolor painting with emphasis upon color and composition and pictorial expression; experimentation with varied methods of watercolor painting. Studies will include washes and brush control.
Prerequisite: Art 113 or consent of the instructor

Art 213
HEGIS 1009

PRINTMAKING I **3 hours**
An introduction to printmaking. Lecture and laboratory exercises dealing with history and techniques of printmaking, including the making of prints from material such as wood blocks, cardboard, and linoleum by using surface printing techniques.
Prerequisite: Art 133 or consent of the instructor

Art 214
HEGIS 1009

PRINTMAKING II **3 hours**
A continuation of Printmaking I. Laboratory exercises dealing with the techniques of lithography, silkscreen and dry point as a fine printing medium. Emphasis is on individual exploration with materials.
Prerequisite: Art 133 or 213 or consent of the instructor

Art 223
HEGIS 1011

PHOTOGRAPHY I **3 hours**
A non-major course dealing with the basics and principles of photography, primarily black and white, including the mechanical and visual aspect for beginning photographers. Darkroom skills of black and white film developing and printing are taught.
Prerequisite: none

Art 224
HEGIS 1011

PHOTOGRAPHY II

3 hours

A non-major course approaching photography primarily from the creative visual aspect. The course is meant to increase the photographer's awareness and sensitivity, and at the same time, refine his basic mechanical skills.

Prerequisite: Art 223 or consent of the instructor

Art 233
HEGIS 1009

CERAMICS I

3 hours

A course in hand construction, throwing on the potter's wheel, glazing and decorating processes of ceramics.

Prerequisite: none

Art 234
HEGIS 1009

CERAMICS II

3 hours

An advanced study of the principles of ceramics with emphasis on hand-built techniques. As the student progresses, there will be study on the kick wheel and extensive experimentation with glazes and oxides.

Prerequisite: Art 233 or consent of the instructor

Art 243
HEGIS 1002

LIFE DRAWING AND ANATOMY

3 hours

A study of line, shape, value, pattern and movement as related to the human figure. Includes the study of the skeletal and muscular structure as related to drawing.

Prerequisite: Art 143 or 144 or consent of the instructor

Art 253
HEGIS 0831

ART FOR THE ELEMENTARY TEACHER

3 hours

A study of the types of art activities related to various age groups in the elementary school, including experience with art materials used in the classroom.

Prerequisite: Art 133 or consent of the instructor

Art 263
HEGIS 1002

SCULPTURE I

3 hours

An introduction to sculpture through the use of various media: cardboard sculpture, plastic sculpture, and wood or stone sculpture. Some drawing and research of sculptors and sculpture techniques is required.

Prerequisite: none

Art 264
HEGIS 1002

SCULPTURE II

3 hours

An examination and analysis of traditional and contemporary sculpture. Sculptural design as related to material and techniques such as clay, wood, stone, plaster, and metal.

Prerequisite: Art 263 or consent of the instructor

transfer courses

Art 271

HEGIS 1021

DIRECTED STUDIES (HONORS) IN ART 1 hour

The opportunity provides two alternatives. An exceptional art student may: (1) study or develop independently a specific, prearranged topic or project within the field of art, (2) develop experience in procedures, processes, and actual presentations of gallery displays.

Prerequisite: Consent of instructor

biological science

Bio 102

HEGIS 0837

PERSONAL AND COMMUNITY HYGIENE 2 hours

A general course designed to develop proper attitudes and practices which will contribute to the fine art of living. Health problems which require community action are given consideration.

Prerequisite: none

Bio 103

HEGIS 0420

ECOLOGY OF WILDLIFE AND MAN 3 hours

The study of principles of ecology as they apply to such problems as pollution and wildlife, park, urban and resource management. Historical and political implications will be examined. Methods of coping with problems will be evaluated. Three hours lecture per week.

Prerequisite: none

Bio 112

HEGIS 0401

MEDICAL TERMINOLOGY 2 hours

A course in biomedical terminology. The student learns to pronounce, to spell, and to interpret the meaning of word parts and how they fit together in modern biomedical terminology. The student studies some 1,500 words and learns the basics for expanding their own biomedical vocabulary. Two hours lecture per week.

Prerequisite: none

Bio 115

HEGIS 0401

GENERAL BIOLOGY 5 hours

An introductory course involving fundamental biological principles of both plant and animal life. It is designed to be used as a general education requirement. Not open to students with credit in botany or zoology or students expecting to major in the biological sciences. Three hours of lecture and two two-hour laboratory periods per week.

This course is intended as a general education course

and not recommended for a life science major.

Prerequisite: none

Bio 145

HEGIS 0407

GENERAL ZOOLOGY

5 hours

A survey of the animal kingdom, animal structure, life processes, development, ecology, and the evolution of animals. Laboratory will include structure and taxonomic relationships as shown by dissection of representatives of the various animal groups. Three one-hour lecture recitation periods and two two-hour laboratory periods per week.

This course should be taken by people majoring in the life sciences.

Prerequisite: none

Bio 155

HEGIS 0402

GENERAL BOTANY

5 hours

An introduction to the plant kingdom, structure, physiology, life histories, economic importances, and the evolution of plants. Laboratory will include experimentation and observation to verify and enhance classroom lecture and recitation. Three one-hour lecture recitation periods and two two-hour laboratory periods per week.

Prerequisite: Bio 115 or Bio 145 or consent of the instructor

Bio 203

HEGIS 0422

GENETICS

3 hours

A study of the principles of heredity and biological evolution as applied to plants and animals.

Prerequisite: either Bio 115, Bio 145 or Bio 155

Bio 225

HEGIS 0401

FIELD BIOLOGY

5 hours

An introduction to structure and functions of ecosystems, abiotic and biotic interrelationships, energetics, population dynamics, community structure and regulation, biogeography and succession. Provides a background in field techniques. Three one-hour lecture recitation periods and two two-hour laboratory periods per week.

Prerequisite: none (Bio 115 or Bio 145 is recommended)

Bio 234

HEGIS 0410

HUMAN ANATOMY AND PHYSIOLOGY I

4 hours

Part one of a two-semester course where gross micro and macroscopic anatomy and the function of the respective structures are studied. The normal state is

transfer courses

studied and the abnormal state is studied only to explain points in the normal state of the human body. The first semester includes integument, skeletal, muscular and nervous systems. Two lectures and two two-hour laboratory periods per week.

Prerequisite: Bio 115 or Bio 145. College courses in math and chemistry are useful.

Bio 235

HEGIS 0410

HUMAN ANATOMY AND PHYSIOLOGY II 5 hours

Part two of a two-semester study. Systems studied are digestive, respiratory, circulatory, and urogenital. Sequencing of courses I and II is not important. The student may take Human Anatomy and Physiology II first. Two lectures and three two-hour laboratory periods per week.

Prerequisite: Bio 115 or Bio 145. College courses in math and chemistry are useful

Bio 245

HEGIS 0412

COMPARATIVE ANATOMY 5 hours

A study of the comparative anatomy of vertebrate animals, including both embryological development and adult structure. Dissection includes a representative from each major vertebrate class. Includes classification of vertebrates, embryology, skeleton, muscles, coelom, digestive and respiratory systems, circulatory system, urogenital system, and nervous system. Two lectures and six hours laboratory per week.

Prerequisite: Bio 145 or consent of the instructor

Bio 254

HEGIS 0411

MICROBIOLOGY 4 hours

An introduction to microorganisms, their morphology, physiology, classification, and importance. Two hours lecture and four hours laboratory per week.

Prerequisite: Bio 115, 145 or 155

Bio 271, 81, 91

HEGIS 0437

DIRECTED STUDIES (HONORS) IN BIOLOGY 1 hour

The biology internship provides two alternatives. A student may pursue: (1) investigation or studying independently a specific prearranged topic, within the field of biological science, (2) assisting primarily in the laboratory or in lecture when peer groupings are being utilized.

Prerequisite: Consent of the instructor

Bio 272, 82, 92
HEGIS 0401

PRACTICUM IN BIOLOGY

2 hours

Biology practicum provides two types of learning experiences: (1) assisting students in laboratory sessions of life science courses, and (2) participating in a weekly biology topics seminar. One seminar period and four hours laboratory assisting per week.

Prerequisite: Successful completion of course that student will assist in, or consent of the instructor

business

Bus 103
HEGIS 0501

INTRODUCTION TO BUSINESS

3 hours

A survey course designed to give the student a general knowledge of the modern business world and a better basis for choosing concentrated business offerings.

Prerequisite: none

Bus 113
HEGIS 0509

PRINCIPLES OF MARKETING

3 hours

A course designed to introduce the student to the managerial area of marketing. Although consumer and institutional behavior patterns and the overall role of marketing in the economy are covered, the major emphasis will be concerned with the types of problems confronting those involved in marketing management.

Prerequisite: none

Bus 123
HEGIS 0502

ACCOUNTING I

3 hours

The study of the basic principles and procedures of business accounting, including debits and credits, journals and ledgers, accruals, deferrals, depreciation, determination, voucher system, payroll, the balance sheet, and income statements.

Prerequisite: High school bookkeeping or Acc 103

Bus 133
HEGIS 0502

ACCOUNTING II

3 hours

A continuation of the study of accounting principles, including cash and investments, receivables, inventory, fixed assets, liabilities, accounting principles, manufacturing operations, partnerships, corporations, and the analysis of financial data concerning these items.

Prerequisite: Bus 123

Bus 223
HEGIS 0501

BUSINESS COMMUNICATIONS

3 hours

A study of communication needs in the office, both oral and written, with emphasis on inter-office com-

transfer courses

munication, letters, and reports. Special attention is given to organization, mechanics, and the business vocabulary.

Prerequisite: Eng 123

Bus 233
HEGIS 0515

FUNDAMENTALS OF MANAGEMENT 3 hours

An evaluation and comparison of private and public personnel practices and techniques of recruiting, selecting, transferring, promoting, classifying, and training workers.

Prerequisite: none

Bus 263
HEGIS 0501

BUSINESS LAW 3 hours

A study of those areas of the law which affect most businesses: sales and credit, contracts, insurance, agency and employment, commercial paper, and personal property and bailments.

Prerequisite: none

chemistry

Chm 105
HEGIS 1905

INTRODUCTION TO CHEMISTRY 5 hours

An introduction to the basic principles of chemistry, including inorganic, analytical, physical, and organic chemistry. Environmental and practical applications are emphasized with one lab session per week being used for small group discussions of current topics. Three hours of lecture and two two-hour laboratory periods per week.

This course is designed for the student with no background in chemistry.

Prerequisite: none

Chm 115
HEGIS 1905

GENERAL CHEMISTRY I 5 hours

The study of atomic and molecular structure, bonding, chemical equations, stoichiometry, gases, solutions, and an introduction to organic chemistry. Three one-hour lecture periods and two two-hour laboratory periods per week.

Prerequisite: A satisfactory score on the MMPT and either Chm 105 or high school chemistry

Chm 125
HEGIS 1905

GENERAL CHEMISTRY II 5 hours

A continuation of Chm 115, including chemical equilibria, complex ions, thermodynamics, oxidation-reduction reactions, and qualitative analysis. Three

one-hour lecture and recitation periods and two two-hour laboratory periods per week.

Prerequisite: Chm 115

Chm 234, 235
HEGIS 1909

QUANTITATIVE ANALYSIS 4-5 hours
A study of the fundamental principles of quantitative analytical chemistry, including gravimetric, volumetric and spectrophotometric determinations. Two hours lecture and two or three three-hour laboratory periods per week.

Prerequisite: Chm 125

Chm 245
HEGIS 1907

ORGANIC AND BIOLOGICAL CHEMISTRY 5 hours
A survey of major topics of organic and biological chemistry, including aliphatic and aromatic hydrocarbons, carbohydrates, lipids, amino acids, the vitamins, and steroids. The course relates chemical applications to human metabolism, agriculture, home economics, and medical technology programs. Four hours lecture and three hours laboratory per week.

Prerequisite: Chm 105 or Chm 115

Chm 255
HEGIS 1907

ORGANIC CHEMISTRY I 5 hours
A study of the structure, nomenclature, stereochemistry, physical properties, and chemical properties of the important classes of organic compounds. Three hours of lecture and two three-hour laboratory periods per week.

Prerequisite: Chm 125 or consent of the instructor

Chm 265
HEGIS 1907

ORGANIC CHEMISTRY II 5 hours
A rigorous study of the mechanism, scope and limitations, and synthetic utility of organic reactions, and a survey of the chemistry of natural products. Three hours lecture and six hours laboratory per week.

Prerequisite: Chm 255

Chm 271, 2, 3, 4
HEGIS 1930

DIRECTED STUDIES IN CHEMISTRY (HONORS) 1-4 hours
The student enrolled for directed studies has two alternatives: (1) investigate a specific topic within the field of chemistry, (2) assist in the laboratory, stockroom, or with individualized instruction under the supervision of an instructor.

