

List of course information for First Class courses

BU110 Introduction to Business. 3 hours. Survey course to acquaint students with the major institutions and practices in the business world, to provide the elementary concepts of business, to act as an orientation course for selecting a major, and to provide information on business career opportunities.

In house/ITV text: *Business Essentials* (6th ed) by Ebert and Griffin. Prentice Hall Publisher. Amazon ISBN-10: 0132287854 ISBN-13: 978-0132287852

CJ100 Introduction to Criminal Justice. 3 hours. The history, nature, and function of the criminal justice system in America. Prerequisite: Freshman or sophomore status, or by instructor's permission.

In house/ITV text: *Criminal Justice Today: An Introductory Text for the 21st Century* (12th ed) by Frank J. Schmalleger. Prentice Hall Publisher. Amazon ISBN-10: 013273981X ISBN-13: 978-0132739818