Prerequisite: Consent of the instructor

transfer courses

data processing

- DP 101**
HEGIS 0701 **INTRODUCTION TO COMPUTERS** 1 hour
An introduction to basic theory and methodology of electronic data processing.
Prerequisite: none
- DP 112, 113**
HEGIS 0704 **COMPUTER PROGRAMMING—FORTRAN IV** 2-3 hours
A study of basic programming techniques and program structure, debugging and verification of programs, data representation, and computer solution of problems using the FORTRAN IV language.
Prerequisite: Mth 183

economics

- Ecn 213**
HEGIS 2204 **PRINCIPLES OF MACRO-ECONOMICS** 3 hours
An introduction to the total level of economic activity—the rate of production, employment, income. Topics include unemployment, inflation, the banking system and monetary policy, government spending and fiscal policy, international economics.
Prerequisite: none
- Ecn 223**
HEGIS 2204 **PRINCIPLES OF MICRO-ECONOMICS** 3 hours
An introduction to how prices are determined. Topics include how prices are set in markets of varying degrees of competition; how income is distributed: wages, interest, profits, and rent; unions; non-market economies.
Prerequisite: none
- Ecn 271, 2, 3, 4**
HEGIS 2225 **DIRECTED STUDIES IN ECONOMICS** 1-4 hours
Course content and hours arranged by instructor.
Prerequisite: Consent of the instructor

education

- Ed 101**
HEGIS 0801 **CAREER DECISIONS** 1 hour
A course designed to assist students in self inventory, to help the student see and understand his interests, aspirations, needs, personal assets and liabilities. Students will gain experience in exploring the world of work, finding information on jobs, and learning to use that information. Students will learn how to make decisions regarding themselves and their relationship to

the world of work.
Prerequisite: none

Ed 112, 113
HEGIS 0801

PERSPECTIVES IN EDUCATION **2-3 hours**
An introduction to the many facets of American education designed to give the student accurate information about education and to provide him with opportunities to determine his interest and aptitude for pursuing an educational profession.
Prerequisite: none

Ed 223
HEGIS 0822

EDUCATIONAL PSYCHOLOGY **3 hours**
A study of the theories and issues that relate both to learning and teaching as applied to the educational process. Designed to help the student gain an understanding of those processes that facilitate both student learning and instruction.
Prerequisite: Psy 113 or consent of the instructor

engineering

Egr 113
HEGIS 0901

**ENGINEERING DRAWING AND
DESCRIPTIVE GEOMETRY** **3 hours**
A study of the graphic analysis and solution of typical three dimensional space problems through the application of the principles of multi-view projections. Fundamental problems are related to points, lines, planes, intersections, and developments of plane and curved surfaces, revolutions, and vector geometry.
Prerequisite: none

Egr 203
HEGIS 0901

ENGINEERING MECHANICS—STATICS **3 hours**
A study of the application of the principles of mechanics to engineering problems of equilibrium. Topics include resultants, equilibrium, friction, trusses, center of gravity, and moment of inertia.
Prerequisite: Phy 215
Corequisite: Mth 225

Egr 233
HEGIS 0909

INTRODUCTION TO CIRCUIT THEORY **3 hours**
An introduction to electrical circuits, electronic devices, nodal methods, steady state and transient circuits. Resistors, inductors, capacitors, voltage sources, and current sources are included.
Prerequisite: Mth 215 and Phy 215
Corequisite: Mth 225 and Phy 225

english**Eng 001**
HEGIS 1599**STUDY SKILLS I—SYSTEMS OF STUDY** 1 hour

A self-contained course designed to orient the student to college, emphasizing such basic study skills as listening and note-taking, time-scheduling, preparing for and taking examinations, using the library, writing a term paper, and studying science and mathematics.

Prerequisite: none

Eng 002
HEGIS 1599**DEVELOPMENTAL READING I** 2 hours

A developmental course in reading, designed for students whose reading level is too low for college work. Comprehension, vocabulary, and phonetics are stressed.

Prerequisite: none

Eng 011
HEGIS 1599**STUDY SKILLS II—LISTENING
AND NOTE-TAKING** 1 hour

A programmed course which develops skills in listening and note-taking. The program presents a series of exercises which provide practice in listening to spoken information and in taking notes and answering questions on the material heard.

Prerequisite: none

Eng 102
HEGIS 1599**DEVELOPMENTAL READING II (SPEED)** 2 hours

A self-contained course in reading improvement stressing comprehension and vocabulary development while emphasizing speed. The student uses a rateometer to build and answers questions to measure comprehension of material read at particular speeds.

Prerequisite: none

Eng 105
HEGIS 1599**DEVELOPMENTAL ENGLISH** 5 hours

An individualized, self-paced course covering grammar and language usage, reading, vocabulary, and spelling. This course will fulfill the English requirement for the technical education student or will prepare an A.A. student to enter English 123.

Prerequisite: none

Eng 111
HEGIS 1599**STUDY SKILLS III—LIBRARY SKILLS** 1 hour

A self-contained course designed to introduce the student to the library, making it possible for him to use its resources effectively.

Prerequisite: none

Eng 122
HEGIS 1599

SPELLING

2 hours

A self contained course in vocabulary that can improve reading, writing, and speaking. The program teaches vocabulary by letting the student hear and see the words in use.

Prerequisite: none

Eng 123 ✓
HEGIS 1501

ENGLISH COMPOSITION I

3 hours

A course dealing with the principles of composition, including rhetoric, grammar, and usage. The course emphasizes the development of ideas through the use of various rhetorical patterns.

Prerequisite: Demonstrated proficiency on the MCET or Eng 105

Eng 126 ✓
HEGIS 1501

ENGLISH COMPOSITION (HONORS)

3-6 hours

An intensified composition course open only to students who demonstrate a high degree of proficiency in English, demonstrated by high school ranks, placement test scores, and writing samples. The student who earns a grade of A or B will receive six hours of credit in composition and will not be required to take English 133; however, the student will be required to take a literature course to fulfill the English requirement. (Any literature course taught at ECJC is acceptable in fulfilling this requirement except Children's Literature.) While emphasis in this course is on the development of ideas through the use of various rhetorical patterns, as is the case in Eng 123, the student is required to write a research paper and a critical paper, and grading standards are higher in Honors than in English 123.

Prerequisite: Demonstrated high proficiency on the MCET and on a writing sample.

Eng 133 ✓
HEGIS 1501

ENGLISH COMPOSITION II

3 hours

A second course in composition which provides practice in writing longer units of exposition than does Eng 123, and includes the writing of a research paper and of a critical paper. Some sections will offer topical approaches: e.g. the literature of rural America, humor and satire, fantasy.

Prerequisite: Eng 123

Eng 143 ✓
HEGIS 1501

TECHNICAL WRITING

3 hours

An introduction to the practical aspects of preparing

transfer courses

reports. The emphasis is on the techniques of collecting and presenting scientific data by means of formal and informal reports. Also included are other elements of communication concerning science and industry.

Prerequisite: Eng 105 or Eng 123

Eng 153

HEGIS 1501

POETRY

3 hours

A study of literature concentrating on the forms, techniques, and themes of poetry; emphasis is placed on analysis and interpretation.

Prerequisite: Eng 105 or Eng 123 or consent of the instructor

Eng 163

HEGIS 1501

FICTION

3 hours

A study of literature concentrating on the forms, techniques and themes of prose fiction. The course includes the study of novels, but the emphasis is placed on the analysis of the short story.

Prerequisite: Eng 105 or 123

Eng 173

HEGIS 1501

DRAMA

3 hours

A study of the forms, techniques and themes of drama through reading and discussing plays destined for the theater. Film and television drama may also be considered.

Prerequisite: Eng 105 or 123 or consent of the instructor

Eng 193

HEGIS 0802

CHILDREN'S LITERATURE

3 hours

A study of children's literature from pre-school to sixth grade to acquaint the student with the best form of literature for children and to develop standards of judgment in the selection of reading materials for children. Recommended for elementary education majors.

Prerequisite: Eng 123

Eng 203

HEGIS 1501

ENGLISH GRAMMAR

3 hours

A detailed study of current English grammar and usage. Particular attention is given to problems that teachers might have in teaching English in the elementary or secondary school. Recommended for all elementary education majors, teacher aides, and English majors.

Prerequisite: Grade of A or B in Eng 105, 123 or consent of the instructor

Eng 213
HEGIS 1502

ENGLISH LITERATURE I

3 hours

A survey of English literature from the Anglo-Saxon period through the Age of Reason.

Prerequisite: Eng 123 and sophomore standing, or consent of the instructor

Eng 223
HEGIS 1502

ENGLISH LITERATURE II

3 hours

A survey of English literature from the Romantic Period to the present.

Prerequisite: Eng 123 and sophomore standing, or consent of the instructor

Eng 233
HEGIS 1502

AMERICAN LITERATURE I

3 hours

A survey of American literature from the colonial period up to the Civil War.

Prerequisite: Eng 123 and sophomore standing, or consent of the instructor

Eng 243
HEGIS 1502

AMERICAN LITERATURE II

3 hours

A survey of American literature from the Civil War to the present.

Prerequisite: Eng 123 and sophomore standing, or consent of the instructor

Eng 253
HEGIS 1507

CREATIVE WRITING

3 hours

A course in imaginative writing involving student production of poems, stories, and plays.

Prerequisite: Eng 123 or consent of the instructor

Eng 271, 2, 3, 4
HEGIS 1520

DIRECTED STUDIES IN LITERATURE

1-4 hours

An intensive study of various movements, themes, genres, or authors in American or English literature. The study, to be determined by instructor and student, will include extensive reading, discussion, and an in-depth paper.

Prerequisite: Consent of the instructor and a grade point average of 3.0 or better in the department

foreign languages
french

Frn 115
HEGIS 1102

ELEMENTARY FRENCH I

5 hours

An introductory French course stressing basic language skills: listening comprehension, speaking, reading, and composition. Additional audio-lingual

transfer courses

practice in the learning laboratory.

Prerequisite: none

Frn 125 **ELEMENTARY FRENCH II** **5 hours**
HEGIS 1102 A continuation of French 115.
Prerequisite: Frn 115

Frn 213 **FRENCH READINGS** **3 hours**
HEGIS 1102 A study of selected readings in prose and poetry along with grammar review, vocabulary building, and additional audio-lingual practice.
Prerequisite: Frn 115 or consent of the instructor

german

Grm 115 **ELEMENTARY GERMAN I** **5 hours**
HEGIS 1103 An introductory German course stressing basic language skills: listening comprehension, speaking, reading, and composition. Additional audio-lingual practice in the learning laboratory.
Prerequisite: none

Grm 125 **ELEMENTARY GERMAN II** **5 hours**
HEGIS 1103 A continuation of German 115.
Prerequisite: Grm 115

Grm 213 **GERMAN READINGS** **3 hours**
HEGIS 1103 A study of selected readings in prose and poetry along with grammar review, vocabulary building, and additional audio-lingual practice.
Prerequisite: Grm 125 or consent of the instructor

spanish

Spn 115 **ELEMENTARY SPANISH I** **5 hours**
HEGIS 1105 An introductory Spanish course stressing basic language skills: listening comprehension, speaking, reading, and composition. Additional audio-lingual practice through use of the learning laboratory.
Prerequisite: none

Spn 125 **ELEMENTARY SPANISH II** **5 hours**
HEGIS 1105 A continuation of Spanish 115.
Prerequisite: Spn 115

Spn 213 **SPANISH READINGS** **3 hours**
HEGIS 1105 A study of selected readings in prose and poetry along with grammar review, vocabulary building, and addi-

tional audio-lingual practice.

Prerequisite: Spn 125 or consent of the instructor

Spn 222

HEGIS 1105

SPANISH COMPOSITION

2 hours

A review of Spanish grammar with practice in composition.

Prerequisite: Spn 125 or consent of the instructor

geography

Geg 113

HEGIS 2206

GEOGRAPHY OF THE NEW WORLD

3 hours

A regional study of North America, South America, and Australia, with emphasis on the natural resources, political conditions, economy, population, and cultural patterns of each area.

Prerequisite: none

Geg 123

HEGIS 2206

GEOGRAPHY OF THE OLD WORLD

3 hours

A regional study of Europe, Africa, and Asia with emphasis on the natural resources, political conditions, economy, population, and cultural patterns of each area.

Prerequisite: none

geology

Gel 115

HEGIS 1914

INTRODUCTION TO PHYSICAL GEOLOGY

5 hours

An introductory course in physical geology in which materials of the earth's crust, structures, and geological features of the surface are studied. Field trips and the laboratory study of common minerals and rocks will be included. Three hours lecture and four hours laboratory per week.

Prerequisite: none

german

See Foreign Languages

history

His 125

HEGIS 2205

AMERICAN HISTORY

5 hours

A survey of the cultural, economic, institutional, political, and social forces and events which have shaped the United States from the "Age of Discovery" to the present. American History 125 is designed to satisfy Section 170.011 Rs Mo., of the Missouri Statutes in regard to the study of State and Federal

transfer courses

Constitutions.

Prerequisite: none

His 213

FOUNDATIONS OF WORLD CIVILIZATION I (EUROPE)

3 hours

HEGIS 2205

An interdisciplinary study of the European people "from the Renaissance through the Age of Napoleon." Attention will be given to cultural, intellectual, diplomatic, and political movements. The course is designed for students of history and others desiring elective courses in the humanities.

Prerequisite: none

His 223

FOUNDATIONS OF WORLD CIVILIZATION II (EUROPE)

3 hours

HEGIS 2205

An interdisciplinary study of European nations from the French Revolution to the present. Attention will be given to cultural, intellectual, social, diplomatic and political movements of recent and contemporary Europe. The course is designed for students of history and others who desire an elective course in the humanities.

Prerequisite: none

His 233

FOUNDATIONS OF WORLD CIVILIZATION III (LATIN AMERICA)

3 hours

HEGIS 2205

An interdisciplinary topical study of the social, economic, political, cultural and intellectual conditions of modern Latin America from 1800 to the present. The course is designed for students of history and others who desire an elective course in the humanities.

Prerequisite: Sophomore standing or consent of the instructor

His 243

FOUNDATIONS OF WORLD CIVILIZATION IV (AFRICA AND ASIA)

3 hours

HEGIS 2205

An interdisciplinary study of Africa and Asia from 1800; including studies of the politics, culture and people of both recent and contemporary Africa, China, Japan, India, and other selected nations of Asia. The course is designed for students of history and others who desire an elective course in the humanities.

Prerequisite: Sophomore standing or consent of the instructor

His 271
HEGIS 2225

DIRECTED STUDIES IN HISTORY (HONORS) 1 hour

The student enrolled for directed studies has two alternatives: (1) investigate a specific topic within the field of history, (2) assist with tutorial history instruction under the supervision of an instructor.

Prerequisite: Consent of the instructor

home economics

HmE 113
HEGIS 1306

NUTRITION

3 hours

A study of the essential nutrients and their values in various food groups, their functions in the body, and how to determine the food needs of the individual.

Prerequisite: none

HmE 123
HEGIS 1304

CONSUMER EDUCATION

3 hours

A study of the management of resources, consumer information, and decision making relative to selection and utilization of goods and services.

Prerequisite: none

Journalism

Jou 102

**PUBLICATIONS PRACTICUM I—
YEARBOOK**

2 hours

HEGIS 0602

A course of instruction and practical experience in copy writing, editing, layout and design, and photography. Students enrolled in this course produce the college yearbook.

Prerequisite: none

Jou 112

**PUBLICATIONS PRACTICUM II—
NEWSPAPER**

2 hours

HEGIS 0602

A course in news reporting, newspaper layout and design, and paste-up. The course is open to all students who want practical experience working on the college newspaper, *CORNERSTONE*.

Prerequisite: none

mathematics

Mth 103
HEGIS 1799

DEVELOPMENTAL MATHEMATICS I

3 hours

An introductory course in arithmetic and algebra. Developmental Mathematics I consists of the first thirteen topics of the "Basic Mathematics" textbook and a final exam over the first thirteen topics. Topics

transfer courses

covered include whole numbers, fractions, decimals, percentage, exponents, directed numbers, solving linear equations, and applications of arithmetic and algebra.

Prerequisite: Score of less than 30 on the East Central Level I Math Placement Test

Mth 113

HEGIS 1799

DEVELOPMENTAL MATHEMATICS II 3 hours

A beginning course in arithmetic and algebra. Developmental Mathematics II consists of all twenty-two topics of the "Basic Mathematics" textbook and a final exam over the twenty-two topics. Credit for Developmental Mathematics II can also be received by passing a final exam over the first thirteen topics, a test on each topic, 14-22, and a final exam over all twenty-two topics. Topics covered include exponents, solving linear equations, word problems, graphing, multiplying polynomials, factoring polynomials, fractions containing variables, radicals, and quadratic equations.

Prerequisite: Completion of Developmental Math I or a satisfactory score on the East Central Level I Math Placement Test

Mth 133

HEGIS 1701

MODERN MATHEMATICS I 3 hours

A course designed for students who are potential elementary teachers or general education students. Topics are presented in such a manner that they can be mastered by the student without previous training in set theory. Topics covered include the following: sets, logic, venn diagrams, systems of numeration, system of whole numbers, system of integers, system of rational numbers, field properties, algorithms for whole numbers, and terminology of modern math. As these topics are mastered, modern methods of teaching these topics will be investigated.

Prerequisite: Mth 103 or satisfactory score on Level I Math Placement Test

Mth 143

HEGIS 1701

MODERN MATHEMATICS II 3 hours

A course designed to familiarize the potential elementary teacher or general education student with all topics which are taught in the math curriculum in grades K-10 and the modern approach of teaching these topics. Topics covered include the following: review of topics covered in Mth 133, number theory,

decimals and real numbers, nonmetric geometry, metric geometry, statistics and probability, and modern methods of teaching the above mentioned topics.

Prerequisite: Mth 133 or consent of the instructor

Mth 173

HEGIS 1701

INTERMEDIATE ALGEBRA

3 hours

A preparatory course covering the fundamental principles of algebra designed to prepare the student to take College Algebra and in the case of certain degrees to satisfy the mathematics requirement. Recommended for those students who have only one or two years of high school algebra. Topics covered include the following: sets, factoring, linear and quadratic equations, fractions and fractional equations, exponents and radicals, simple analytical geometry and systems of equations.

Prerequisite: Mth 113 or satisfactory score on Level I Math Placement Test

Mth 182

HEGIS 1701

TRIGONOMETRY

2 hours

A study of trigonometric functions and their applications. Topics covered include the following: angles, length of arc, tables of trigonometric functions, interpolation, reference angles, graphic representation of trigonometric functions, law of cosines, law of sines, identities, trigonometric equations, inverse functions, complex numbers, logarithms, and polar coordinates.

Prerequisite: Mth 173

Prerequisite or Corequisite: Mth 183

Mth 183

HEGIS 1701

COLLEGE ALGEBRA

3 hours

A course designed to meet the needs of the student in a transfer program. Topics covered include the following: sets, exponents, theory of equations, inequalities, complex number system, systems of equations, permutations, combinations, probability, radicals, sequences, graphing, and statistics.

Prerequisite: Mth 173 or satisfactory score on the MMPT or Level II Math Placement Test

Mth 185

HEGIS 1701

PRE-CALCULUS MATHEMATICS

5 hours

A unified study of College Algebra and Trigonometry. Topics include sets, exponents, solutions of equations, inequalities, theory of equations, systems of equations, graphing, radicals, complex numbers,

transfer courses

matrices and determinants, analytical geometry, solutions of right triangles, identities, solutions of oblique triangles, inverse functions, logarithms, and polar coordinants.

Prerequisite: Mth 173 or satisfactory score on the MMPT

Mth 195

HEGIS 1701

ANALYTIC GEOMETRY AND CALCULUS I 5 hours

A first course in a sequence of courses including analytic geometry, differential calculus, and integral calculus. This series is recommended for majors in engineering, the physical sciences, and mathematics. Topics include the following: properties of real numbers, introduction to analytic geometry, functions, limits, continuity, the derivative, differentiation of algebraic functions, applications of the derivative, antidifferentiations, and the definite integral.

Prerequisite: Mth 183 and Mth 182 or Mth 185 or satisfactory score on the MMPT

Mth 204

HEGIS 1701

FINITE MATHEMATICS 4 hours

An introduction to matrices, linear programming, probability, and mathematics of finance. Designed for non-physical science majors.

Prerequisite: Mth 183 or 185

Mth 213

HEGIS 1702

STATISTICS 3 hours

An introductory course in statistics with an emphasis upon the collection and presentation of the following data: averages, dispersion, introduction to statistical inference, index numbers, time series, correlation and linear regression.

Prerequisite: Mth 173

Mth 215

HEGIS 1701

ANALYTIC GEOMETRY AND CALCULUS II 5 hours

A continuation of Mth 185 including the following topics: applications of the definite integral, logarithmic and exponential functions, trigonometric functions, techniques of integration, approximate integration, polar coordinates, conic sections, vectors, and parametric equations.

Prerequisite: Mth 195

Mth 225

HEGIS 1701

ANALYTIC GEOMETRY AND CALCULUS III 5 hours

A continuation of Mth 195 including the following topics: Hyperbolic functions, indeterminate forms, im-

proper integrals, vectors in three-dimensional space, solid analytic geometry, differential calculus of functions of several variables, multiple integration, infinite series.

Prerequisite: Mth 215

Mth 233

HEGIS 1701

DIFFERENTIAL EQUATIONS

3 hours

The study of separable variables, homogeneous equations, exact equations, integrating factors, linear differential equations, LaPlace transform, and applications.

Prerequisite: Mth 225

Mth 271, 2, 3, 4

HEGIS 1713

DIRECTED STUDIES

IN MATHEMATICS (HONORS)

1-4 hours

The student enrolled for directed studies has two alternatives: (1) investigate a specific topic within the field of mathematics, (2) assist with tutorial mathematics instruction under the supervision of an instructor.

Prerequisite: Consent of the instructor

music

Mus 103

HEGIS 1005

FUNDAMENTALS OF MUSIC

3 hours

A basic study of music, including notation, scales, intervals, chords, and rhythms; intended for the elementary education major and those not majoring in music. Summer offering intended as a pre-music theory survey.

Prerequisite: none

Mus 111, 211

HEGIS 1004

COLLEGE CHOIR

1 hour

Open to all students with consent of instructor who have had previous chorus or choir experience. Credit will be given for participation each semester.

Prerequisite: none

Mus 111, 211

HEGIS 1004

COLLEGE CONCERT BAND

1 hour

Open to all students with consent of instructor who have had previous experience. Credit will be given for participation each semester.

Prerequisite: none

Mus 111, 211

HEGIS 1004

ECJC SINGERS

1 hour

A select singing ensemble which performs popular and religious music of all ages. Open to all students

transfer courses

with the consent of the instructor.

Prerequisite: none

Mus 111, 211

HEGIS 1004

STAGE BAND

1 hour

A studio band which prepares and presents concerts, while dealing primarily with music of the jazz idiom. Credit will be given for participation each semester. Open to all college students who are qualified instrumentalists by consent of the director.

Prerequisite: none.

Mus 112, 222

HEGIS 1004

APPLIED MUSIC

2 hours

Private lessons in the following areas: piano, voice, brass, woodwind, and string instruments.

Prerequisite: none

Mus 113

HEGIS 1006

MUSIC APPRECIATION

3 hours

A historical survey of the development of music, intended to provide a background for the understanding and application of music. Recommended for non-music majors.

Prerequisite: none

Mus 115

HEGIS 1004

MUSIC THEORY I

5 hours

A beginning course in music theory, study of intervals, triads, four part diatonic harmony, connection of triads and their inversions. Sight singing, dictation, and elements of music; aural recognition of all diatonic intervals; melodic phrases and rhythms. Includes two hours laboratory per week.

Prerequisite: none

Mus 123

HEGIS 1006

MUSIC HISTORY I

3 hours

A chronological survey of the development of music in western civilization from the Greek period to the nineteenth century. Emphasis will be placed on the growth of musical form and style as illustrated in the musical masterpieces from the various phases of musical beauty and a consideration of the extra-musical factors bearing upon the lives and works of major composers.

Prerequisite: none

Mus 125

HEGIS 1004

MUSIC THEORY II

5 hours

A second course in music theory, extending into areas of seventh chords and non-harmonic tones. Includes

two hours laboratory per week.
Prerequisite: Mus 115

Mus 133
HEGIS 1006

MUSIC HISTORY II

3 hours

A continuation of Music History I surveying the development of music in western civilization from the nineteenth century to the present.

Prerequisite: none

Mus 143
HEGIS 1006

MUSIC LITERATURE

3 hours

The study of music through aural and visual perception. Music studied will include examples of the major musical forms used by composers from the Middle Ages into the 20th Century. In addition to listening assignments covered in class, supplementary listening assignments will be made on a weekly basis.

Prerequisite: none

Mus 203
HEGIS 0832

MUSIC FOR ELEMENTARY TEACHERS

3 hours

An activities approach to classroom music for elementary teachers. The activities are approached through the ideas of Orff and Kodaly.

Prerequisite: Mus 103

Mus 215
HEGIS 1004

MUSIC THEORY III

5 hours

A third course in music theory. A study of chromatic harmony including secondary dominants, modulation and altered chords. Two hours laboratory.

Prerequisite: Mus 125

Mus 225
HEGIS 1004

MUSIC THEORY IV

5 hours

A continuation of Mus 215 to more complex areas of chromatic borrowed and altered chords, and finally to the vigorous appearance of complex modern techniques. Includes two hours laboratory per week.

Prerequisite: Mus 215

Mus 281
HEGIS 1004

BEGINNING GUITAR

1 hour

A basic course in the elementary skills of playing guitar, including chord and melody playing. No previous musical training required.

Prerequisite: none

Mus 291
HEGIS 1004

INTERMEDIATE GUITAR

1 hour

A continuation of Beginning Guitar, including melody and chord playing as well as the technique of combin-

transfer courses

ing the two.

Prerequisite: Mus 281 or consent of the instructor

philosophy

- Phi 103** **INTRODUCTION TO PHILOSOPHY** **3 hours**
HEGIS 1509
A course which introduces the student to some of the major areas of philosophic inquiry concerning human experiences and the nature of the reality through the reading and discussion of representative selections from contemporary and classical writings.
Prerequisite: none
- Phi 113** **INTRODUCTION TO LOGIC** **3 hours**
HEGIS 1509
The study of techniques for distinguishing between adequate and inadequate arguments. The course will introduce several techniques that may be used to evaluate arguments. Primary emphasis will be on learning to use the techniques of propositional and monadic predicate calculi in evaluation arguments.
Prerequisite: none
- Phi 123** **HISTORY OF WESTERN PHILOSOPHY** **3 hours**
HEGIS 1509
A study of the historical development in the awareness and solutions to philosophic problems from the beginning of Western Philosophy to the present time. The course is based upon the teachings of the great philosophers, with emphasis upon their importance for us today.
Prerequisite: none
- Phi 133** **COMPARATIVE RELIGIONS** **3 hours**
HEGIS 1509
An introductory survey course of the major Eastern and Western religions of the world today, with emphasis on the similarities and differences in their basic teachings and practices, historical backgrounds, and lives of their founders.
Prerequisite: none
- Phi 213** **CONTEMPORARY ETHICAL PROBLEMS** **3 hours**
HEGIS 1509
A survey course in philosophy, designed to be problem oriented, using the writings of the philosophers as a resource in understanding the issues raised by the contemporary ethical problems.
Prerequisite: none

Phi 271, 2, 3
HEGIS 1520

TOPICS IN PHILOSOPHY

1-3 hours

An intensive study of various topics in philosophy, individual philosophers, or philosophical schools. The study will include extensive reading, discussion, and an in-depth paper.

Prerequisite: Consent of the instructor.

physical education

PE 101

HEGIS 0835

ARCHERY

1 hour

The study of fundamental techniques, skills and safety practice utilized in shooting a bow and arrow. Class will include introduction to field archery. Eight week course.

Prerequisite: none

PE 101

HEGIS 0835

BALLET

1 hour

An introduction to the fundamental skills and techniques of ballet.

Prerequisite: none

PE 101

HEGIS 0835

BASKETBALL AND SOFTBALL

1 hour

A course designed to teach neuromuscular skills, rules, and techniques of basketball and softball.

Prerequisite: none

PE 101

HEGIS 0835

BOWLING

1 hour

A course in performance skills and techniques of bowling. Understanding of form, timing, and coordination. Team competition in league play.

Prerequisite: none

PE 101

HEGIS 0835

CANOEING

1 hour

A course in fundamental techniques, skills and courtesies of canoeing. Actual canoeing trips a part of class sessions.

Prerequisite: none

PE 101

HEGIS 0835

FLAG FOOTBALL AND VOLLEYBALL

1 hour

A course designed to teach neuromuscular skills, rules, and techniques of flag football and volleyball.

Prerequisite: none

PE 101

HEGIS 0835

FOLK AND SQUARE DANCE

1 hour

A co-educational course designed to teach dances of different countries and the movements of square

transfer courses

dance.

Prerequisite: none

PE 101 **GOLF** **1 hour**
HEGIS 0835 A course in fundamental techniques and skills, rules, terminology, playing courtesies and etiquette. Eight week course.

Prerequisite: none

PE 101 **GYMNASTICS** **1 hour**
HEGIS 0835 The study of fundamentals of gymnastics, including an introduction to various apparatus such as the trampoline, side horse, parallel bars, mats, vaulting and free exercise.

Prerequisite: none

PE 101 **KARATE** **1 hour**
HEGIS 0835 A course in techniques of basic empty hand fighting in form, practice, and sparring.

Prerequisite: none

PE 101 **RACQUET SPORTS** **1 hour**
HEGIS 0835 The study of fundamental techniques, skills and rules of racquet sports (table-tennis/badminton). Eight week session for each activity will include competition in both singles and doubles matches.

Prerequisite: none

PE 101 **PHYSICAL FITNESS** **1 hour**
HEGIS 0835 An introduction to the Aerobic method of physical conditioning. Class will include rope jumping, jogging and weight training.

Prerequisite: none

PE 101 **SKEET AND TRAP SHOOTING** **1 hour**
HEGIS 0835 A study of techniques, skills, and safety practices utilized in skeet and trap shooting.

Prerequisite: none

PE 101 **SLIMNASTICS** **1 hour**
HEGIS 0835 A course designed to teach reducing and conditioning exercises.

Prerequisite: none

PE 101 **TAP DANCING** **1 hour**
HEGIS 0835 An introduction to the fundamental skills and tech-

niques of beginning tap dancing.
Prerequisite: none

PE 101 **TENNIS** **1 hour**
HEGIS 0835
A course in fundamental skills, rules, strategy, and courtesies of tennis. Tournament play during class sessions.
Prerequisite: none

PE 101 **VARSITY SPORTS** **1 hour**
HEGIS 0835
A course in individual skills, team strategy and conditioning that is involved with preparing a team or individual for intercollegiate competition. Includes competition in the following sports: basketball, softball, baseball, golf, tennis and volleyball.
Prerequisite: Permission from coach of the sport involved.

PE 101 **WRESTLING** **1 hour**
HEGIS 0835
A course in fundamental techniques, skills and rules of free style wrestling, including competitive matches.
Prerequisite: none

PE 101 **YOGA** **1 hour**
HEGIS 0835
A course designed to teach the basic methods of psycho-physical exercises and techniques of meditation.
Prerequisite: none

PE 102 **OFFICIATING SPORTS** **2 hours**
HEGIS 0835
A course designed for physical education majors to teach them the techniques and rules of officiating football and basketball.
Prerequisite: none

PE 112 **PERSONAL AND COMMUNITY HYGIENE** **2 hours**
HEGIS 0837
A general course designed to develop proper attitudes and practices which will contribute to the fine art of living. Health problems which will require community action are given consideration.
Prerequisite: none

PE 122 **INTRODUCTION TO PHYSICAL EDUCATION** **2 hours**
HEGIS 0835
A consideration of the principles of the basic theories of physical education. Course is designed for physical education majors and minors.
Prerequisite: none

transfer courses

- PE 132**
HEGIS 0835
- INTRODUCTION TO RECREATION** 2 hours
An introductory look at the field of recreation. Includes study in the history, development, principles and facilities for recreation. The course is designed for physical education and recreation majors and minors.
Prerequisite: none
- PE 212**
HEGIS 0835
- GAMES OF LOW ORGANIZATION** 2 hours
A course designed for physical education majors, for the learning of activities and games to be taught on the elementary level. The course involves eight week of practical teaching in the first four elementary grades.
Prerequisite: none
- PE 222**
HEGIS 0835
- FIRST AID AND ATHLETIC TRAINING** 2 hours
The study of the treatment of wounds, shock, poisoning, fractures, unconsciousness, stoppage of breathing, and the care and prevention of athletic injuries. Red Cross certificate will be earned.
Prerequisite: none—PE majors
- PE 271, 2, 3, 4**
HEGIS 0835
- DIRECTED STUDIES** 1-4 hours
Independent study (usually by physical education majors) in the various aspects of the physical education curriculum. This could include: (1) specialized study in one area of physical education, (2) assisting with instruction or administration of class, (3) assisting with operation of varsity sports, (4) assisting with organization or administration of intramural sports.
Prerequisite: none

physics

- Phy 105**
HEGIS 1901
- PHYSICAL SCIENCE** 5 hours
A demonstration, lecture, reading course in physical science designed for students who do not expect to take the traditional courses in laboratory science. Covers some of the fundamental concepts from the areas of physics, chemistry and geology. Not recommended as a course for majors or minors in the fields of science. Three hours lecture and two two-hour laboratory periods per week.
Prerequisite: none
- Phy 115**
HEGIS 1902
- INTRODUCTORY PHYSICS** 5 hours
A study of mechanics, heat, sound, light electricity, and physical properties of matter. A non-calculus

course which features problem solving and laboratory work. Three hours lecture and two lab periods per week.

Prerequisite: Dft 163, Mth 173, or satisfactory score on MMPT

Phy 175 **COLLEGE PHYSICS I** **5 hours**
HEGIS 1902
A study of mechanics, properties of matter and thermodynamics. Not recommended for math, physical science, or engineering students.
Prerequisite: Mth 182 and 183 or Mth 185 or equivalent.

Phy 185 **COLLEGE PHYSICS II** **5 hours**
HEGIS 1902
A continuation of Phy 175, including a study of electricity, magnetism, light, and atomic physics. Not recommended for math, physical science, or engineering students.
Prerequisite: Phy 175

Phy 215 **GENERAL PHYSICS I** **5 hours**
HEGIS 1902
A study of the mechanics of solids, liquids, and gases; study of heat and sound. A course intended for the student who plans to major in mathematics, the physical sciences, or engineering. Four hours lecture and one two-hour laboratory period per week.
Corequisite: Mth 215

Phy 225 **GENERAL PHYSICS II** **5 hours**
HEGIS 1902
A study of electricity, magnetism, light and modern physics. Four hours lecture and one two-hour laboratory period per week.
Prerequisite: Phy 215
Corequisite or Prerequisite: Mth 225

Phy 271 **DIRECTED STUDIES IN PHYSICS (HONORS)** **1 hour**
HEGIS 1930
The student enrolled for directed studies has two alternatives: (1) investigate a specific topic within the field of physics, (2) assist in the laboratory, stockroom, or with individualized instruction under the supervision of an instructor.
Prerequisite: Consent of the instructor

political science

PS 125 **AMERICAN GOVERNMENT** **5 hours**
HEGIS 2207
An introduction to the basic principles and structures of American government. Emphasis will be placed on

transfer courses

constitutional development and interpretation, the place of government in the social process, the nature of political organization, the machinery of popular control in the processes of authority and freedom, and the function of the executive, legislative, and judicial branches. State-local relationships, state, county and municipal governments, and the growth and problems of metropolitan areas are also considered. Successful completion of Political Science 125 satisfies Section 170.011 Rs Mo., of the Missouri Statutes in regard to the study of State and Federal Constitutions.

Prerequisite: none

PS 213
HEGIS 2210

INTERNATIONAL RELATIONS 3 hours

A study of the major factors underlying international relations: climate and geography, national concepts and institutions, the development of foreign policy. Today's problems of developing nations, East vs. West, and nuclear potentials are considered.

Prerequisite: PS 125 or consent of the instructor

PS 271
HEGIS 2225

DIRECTED STUDIES IN POLITICAL SCIENCE (HONORS) 1 hour

The student enrolled for directed studies has two alternatives: (1) investigate a specific topic in the field of political science, (2) assist with tutorial political science instruction under the supervision of an instructor.

Prerequisite: Consent of the instructor

psychology

Psy 113
HEGIS 2001

GENERAL PSYCHOLOGY I 3 hours

A study of behavior designed to present an account of the significant concepts and findings of contemporary psychology, and to provide a firm foundation for students who will take further courses in psychology or who would like to study further on their own.

Prerequisite: none

Psy 123
HEGIS 2001

GENERAL PSYCHOLOGY II 3 hours

A study of behavior designed to deal with basic issues and problems in psychology. This course hopefully will give the student a basic understanding of how psychologists go about studying behavior so that he/she can form some of his/her own tentative

judgements.

Prerequisite: Psy 113

Psy 223
HEGIS 0822

EDUCATIONAL PSYCHOLOGY

3 hours

A study of the theories and issues that relate both to learning and teaching as applied to the educational process. It is hoped that the student will gain an understanding of those processes that facilitate both student learning and instruction.

Prerequisite: Psy 113 or consent of the instructor.

Psy 233
HEGIS 2001

CHILD PSYCHOLOGY

3 hours

A study of development from conception to adolescence emphasizing both current and historical approaches to research and theory, genetic and environmental influences on development, and the sequence and timing of physical, mental, and personality development throughout the years of childhood.

Prerequisite: Psy 113 or consent of the instructor

Psy 253
HEGIS 2001

ADOLESCENT PSYCHOLOGY

3 hours

A study of development from puberty to adulthood emphasizing the critical issues involved in theorizing about adolescents, the biological changes, the various theories about adolescent development, the psychological and sociological effects that occur during adolescence, and the development of morality during the adolescent years.

Prerequisite: Psy 113 or consent of the instructor

sociology

Soc 113
HEGIS 2208

GENERAL SOCIOLOGY

3 hours

An introductory course in the field of sociology with special emphasis on the scientific study of social relations, social organizations, social institutions, and social dynamics.

Prerequisite: none

Soc 123
HEGIS 2208

AMERICAN SOCIAL PROBLEMS

3 hours

A study of select social problems, including consideration of proposed lines of action in dealing with them. Problem areas include population, the affluent society, poverty, urban renewal, delinquency and crime, automation, the aging, ethnic and racial relations, and the role of the United States in the relation-

transfer courses

ship to the underdeveloped areas of the world.

Prerequisite: Soc 113

Soc 133

HEGIS 2208

CONFLICT SOCIOLOGY

3 hours

An introductory course to the principles of conflict sociology including a comparative analysis of conflict and structural-functional sociology, a conflict analysis of historical processes, and a conflict approach to selected sociological topics such as deviant behavior, social inequality, and bureaucracy.

Prerequisite: none

Soc 213

HEGIS 2208

HUMAN RELATIONS

3 hours

An introduction to the applied principles of sociology and psychology as they relate the human interaction in small groups. Major emphasis is placed on analysis of the interaction process with a view toward additional understanding of individual and group behavior and the problems attendant to leadership.

Prerequisite: Psy 113

Soc 223

HEGIS 2208

MARRIAGE AND THE FAMILY

3 hours

A study of the family, society, and the individual. Includes background to American family patterns; premarital behavior; marriage and variations in family forms; problems of the family today.

Prerequisite: Consent of the instructor

spanish

See Foreign Languages

speech

Spe 103

HEGIS 1506

ORAL COMMUNICATIONS

3 hours

A fundamentals of speech course providing an introduction to the study of oral communication. The course is designed to develop student improvement in the critical understanding of ideas about communication as well as the critical issues of our time, and subsequently to improve individual communications skills.

Prerequisite: none

Spe 113

HEGIS 1506

PUBLIC SPEAKING

3 hours

An introduction to the basic elements of public speaking. Assignments include the presentation of

speeches, preparation of outlines, and the discussion of evaluation techniques.

Prerequisite: Spe 103 or consent of the instructor

Spe 123

HEGIS 1506

ORAL INTERPRETATION

3 hours

A study in the basic techniques of oral interpretation. The recreation of literature is stressed through acquiring the skills and techniques necessary to convey the intellectual, emotional, and aesthetic values of literature to an audience. The course will include study in the oral interpretation of prose, drama, and poetry.

Prerequisite: none

Spe 133

HEGIS 1007

INTRODUCTION TO THE THEATRE

3 hours

An appreciation course designed to give a comprehensive introduction to theatre, including theatre history and contributions made by directors, actors, designers, technicians and playwrights to modern dramatic productions.

Prerequisite: none

Spe 271, 2, 3

HEGIS 1021

**DIRECTED STUDIES IN COMMUNICATION
OR THEATRE ARTS**

1-3 hours

Independent study in the many and varied aspects of the theatre for the advanced student. This could include study in acting, directing, costuming, make-up, scene design and construction, stage lighting, dramatic theory and history. Experimental research and studies of the theories of communication are also possible.

Prerequisite: Consent of the instructor

Spe 281, 2, 3

HEGIS 1007

THEATRE PRACTICUM

1-3 hours

A course designed to give interested students the opportunity to work in a controlled theatrical environment. Provides experience and training in the theatre arts under the direct supervision of a theatre instructor.

Prerequisite: Consent of the instructor

Spe 291, 2, 3

HEGIS 1007

ACTING PRACTICUM

1-3 hours

A course designed to give interested students the opportunity to work in a controlled theatrical environment. Provides experience and training in the art of acting under the direct supervision of a theatre instructor.

Prerequisite: Consent of the instructor

occupational courses

East Central provides occupationally related curricula in many different areas. Since this is a rapidly changing field of education, new curricula are added as the needs of the junior college area change.

The college currently offers occupational programs in accounting; air conditioning and refrigeration; auto mechanics; banking and finance; building and site maintenance; business mid-management; criminal justice; dental assisting; drafting and design; fire and fire safety technology; horticulture; real estate; secretarial science; and teacher aide.



accounting

Acc 103

HEGIS 5002

APPLIED ACCOUNTING

3 hours

A course designed to give the student extensive practice in working with basic accounts, records, and statements.

Prerequisite: none

Acc 113

HEGIS 5002

ACCOUNTING I

3 hours

The study of basic principles and procedures of business accounting, including debits and credits, journals and ledgers, accruals, deferrals, depreciation, determination, voucher system, payroll, the balance sheet, and income statements.

Prerequisite: High School Bookkeeping or Acc 103

Acc 123

HEGIS 5002

ACCOUNTING II

3 hours

A continuation of the study of accounting principles, including cash and investments, receivables, inventory, fixed assets, liabilities, accounting principles, manufacturing operations, partnerships, corporations, and the analysis of financial data concerning these items.

Prerequisite: Acc 113

Acc 133

HEGIS 5002

INTERMEDIATE ACCOUNTING I

3 hours

A review of the concepts and principles underlying accounting and their application in the accounting process. Valuation procedures and problems are considered for each class of the assets, of the balance sheet and their related effect upon income measurement.

Prerequisite: Acc 123

Acc 143

HEGIS 5002

INTERMEDIATE ACCOUNTING II

3 hours

A continuation of Intermediate Accounting I. Valuation procedures and problems are considered for each class of the liabilities and equity section of the balance sheets and their related effect upon income measurement. Various forms of financial statement analysis are also studied along with the opinions of the Accounting Principles Board.

Prerequisite: Acc 133 or consent of the instructor

occupational courses

AR 203
HEGIS 5317
TESTING, DIAGNOSIS AND TROUBLE SHOOTING 3 hours
A detailed study of the application of the technical knowledge and skills of air conditioning and refrigeration. The student will learn to utilize systematic analysis procedures for speed as well as accuracy in diagnosing and trouble-shooting equipment.
Prerequisite: AR 113, 123, 133, 143, and 153

AR 291
HEGIS 5317
AIR CONDITIONING AND REFRIGERATION PLACEMENT 1 hour
A course designed to assist air conditioning and refrigeration students in obtaining jobs suitable to their training and interests.
Prerequisite: none

auto mechanics

AM 113
HEGIS 5306
ELECTRICAL SYSTEMS 3 hours
An advanced study of the automobile electrical systems. Beginning with a comprehensive study of direct-current theory, the module directs itself to application of the theory to the understanding of the automobile starting, charging, and ignition systems. Lab and shop work concentrates on trouble-shooting and repair of auto electrical systems and components.
Prerequisite: none

AM 122
HEGIS 5306
CARBURETION AND FUEL SYSTEMS 2 hours
A detailed study of the principles and theory of carburetion and fuel system on the modern automobile. Includes shop work on overhauling, servicing, and adjustment of fuel system components. Special emphasis is placed on recent changes in fuel system design, manufacture, and servicing due to federal and state air pollution legislation.
Prerequisite: none

AM 131
HEGIS 5306
TUNE—UP 1 hour
A detailed study of the relationships between the carburetion system, ignition system, and the mechanical parts of the engine. Shop work includes the use of the "Sun Scope" and analyzer.
Prerequisite: AM 113 and 122

AM 151
HEGIS 5306

SUSPENSION SYSTEMS

1 hour

A comprehensive study of coil and leaf-spring type suspension systems and the various configurations of each. Steering and shock absorber designs will also be covered, along with the diagnosis and repair of common steering and suspension components.

Prerequisite: none

AM 162
HEGIS 5306

WHEEL ALIGNMENT AND BALANCE

2 hours

A study of tire and tread design, tire and wheel assembly balance, and front-end alignment procedures. Shop work includes tire repair, diagnosis of wheel alignment and balance problems from tire wear patterns, and adjustment and repair of suspension systems, and operation of wheel alignment and balancing equipment.

Prerequisite: AM 151

AM 172
HEGIS 5306

BRAKES

2 hours

A study of hydraulic brake systems, both power-assisted and non-power assisted. Both disc and drum brake systems are covered in detail, along with brake repair procedures. Shop work includes brake servicing and replacement procedures, disc and drum service to hydraulic master and wheel cylinder assemblies.

Prerequisite: none

AM 182
HEGIS 5306

AUTOMATIC TRANSMISSIONS

2 hours

A detailed study of the theory, operation, and repair of automatic transmissions, beginning with a complete study of planetary gear trains and their operation, hydraulic theory as applied to fluid couplings, and clutch theory and operation. Shop work concentrates on removal, disassembly, overhaul, and replacement of automatic transmission assemblies. Special emphasis is placed on diagnosis of automatic transmission problems.

Prerequisite: none

AM 191
HEGIS 5306

STANDARD TRANSMISSIONS

1 hour

A study of three- and four-speed standard transmissions including clutches and clutch designs. Shop work concentrates on clutch replacement, shift linkage design and adjustments, and transmissions disassembly and repair procedures. The theory of

occupational courses

Acc 231, 2
HEGIS 5002

ACCOUNTING PRACTICUM 1-2 hours
A course designed to give students a practical working experience through the complete accounting cycle by the use of practice sets.
Prerequisite: Consent of the instructor

Acc 243
HEGIS 5002

TAX ACCOUNTING 3 hours
A comprehensive study of the Federal tax structure and the application of the principles involved to specific individual and business tax problems.
Prerequisite: Acc 123 or consent of the instructor

Acc 253
HEGIS 5002

COST ACCOUNTING 3 hours
A study of the job order, process and standard cost systems and the flow of costs in the accounting for materials, labor and overhead in the manufacturing process.
Prerequisite: Acc 123 or consent of the instructor

Acc 291
HEGIS 5002

ACCOUNTING PLACEMENT 1 hour
A course designed to assist accounting students in obtaining jobs suitable to their training and interests.
Prerequisite: Consent of the instructor

air conditioning and refrigeration

AR 113
HEGIS 5317

THEORY OF REFRIGERATION AND MATERIALS 3 hours
A study of the theory of refrigeration, use and safety of refrigeration hand tools and the commonly used materials.
Prerequisite: none

AR 123
HEGIS 5317

APPLIED ELECTRICAL FUNDAMENTALS 3 hours
A course which starts with the basic fundamentals and processes of electrical wiring for refrigeration components and motors. After the student acquires a working knowledge of electrical circuits, he applies this to laboratory tests on testing boards and refrigeration equipment.
Prerequisite: none

AR 133
HEGIS 5317

SYSTEMS AND COMPONENTS 3 hours
A study of the theory, construction and applications of the basic components of refrigeration systems.
Prerequisite: none

- AR 143** **REFRIGERANTS** **3 hours**
 HEGIS 5317 A study of the various types of refrigerants, their characteristics, skills in handling refrigerants, pressure—temperature relationships, refrigerant oils, noncondensable gases, and their applications.
Prerequisite: none
- AR 153** **DOMESTIC REFRIGERATION** **3 hours**
 HEGIS 5317 A study of the application of the knowledge of the fundamentals of refrigeration and electricity by means of trouble-shooting and repairing domestic refrigerators and freezers.
Prerequisite: none
- AR 163** **COMMERCIAL REFRIGERATION** **3 hours**
 HEGIS 5317 A study of the selection, installation, servicing, diagnosing and repair of commercial equipment. The student will gain the knowledge and experience of food preservation and processing equipment by using the types of equipment found in supermarkets, restaurants and other commercial installations.
Prerequisite: AR 113, 123, 133, 143 and 153
- AR 173** **THEORY OF AIR CONDITIONING AND PSYCHROMETRICS** **3 hours**
 HEGIS 5317 A study of fundamental concepts of air conditioning and psychrometrics. Psychrometry is used to find and establish the conditions of air which will be the most comfortable for a specific situation.
Prerequisite: AR 113, 123, 133, 143 and 153
- AR 182** **APPLIED AIR DISTRIBUTION** **2 hours**
 HEGIS 5317 A course designed to familiarize the student with the various factors involved in the distribution of air in an air conditioning system.
Prerequisite: AR 113, 123, 133, 143 and 153
- AR 194** **AIR CONDITIONING EQUIPMENT AND INSTALLATION** **4 hours**
 HEGIS 5317 A study of the proper selection, installation of, and adjustments to, various systems of air conditioning equipment, with special emphasis on human comfort. Consumerism, or customer-serviceman relationships, are discussed.
Prerequisite: AR 113, 123, 133, 143 and 153

occupational courses

gear design and ratios is studied in detail.

Prerequisite: none

AM 201

HEGIS 5306

DRIVE LINES AND DIFFERENTIAL

1 hour

A study of the transmission of power from the transmission to the wheels of the modern vehicle. Shop work concentrates on drive shaft service, adjustment and replacement of differential bearings and parts (including limited slip differentials), and diagnosis of vibration and axle noise problems.

Prerequisite: none

AM 211

HEGIS 5306

AIR CONDITIONING

1 hour

A study of refrigeration and cooling theory, with concentration on the diagnosis and repair of common automotive air conditioning problems. Shop work includes the checking and charging of air conditioning systems, as well as leak-detection procedures and correction of common compressor problems.

Prerequisite: none

AM 232

HEGIS 5306

ENGINES

2 hours

A detailed study of the gasoline-powered internal-combustion engine. Emphasis is placed on procedures for repair and replacement of engine parts and components, engine cooling systems, and valve train assemblies. Engine overhaul and machine procedures are discussed in detail, and shop work includes the disassembly, measuring, and reassembly of engine components.

Prerequisite: AM 113 and 122

AM 291

HEGIS 5306

AUTO MECHANICS PLACEMENT

1 hour

A course designed to assist auto mechanics students in obtaining jobs suitable to their training and interests.

Prerequisite: none

banking and finance

BF 103

HEGIS 5003

PRINCIPLES OF BANK OPERATIONS

3 hours

A descriptive orientation of bank operations including the various bank functions and an elementary description of their operation. An overview of the banking field.

Prerequisite: none

BF 153
HEGIS 5003

BANK MANAGEMENT **3 hours**
A study of the principles of bank management and applications of these to practical problems. Case studies in bank management. Gives both new and experienced bankers a working knowledge of the principles of banking.
Prerequisite: none

BF 203
HEGIS 5003

CREDIT ADMINISTRATION **3 hours**
A study of methods of credit investigation and analysis, credit techniques, specific credit problems relating to both regular and unusual types of loans. Directed to the executive level and includes factors influencing credit policy.
Prerequisite: none

BF 213
HEGIS 5003

HOME MORTGAGE LENDING **3 hours**
A study of the picture of the mortgage market, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing, and servicing, and the obligations of the mortgage loan officer.
Prerequisite: none

BF 223
HEGIS 5003

MONEY AND BANKING **3 hours**
A study of the practical aspects of money and banking with emphasis of the basic money theory, economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and construction of portfolios.
Prerequisite: none

BF 233
HEGIS 5003

INSTALLMENT CREDIT **3 hours**
A study of the techniques of installment lending. Emphasis on establishing credit, servicing a loan, collecting amounts due, and checking information. Scrutinizes each phase of the installment operation to be certain that most efficient methods are employed. Inventory financing, special loan program, business development and advertising, and public relations aspect of installment lending.
Prerequisite: none

occupational courses

BF 243
HEGIS 5003

AGRICULTURE FINANCE 3 hours
A study of the rapid growth of the off farm agribusiness sectors (the suppliers of farm inputs), emphasizing the general principles associated with the evaluation of management and the use of capital, rather than the examination of land and labor resources, which are more closely related to production. An understanding of agriculture finance should help the banker in satisfying the credit needs of modern agriculture.
Prerequisite: none

BF 253
HEGIS 5003

TRUST OPERATIONS 3 hours
An introduction to the services and duties involved in trust operations. For all bankers, not only those who are engaged in trust business. A clear distinction between business and legal aspects of the trust function.
Prerequisite: none

BF 263
HEGIS 5003

TIME DEPOSIT BANKING 3 hours
A review of the economics of the savings process. The differences between financial savings by individuals and for organizations, and real savings that appear as capital formation. Different types of financial savings to describe the system of financial flows of income to capital investment.
Prerequisite: none

BF 291
HEGIS 5003

BANKING AND FINANCE PLACEMENT 1 hour
A course designed to assist bank/finance students in obtaining jobs suitable to their training and interests.
Prerequisite: none

building and site maintenance

BSM 113
HEGIS 5317

CONCRETE 3 hours
A study of the basic theory and processes involving Portland cement, mixing cement, testing and design of concrete mixtures, curing concrete, tools for placing and finishing concrete and estimating.
Prerequisite: none

BSM 114
HEGIS 5317

BLUEPRINT READING AND LAYOUT 4 hours
A course in reading and interpretation of prints of the building, mechanical and electrical trades. Prepara-

tion of a complete set of working drawings for a structure.

Prerequisite: none

BSM 123
HEGIS 5317

SURVEYING AND LAYOUT

3 hours

A study of the theory involving basic surveying equipments, chaining, differential leveling, grade operations, layout of buildings and building construction layout.

Prerequisite: none

BSM 125
HEGIS 5317

CARPENTRY

5 hours

A study of basic theory and application of building construction fundamentals including fabrication from architect's plans.

Prerequisite: none

BSM 135
HEGIS 5317

ELECTRICITY

5 hours

A study of basic A.C. and D.C. circuits with emphasis in commercial and residential applications.

Prerequisite: none

BSM 144
HEGIS 5317

PLUMBING

4 hours

A study of basic theory involving materials, tools and calculations, drainage and disposal systems, fittings, fixtures and layout of systems.

Prerequisite: none

BSM 153
HEGIS 5317

WELDING

3 hours

A study of basic theory and processes involving oxy-acetylene and electric arc welding.

Prerequisite: none

BSM 163
HEGIS 5317

PREVENTIVE BUILDING MAINTENANCE

3 hours

A study of basic building, mechanical and electrical maintenance.

Prerequisite: none

BSM 291
HEGIS 5317

**BUILDING AND SITE
MAINTENANCE PLACEMENT**

1 hour

A course designed to assist building and site maintenance students in obtaining jobs suitable to their training and interests.

Prerequisite: none

occupational courses

business mid-management

BuM 103 HEGIS 5004	INTRODUCTION TO BUSINESS A survey course designed to give the student a general knowledge of the modern business world, and a better basis for choosing concentrated business offerings. <i>Prerequisite: none</i>	3 hours
BuM 113 HEGIS 5004	PRINCIPLES OF MARKETING A course designed to introduce the student to the managerial area of marketing. Although consumer and institutional behavior patterns and the overall role of marketing in the economy are covered, the major emphasis will be concerned with the types of problems confronting those involved in marketing management. <i>Prerequisite: none</i>	3 hours
BuM 123 HEGIS 5004	SALESMANSHIP A study of proper sales techniques for presenting and selling merchandise to the consumer, including methods of organization, training, and management of the sales force. <i>Prerequisite: none</i>	3 hours
BuM 133 HEGIS 5004	ADVERTISING AND DISPLAY A study of the aspects of advertising with emphasis on the development of a proper marketing mix, the planning of advertising strategy, the management of personnel, the control of advertising operations, advertising research, and the development of display plans. Each student will be assigned an advertising project concerned with a marketing plan, advertising strategy, and an advertising budget. <i>Prerequisite: none</i>	3 hours
BuM 143 HEGIS 5004	PRINCIPLES OF FINANCE A study of how the business firm gets and uses funds it needs to carry on its operation. Topics include financing with bonds, financing working capital requirements, businesses and banks, business failures and reorganization. <i>Prerequisite: none</i>	3 hours
BuM 233 HEGIS 5004	FUNDAMENTALS OF MANAGEMENT An evaluation and comparison of private and public personnel practices and techniques of recruiting.	3 hours

selecting, transferring, promoting, classifying, and training workers.

Prerequisite: none

BuM 241
HEGIS 5004

DISPLAY PROJECT

1 hour

A study of the types and the role of visual merchandising in the retail store including creation, color and principles of design, incorporating actual experience in preparing retail displays.

Prerequisite: none

BuM 263
HEGIS 5004

BUSINESS LAW

3 hours

A study of those areas of the law which affect most businesses; sales and credit, contracts, insurance, agency and employment, commercial paper, and personal property and bailments.

Prerequisite: none

BuM 271, 2, 3, 4
HEGIS 5022

DIRECTED STUDIES

1-4 hours

Course content and hours arranged by instructor.

Prerequisite: Consent of the instructor

BuM 281, 2, 3
HEGIS 5004

INTERNSHIP

1-3 hours

Actual work experience in a business or industry with periodic discussions of the problems involved in applying classroom principles to the job.

Prerequisite: Enrollment in business management program and consent of the instructor

BuM 291
HEGIS 5004

BUSINESS MANAGEMENT PLACEMENT

1 hour

A course designed to assist business management students in obtaining jobs suitable to their training and interests.

Prerequisite: none

criminal justice (law enforcement)

CJ 103
HEGIS 5505

INTRODUCTION TO CRIMINAL JUSTICE

3 hours

An introduction to the criminal justice system in America. Stresses the inter-relatedness of the three components, Police, Courts and Corrections. It examines current national problems within the system with an examination of proposed changes. The course provides historical and philosophical insights into the system of criminal justice.

Prerequisite: none

occupational courses

CJ 113 HEGIS 5505	CRIMINAL LAW AND PROCEDURE 3 hours The study of criminal, common and statutory law within the context of enforcement. A study of substantive criminal law, its development, interpretation and administration with emphasis on the criminal law and procedure in the State of Missouri. <i>Prerequisite: none</i>
CJ 123 HEGIS 5505	RULES OF CRIMINAL EVIDENCE 3 hours The study of basic rules of evidence applicable to criminal and other related police duties. Emphasis is placed on the question of admissibility of evidence and the practical application of procedural and substantive constitutional guaranties. <i>Prerequisite: CJ 103</i>
CJ 133 HEGIS 5505	POLICE PATROL AND SERVICES 3 hours A study of the foundations of police operations; providing patrol coverage and called-for services; the principle of conspicuous presence as a means of crime prevention and preservation of the peace. <i>Prerequisite: CJ 103 and CJ 133</i>
CJ 203 HEGIS 5505	INTRODUCTION TO CORRECTIONS 3 hours A study which provides a basic knowledge of the correctional process as it proceeds from the time of arrest and incarceration, through the criminal justice system and into the correctional institution or alternative program. Includes a description of various treatment modalities and philosophies. <i>Prerequisite: CJ 103</i>
CJ 213 HEGIS 5505	JUVENILE PROCEDURES 3 hours A study of the organization, functions and jurisdiction of juvenile agencies, the detention of juveniles and the processing of neglected children. The intent, application and procedures of the Missouri Juvenile Code; juvenile case disposition, crime prevention methods and diversion programs. <i>Prerequisite: CJ 103</i>
CJ 223 HEGIS 5505	CRIMINAL INVESTIGATION I 3 hours The study of the criminal act and its investigation, including specific crimes against the person and against property. The process of fact-gathering, testing of hypotheses and the problem of proof.

Prerequisites: CJ 113 Criminal Law and Procedure, CJ 123 Rules of Criminal Evidence

CJ 233
HEGIS 5505

POLICE ADMINISTRATION

3 hours

A study of the organization and administration of various police systems; the specialized characteristics of individual police organizations and police personnel; the relationship of police to other public agencies; control and responsibility of police departments. The most popular and prevalent ideals, principles and assumptions pertaining to police administration are presented utilizing a multi-disciplinary orientation to analyze these concepts.

Prerequisite: Nine credits in criminal justice (law enforcement).

CJ 243
HEGIS 5505

CRIMINAL INVESTIGATION II

3 hours

A study of the recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

Prerequisite: CJ 223

CJ 291
HEGIS 5505

CRIMINAL JUSTICE PLACEMENT

1 hour

A course designed to assist criminal justice students in obtaining jobs suitable to their training and interests.

Prerequisite: none

dental assisting

DA 101
HEGIS 5202

INTRODUCTION TO DENTAL ASSISTING

1 hour

A course which introduces the student to the profession of dentistry and dental assisting; orientation to the dental health team; ethics, jurisprudence, and malpractice; the dental assistant as an individual and the history of dentistry.

Prerequisite: none

DA 113
HEGIS 5202

DENTAL ANATOMY

3 hours

A course designed to cover anatomy of head and neck, oral physiology, histology and tooth morphology.

Prerequisite: none

occupational courses

- DA 124**
HEGIS 5202
DENTAL MATERIALS I 4 hours
An introduction to laboratory procedures; identification of equipment and instruments. Also instruction in composition of materials as well as their manipulation. One two-hour lecture and 4 hours laboratory per week.
Corequisite: DA 101 and 113
- DA 134**
HEGIS 5202
CHAIRSIDE ASSISTING I 4 hours
An introduction to the functions of a chairside assistant which include four-handed dentistry concepts, identification and usage of equipment and instruments that relate to common basic operative procedures. One two-hour lecture and four hours of laboratory per week. Another two hours a week devoted to practical application of instruction in campus operatory assisting a D.D.S. when available.
Prerequisite: DA 101, 112, and 124.
- DA 144**
HEGIS 5202
DENTAL MATERIALS II 4 hours
A continuation of DA 124 with emphasis on restorative materials, sedative bases, cements, and castings. Two hours lecture and four hours laboratory per week.
Prerequisite: DA 124
Corequisite: DA 134
- DA 151**
HEGIS 5202
DENTAL MICROBIOLOGY 1 hour
A study of microorganisms that specifically relate to oral hygiene. Topics to be discussed include types of organisms, pathogenesis, immunology, sterilization, sanitization, and disinfection. One one-hour lecture per week.
Prerequisite: Bio 115
- DA 204**
HEGIS 5202
RADIOLOGY AND LAB PROCEDURES 5 hours
An introduction to radiographic procedures; basic terms and nomenclature; theory of X-radiation; exposing and processing techniques; basic X-ray techniques. One hour lecture and six hours laboratory per week.
Prerequisite: Successful completion of the first and second semesters in the dental assisting program
- DA 205**
HEGIS 5202
HUMAN ANATOMY AND PHYSIOLOGY FOR DENTAL ASSISTING 5 hours
A course designed to provide the dental assisting student with an introduction to the structure and function

of the human body, both macroscopically and microscopically. Three hours lecture and four hours laboratory per week.

Prerequisite: Acceptance in dental assisting program and Bio 115

DA 212
HEGIS 5202

DENTAL ASSISTANT ENGLISH 3 hours

An individualized, self-paced course covering grammar and language usage and spelling. The course will fulfill the English requirement for students in the dental assistant program.

Prerequisite: none

DA 213
HEGIS 5202

CHAIRSIDE ASSISTING II 3 hours

Instruction in the concepts which will be applied to the specialty areas of dentistry, including theories of orthodontics, prosthodontics, oral surgery, endodontics, and pedodontics. One two-hour lecture and two hours laboratory per week.

Prerequisite: DA 134

DA 221
HEGIS 5202

ORAL PATHOLOGY 1 hour

A course designed to expose the student to pathologic conditions found in and around the oral cavity.

Prerequisite: DA 113

DA 232
HEGIS 5202

PREVENTIVE DENTISTRY 2 hours

A course designed to expose students to many aspects of preventive dentistry such as personal oral hygiene, dental plaque, fluorides, and educating patients in plaque control with the aid of physiotherapeutic devices. One one-hour lecture and one two-hour laboratory per week.

Prerequisite: HE 113

DA 242
HEGIS 5202

CLINICAL PRACTICE I 2 hours

Actual working experience in a dental office to orient students to office routine with application of skills learned. Assignment to office made by instructor.

Prerequisite: DA 134

DA 252
HEGIS 5202

DENTAL OFFICE PROCEDURES 2 hours

A study of the principles of business management for the dental office including appointment book control, filing, financial affairs, insurance forms and a supply

occupational courses

inventory.

Corequisite: DA 275 in the fourth semester.

- DA 262** **PHARMACOLOGY AND DENTAL EMERGENCIES** **2 hours**
HEGIS 5202
A study of the basic drug groups, their indications, contraindications, and how to treat patients who are taking them, including treatment of medical emergencies in an office. One two-hour lecture per week.
Prerequisite: DA 113
- DA 275** **CLINICAL PRACTICE II** **5 hours**
HEGIS 5202
Supervised work experience in all phases of dental assisting through duty assignments to various dental offices or clinics. The student's entire learning experience throughout the two-year program is emphasized.
Prerequisite: DA 242
- DA 281** **CLINICAL SEMINAR** **1 hour**
HEGIS 5202
A seminar on clinical practice experiences and current dental office trends. Discussions and reports are emphasized.
Prerequisite: none
- DA 291** **DENTAL ASSISTING PLACEMENT** **1 hour**
HEGIS 5202
A course designed to assist dental assisting students in obtaining jobs suitable to their training and interests.
Prerequisite: none

drafting and design technology

- Dft 113** **ENGINEERING DRAWING** **3 hours**
HEGIS 5303
A course designed to give the student a working knowledge of fundamental drawing practices and the geometric relationships of points, lines and planes in space. Areas covered include the techniques of lettering, sketching, instrumental drawing of mechanical parts, sectional and auxiliary views and conventional drafting practices.
Prerequisite: none
- Dft 115** **TECHNICAL PHYSICS** **5 hours**
HEGIS 5303
A study of mechanics; heat, sound, light electricity, and physical properties of matter. This is a non-

calculus course which features problem solving and laboratory work. Three-hours lecture and two laboratory periods per week.

Prerequisite: Either Dft 163, Mth 173, or satisfactory score on the MMPT

Dft 123

HEGIS 5303

DESCRIPTIVE GEOMETRY

3 hours

A study of the graphic analysis and solution of typical three dimensional space problems through the application of the principles of multi-view projections. Fundamental problems are related to points, lines, planes, intersections, and developments of plane and curved surfaces, revolutions and vector geometry.

Prerequisite or Corequisite: Dft 113

Dft 133, 135

HEGIS 5303

ARCHITECTURAL DRAWING

3,5 hours

An introduction to the fundamental principles of residential design, including instruction on materials and methods of construction, design standards and room arrangement. Course emphasis will be given to the development of complete residential plans.

Prerequisite: Dft 113

Dft 143

HEGIS 5303

TECHNICAL WRITING

3 hours

Introduction to the practical aspects of preparing reports. The emphasis is on the techniques of collecting and presenting scientific data by means of formal and informal reports. Also included are other elements of communication concerning science and industry.

Prerequisite: Eng 105 or 123

Dft 145

HEGIS 5303

MACHINE DRAWING

5 hours

A course dealing with problem solving situations involving the development of drawings of castings, forgings, machinings and sheet metal layout. Also, the methods of making working and assembly drawings will be included, providing depth in the area of machine drawing. Dimensioning will be of primary importance.

Prerequisite: Dft 113

Dft 152

HEGIS 5303

MODERN DRAFTING TECHNIQUES

2 hours

An exploratory course which has major emphasis on photography, film processing, model building and their industrial applications. Students will participate

occupational courses

in development of projects utilizing the latest available industrial techniques.

Prerequisite: Dft 113

Dft 153
HEGIS 5303

TECHNICAL COMPUTATIONS I **3 hours**

A study of the treatment of measured data, significant figures, applications in geometry, basic algebra, use of the slide rule, linear equations.

Prerequisite: Mth 113 or satisfactory score on MMPT

Dft 163
HEGIS 5303

TECHNICAL COMPUTATIONS II **3 hours**

A study of numerical trigonometry of the right angle, analytic trigonometry, oblique triangles, functions and graphs, logarithms, and application of numerical trigonometry and vectors.

Prerequisite: Dft 153

Dft 165
HEGIS 5303

MATERIALS AND PROCESSES **5 hours**

A survey of current engineering materials and the various processes used to shape them. Materials studied include a review of ferrous and nonferrous metals, plastics, rubbers, and ceramics. Emphasis is placed on the advantages and limitations of the various casting, forging, machining, grinding, forming, molding, welding, heat treating and powder metallurgy processes used to shape materials.

Prerequisite: none

Dft 173
HEGIS 5303

PRINCIPLES OF POWER **3 hours**

A study of the principles of hydraulics and pneumatics fundamental to fluid power design. Other topics include principles of mechanical and electrical powered systems and power system schematics.

Corequisite: Dft 153 or consent of the instructor

Dft 203
HEGIS 5303

TECHNICAL ILLUSTRATION **3 hours**

A course to develop the understanding and skills to produce technical illustrations in the many forms required by industry. Includes an intensive study of the pictorial forms of isometric, dimetric, oblique and perspective drawing, and the methods and media used in creating illustration.

Prerequisite: Dft 113

Dft 233
HEGIS 5303

CIVIL DRAWING

3 hours

A course encompassing the methods and conventions of engineering graphics as they are practiced in the civil engineering field and its allied industries. Primary focus is on drawing and detailing civil projects such as highway projects, bridges, land division and subdivision, and municipal utility facilities.

Prerequisite: Dft 113

Dft 243
HEGIS 5303

MACHINE DESIGN

3 hours

A course designed to bring together in practical applications the skill and knowledge developed in courses covering mechanics and drafting. Instruction provided permits logical organization of facts for economical solution of machine design problems. Emphasis is placed on standardization, use of stock parts, and using manufactureres' catalogs.

Prerequisite: Dft 145

Dft 253
HEGIS 5303

STATICS AND STRENGTH OF MATERIALS

3 hours

A study of statics and strength of materials as applied to structures, beam theory, beam design, and theory of column formulae. Includes study of stress and strain experienced by machine parts and structural members. Emphasis is placed on applications and problem solving.

Prerequisite: Dft 163 or consent of the instructor

Dft 263
HEGIS 5303

TOOL AND DIE DESIGN

3 hours

A combination of lectures, classroom discussions and actual drawing board work coordinated to give the student knowledge necessary to design the less complicated tools used in modern manufacturing. The work consists of laying out simple jigs, fixtures, cutting tools, guages, and dies. Mass production methods are discussed so that this knowledge may be applied in the practical work of tool designing.

Prerequisite: Dft 145

Dft 271
HEGIS 5303

DIRECTED STUDIES IN DRAFTING DESIGN

1 hour

An investigation in depth of a specific industrial problem or actual experience in related office practices.

Prerequisite: Consent of the instructor

Dft 273
HEGIS 5303

STRUCTURAL DRAWING

3 hours

A course which concentrates on detailing and

occupational courses

delineating the structural systems encountered in architectural and civil construction. Systems included are those based on materials including wood, steel and concrete components. Shop drawings and erection drawing are covered.

Prerequisite: Dft 113 and 253

Dft 291

HEGIS 5303

DRAFTING PLACEMENT

1 hour

A course designed to assist drafting students in obtaining jobs suitable to their training and interests.

Prerequisite: none.

fire and fire safety technology

FST 104

HEGIS 5507

EMERGENCY MEDICAL TECHNICIAN

4 hours

A course which provides training in emergency cases of the sick and injured. The course fulfills the requirements of Senate Bill No. 57. Those completing the course will be eligible for the National Registry Examination to become registered E.M.T. personnel.

Prerequisite: 18 years of age

FST 113

HEGIS 5507

BASIC FIRE PROTECTION & ALARM SYSTEMS

3 hours

A study of modern fire protection, including water supply and distribution systems, fire department organization, housing of equipment and personnel, private fire protection methods, chemical extinguishers, building construction, and a study of the various types of fixed and portable fire detection and alarm systems.

Prerequisite: none

FST 116

HEGIS 5507

MOBILE EMERGENCY MEDICAL TECHNICIAN

12 hours

A course which provides advanced training in emergency care of the sick and injured. The course is commonly referred to the 200 hour E.M.T. course or paramedic program.

Prerequisites: Currently registered as 81 hour E.M.T., one year's experience in ambulance service, written recommendation from his/her ambulance supervisor or a licensed physician; and passing score on prescribed pre-test.

- FST 123** **ARCHITECTURAL STRUCTURAL REPRESENTATION-
MATERIALS** **3 hours**
HEGIS 5507 A study of basic fundamentals of building plan layouts, including the conventional representations, symbols and abbreviations for building materials, methods of showing floor plans, elevation, sections and dimensions.
Prerequisite: none
- FST 133** **FIRE SCIENCE HYDRAULICS** **3 hours**
HEGIS 5507 A study of the mechanics of liquids, particularly as pertains to water flow, hydrants, pumps, standpipes, hoses, nozzles, sprinkler systems, and other facets of liquid mechanics as it is adapted to fire fighting practices.
Prerequisite: none; mathematics and physics advisable.
- FST 143** **FIRE DEPARTMENT APPARATUS** **3 hours**
HEGIS 5507 A study of the description and specifications of the various fire department apparatus found in the modern organization. Special emphasis is given to manufacturer's specifications, analysis of the various codes and standards of construction and methods of writing specifications for various pieces of equipment.
Prerequisite: none
- FST 153** **FIRE DEPARTMENT ORGANIZATION
AND SUPERVISION** **3 hours**
HEGIS 5507 Instruction in management and administration for the fire service including the functions of management, planning, organizing, directing, controlling, the management cycle, motivation, behavioral science, executive development, educational development and labor relations.
Prerequisite: none
- FST 163** **TEACHING TECHNIQUES FOR
FIRE DEPARTMENT PERSONNEL** **3 hours**
HEGIS 5507 A study of the basic theories of learning and methods of instruction. The use of lectures, demonstrations and visual aids as applied to the instruction of fire department personnel is illustrated. Practice is provided in the use of lesson plans, visual aids, tests and other teaching devices. Each student's application of a teaching procedure is critically discussed and

occupational courses

evaluated.

Prerequisite: none

FST 173
HEGIS 5507

FIRE CHARACTERISTICS

3 hours

A study of the characteristics and behavior of fire found in ordinary materials such as oils and other combustible chemicals. A review of basic chemistry with emphasis on combustion. Hazards of liquids and gases, special techniques in regard to oxygen supplies.

Prerequisite: none

FST 223
HEGIS 5507

CODES AND ORDINANCES

3 hours

A detailed study of national, state and local ordinances applicable to the fire service and electrical, plumbing and building codes.

Prerequisite: none

FST 233
HEGIS 5507

PRINCIPLES OF RISK AND INSURANCE

3 hours

An analysis of the concepts and principles of risk and insurance, emphasizing its nature, degree, distinguishability, and terminology. Also review institutions, fundamentals and structures of insurance contracts and regulation. Introduction to automobile, fire, inland and marine, personal theft and comprehensive, life and workman's compensation.

Prerequisite: none

FST 243
HEGIS 5507

HAZARDOUS MATERIALS

3 hours

A second semester of the review of basic fundamentals of chemistry used in fire science with emphasis on less common special hazards. Topics covered will include nuclear reactions, ionization, radiation detection equipment, peacetime uses of radioactive materials and control of resulting hazards.

Prerequisite: none

FST 253
HEGIS 5507

INSPECTION AND FIRE PREVENTION

3 hours

Inspection surveying and mapping procedures associated with the organization and function of fire prevention. Opportunity will be provided to make at least one complete inspection and report on an operation industry.

Prerequisite: none

FST 263 **FIRE INVESTIGATION** **3 hours**
HEGIS 5507 A study of methods determining point of origin, path of fire travel and fire causes; motives and methods of fire setting; recognizing and preserving evidence; arson laws, and types of arson fires, court testimony, reports and records.
Prerequisite: none

FST 273 **FIRE FIGHTING TACTICS** **3 hours**
HEGIS 5507 **AND STRATEGY**
Instruction in the fundamental strategy and methods of attack employed for various fire problems. Principles of fire fighting as applied to small and large scale fire problems and problems that are complex or unique in nature.

FST 283 **RESCUE PRACTICES AND** **3 hours**
HEGIS 5507 **FIRST AID**
A study of life saving practices pertaining to the fire company and fire department personnel, manual artificial respiration, inhalators, resuscitators, inspecting, cleaning and sterilizing equipment, and transportation of the injured.
Prerequisite: none

FST 291 **FIRE AND FIRE SAFETY PLACEMENT** **1 hour**
HEGIS 5507 A course designed to assist fire and fire safety students in obtaining jobs suitable to their training and interests.
Prerequisite: none

home economics

HE 113 **NUTRITION** **3 hours**
HEGIS 5405 A study of the essential nutrients and their values in various food groups; their functions in the body, and how to determine the food needs of the individual.
Prerequisite: none

HE 123 **CONSUMER EDUCATION** **3 hours**
HEGIS 5405 A study of the management of resources, consumer information, and decision making relative to selection and utilization of goods and services.
Prerequisite: none

horticulture

Hrt 113

HEGIS 5402

SOIL AND PLANT NUTRITION

3 hours

A study of the nature and properties of various soil types, the many new artificial mixes, and other important growing media; the use of chemicals necessary for plant development and for the altering of soil properties. Environmental considerations are detailed to specific plant requirements. Up-to-date environmental systems in greenhouse (and field) settings will be explored. Student lab projects furnish practical application. The course offers experience in soil and plant testing along with data interpretation and application.

Prerequisite: none

Hrt 123

HEGIS 5402

ENVIRONMENTAL HORTICULTURE: A BASIC COURSE

3 hours

A course with major emphasis on plant classification and identification. Trees and shrubs are special considerations. Their practical landscape values are emphasized along with summer-winter identification. Other topics include: introduction to the angiosperms and gymnosperms, their growth, development and reproductive processes and environmental factors of plant growth.

Prerequisite: none

Hrt 135

HEGIS 5402

HORTICULTURE BOTANY

5 hours

An introduction to the plant kingdom, structure, physiology, life histories, economic importances, and the evolution of plants. Laboratory will include experimentation and observation to verify and enhance classroom lecture and recitation. Three one-hour lecture recitation periods and two two-hour laboratory periods per week.

Prerequisite: none

Hrt 233

HEGIS 5402

GREENHOUSE AND NURSERY MANAGEMENT

3 hours

A course with a greenhouse field/lab approach. Modern growing structures are studied. Containerized nursery stock is explored and the following topics are encompassed: systems of nursery production, bedding plants, bulbous crops, potted plants, commercial cut flower crops, perennials and roses for outdoor plantings.

Prerequisite: Hrt 123

Hrt 243
HEGIS 5402

PLANT PROPAGATION

3 hours

An introduction to the common methods of commercial plant reproduction including seeds, cuttings, layering, grafting, and division. The course makes use of the greenhouse propagation facilities. Pruning labs are included. Hormonal relationships and growth-promoting substances are explored.

Prerequisite: Hrt 123

Hrt 254
HEGIS 5402

PRINCIPLES OF LANDSCAPE DESIGN

4 hours

A detailed study of the functional uses of ornamental plants. Landscape design is introduced with concern for design development, site analysis, lettering, and plan graphics. Principles of landscape design are applied to residential design problems.

Prerequisite: Hrt 123 or consent of the instructor

Hrt 264
HEGIS 5402

HERBACEOUS AND WOODY PLANTS

4 hours

A continuation of ornamental plant identification with emphasis on indoor tropicals, and outdoor woody plants. Segments are also included in the following topics: turf grasses and diagnosis, application and safety of pest disease insecticides.

Prerequisite: Hrt 233 or consent of the instructor

Hrt 273
HEGIS 5402

FLORAL DESIGN I

4 hours

This course consists of lectures and laboratory sessions on the basics of floral design. Commercial interests will be given special emphasis. Major design areas include principles of floral design, the corsage, the bouquet, the dried arrangement and party work. Business clinic sessions are included here with views into the floral industry, display techniques, retailing and care and handling of cut flowers.

Prerequisite: Consent of the instructor

Hrt 274
HEGIS 5402

FLORAL DESIGN II

4 hours

A study in advanced floral design topics, including funeral and wedding work with particular emphasis upon the latter. The student gains greater competence in design principles, learning proper selection of flowers, foliage, accessories and interior decorum. Students present a "wedding" as culmination of their course experience. Retailing guidelines are presented, with a special segment on promotion and display techniques.

Prerequisite: Consent of the instructor

occupational courses

Hrt 284 HEGIS 5402	ADVANCED LANDSCAPE DESIGN A study in landscape plan, landscape surfaces, plant materials, construction and maintenance, and implementation of landscape plans. The process of design is given particular emphasis. <i>Prerequisite: Hrt 254</i>	4 hours
Hrt 291 HEGIS 5402	HORTICULTURE PLACEMENT A course designed to assist horticulture students in obtaining jobs suitable to their training and interests. <i>Prerequisite: none</i>	1 hour
Hrt 293 HEGIS 5402	INTERNSHIP On-the-job training at the campus growing center, the Missouri Botanical Garden's Arboretum (Gray Summit), and/or ornamental horticulture businesses. These exposures provide the student with opportunities to use competencies developed in the classroom and laboratory. Emphasis is preparation for full-time employment. Independent project studies may be included in the internship studies. <i>Prerequisite: Consent of the instructor</i>	3 hours

real estate

RE 113 HEGIS 5001	PRINCIPLES OF REAL ESTATE The study of the nature of real estate and its ownership, titles, legal descriptions, uses contract, leases, taxation, and values. <i>Prerequisite: none</i>	3 hours
RE 123 HEGIS 5001	REAL ESTATE FINANCE A course in the economics of financing real property, legal considerations, sources of mortgage money and other funds, mortgage terms, appraisals for financing purposes. <i>Prerequisite: RE 113</i>	3 hours
RE 253, 254 HEGIS 5001	REAL ESTATE INTERNSHIP Intern training to supplement class work, for practical experience in a chosen field. Faculty-supervised jobs chosen for their educational value. Students paid by their employers 15 to 20 hours per week for 3 or 4 credits. If suitable jobs are not available students will work on special projects. <i>Prerequisites: RE 113 and BuM 113</i>	3-4 hours

RE 263
HEGIS 5001

REAL ESTATE INVESTMENTS **3 hours**
A study of the methods of evaluating investment opportunities in real estate.
Prerequisites: RE 113

RE 283
HEGIS 5001

REAL ESTATE BROKERAGE **3 hours**
A study of the brokerage function; role of the broker, organization and management of the office, selection of office personnel, recruiting and training of sales personnel, sales promotion, budgeting, records and records systems. This course also includes advanced real estate concepts.
Prerequisite: RE 113

RE 273
HEGIS 5001

REAL PROPERTY MANAGEMENT **3 hours**
A course in investment planning, market analysis, cost and income projections, budgeting, rental collection, insurance, maintenance and repair, and control systems.
Prerequisite: RE 113

RE 233
HEGIS 5001

REAL ESTATE LAW **3 hours**
The study of land descriptions, titles, deeds, sales escrow, insurance, ownership, wills, liens, mortgages, loans and closings, foreclosures, building regulations, zoning, taxes, landlord-tenant relationship.
Prerequisite: RE 113

RE 243
HEGIS 5001

REAL ESTATE APPRAISALS **3 hours**
An introduction to real estate appraisals; nature of real property, property values, general and local trends, site evaluation, building cost estimates, depreciation, estimates on remodeling and modernization.
Prerequisite: RE 113

RE 291
HEGIS 5001

REAL ESTATE PLACEMENT **1 hour**
A course designed to help real estate students in obtaining jobs suitable to their training and interests.
Prerequisite: none

secretarial science

ScS 103
HEGIS 5005

BUSINESS MATHEMATICS **3 hours**
A course in commercial and financial applications of basic arithmetic and algebraic processes. Intended for

occupational courses

students in office and business career A.A.S. degree programs.

Prerequisite: none

ScS 111 **PERSONAL IMPROVEMENT FOR THE PROFESSIONAL WOMAN** **1 hour**

HEGIS 5005

A study of personality and physical traits, poise, wardrobe, etiquette, personal grooming, etc. Special emphasis is placed on the above as they relate to the business world.

Prerequisite: none

ScS 112 **BUSINESS WRITING SKILLS** **2 hours**

HEGIS 5005

A course in the improvement of basic language skills through the study of sentence structure, punctuation, capitalization, spelling, and other grammatical areas as they pertain to the business world in particular. Emphasis will also be placed upon proofreading and building a larger vocabulary to enhance written, as well as, oral communication.

Prerequisite: none

ScS 113 **TYPEWRITING I** **3 hours**

HEGIS 5005

A study of the keyboard and techniques of touch typewriting, development of basic skills, and the arrangement of typewritten material. Individualized instruction.

Prerequisite: none

ScS 123 **TYPEWRITING II** **3 hours**

HEGIS 5005

A course in further development of typewriting skills, with special attention given to improving accuracy and increasing speed. Great emphasis in producing mailable copy on tables, letters, business forms, and rough draft manuscripts under timed conditions. Individualized instruction.

Prerequisite: ScS 113 or speed of at least 40 wpm for five minutes with a maximum of five errors.

ScS 133 **TYPEWRITING III** **3 hours**

HEGIS 5005

A continuation of ScS 123 with further development of accuracy and speed in typewritten work. Emphasis on higher production standards and more complex material for mailable copy under timed conditions. Individualized instruction.

Prerequisite: ScS 123

ScS 142

HEGIS 5005

MACHINE TRANSCRIPTION**2 hours**

A course designed to provide training to develop a high degree of proficiency in machine transcription. Through study and supervised practice on transcribing equipment, both typing and transcribing skills are merged and further ability developed in proofreading, editing, spelling, punctuation, grammar, word usage, good judgment and decision making as applied to business letters, memorandums, and reports. The mag card typewriter with memory is used to teach word processing techniques.

Prerequisite: ScS 112 and ScS 113

Prerequisite or Corequisite: ScS 182 or consent of the instructor

ScS 143

HEGIS 5005

SHORTHAND I**3 hours**

A study of Gregg shorthand theory and shorthand dictation at moderate rates. Attention is given to punctuation, spelling, word usage, and reading shorthand notes rapidly. Beginning transcription is also introduced. Individualized instruction.

Prerequisite or Corequisite: ScS 112 and ScS 113

ScS 153

HEGIS 5005

SHORTHAND II**3 hours**

A course emphasizing the development of shorthand speed. Stenographic skills of punctuation, spelling, vocabulary, and transcribing techniques stressed. Specifically designed for students who have completed one semester of shorthand instruction, also suited for the student who wants to REVIEW Gregg shorthand theory. Individualized instruction.

Prerequisite or Corequisite: ScS 112

Prerequisite: ScS 143 or consent of the instructor

ScS 163

HEGIS 5005

SHORTHAND III**3 hours**

A course with emphasis on continued development of shorthand speed. The course is specifically designed for students who have completed at least one year of shorthand instruction. The student should be able to pass an 80 wpm speed-take comfortably. Stenographic skills of punctuation, spelling, vocabulary, and transcribing, etc. are stressed. Individualized instruction.

Prerequisite or Corequisite: ScS 112

Prerequisite: ScS 123 and the ability to pass an 80 wpm speed-take comfortably.

occupational courses

ScS 172 HEGIS 5005	OFFICE MACHINES Basic training in the operation and use of ten-key adding and calculating machines and ten-key electronic printing and display calculating machines. Acquaints students with machine terminology, office problems, and work standards. <i>Prerequisite: none</i>	2 hours
ScS 182 HEGIS 5005	SECRETARIAL MACHINES Basic training in the operation and use of duplication machines, typewriter with proportional spacing, and mag card typewriter with memory. Acquaints students with machine terminology, office problems, and work standards. <i>Prerequisite: ScS 113</i>	2 hours
ScS 192 HEGIS 5005	FILING AND RECORDS MANAGEMENT A study of filing rules and their application to alphabetic, numeric, subject, and geographic filing. Attention is given to the selection and organization of filing systems, equipment and supplies, retention and disposition of records, and administrative duties. <i>Prerequisite or Corequisite: ScS 113</i>	2 hours
ScS 213 HEGIS 5005	SECRETARIAL PROCEDURES A study of business information and office skills applicable to the secretarial or clerical profession. Special attention is given to human relations, organization and maintenance of an office, work efficiency, setting priorities and employment standards. <i>Prerequisite: ScS 113</i>	3 hours
ScS 223 HEGIS 5005	BUSINESS COMMUNICATIONS A study of communication needs in the office, both oral and written, with emphasis on inter-office communication, letters, and reports. Special attention is given to organization, mechanics, and the business vocabulary. <i>Prerequisite: Either Eng 123 or 105 plus ScS 123</i>	3 hours
ScS 271 HEGIS 5005	DIRECTED STUDIES-SHORTHAND Continued development of speed and accuracy in writing shorthand and improvement in transcription of mailable copy. <i>Prerequisite: ScS 143</i>	1 hour

Eng 213
HEGIS 1502

ENGLISH LITERATURE I

3 hours

A survey of English literature from the Anglo-Saxon period through the Age of Reason.

Prerequisite: Eng 123 and sophomore standing, or consent of the instructor

Eng 223
HEGIS 1502

ENGLISH LITERATURE II

3 hours

A survey of English literature from the Romantic Period to the present.

Prerequisite: Eng 123 and sophomore standing, or consent of the instructor

Eng 233
HEGIS 1502

AMERICAN LITERATURE I

3 hours

A survey of American literature from the colonial period up to the Civil War.

Prerequisite: Eng 123 and sophomore standing, or consent of the instructor

Eng 243
HEGIS 1502

AMERICAN LITERATURE II

3 hours

A survey of American literature from the Civil War to the present.

Prerequisite: Eng 123 and sophomore standing, or consent of the instructor

Eng 253
HEGIS 1507

CREATIVE WRITING

3 hours

A course in imaginative writing involving student production of poems, stories, and plays.

Prerequisite: Eng 123 or consent of the instructor

Eng 271, 2, 3, 4
HEGIS 1520

DIRECTED STUDIES IN LITERATURE

1-4 hours

An intensive study of various movements, themes, genres, or authors in American or English literature. The study, to be determined by instructor and student, will include extensive reading, discussion, and an in-depth paper.

Prerequisite: Consent of the instructor and a grade point average of 3.0 or better in the department

foreign languages
french

Frn 115
HEGIS 1102

ELEMENTARY FRENCH I

5 hours

An introductory French course stressing basic language skills: listening comprehension, speaking, reading, and composition. Additional audio-lingual

occupational courses

duties of a teacher aide.

Prerequisite: Consent of the Instructor

TA291

HEGIS 5503

TEACHER AIDE PLACEMENT

1 hour

A course designed to assist teacher aide students in obtaining jobs suitable to their training and interests.

Prerequisite: none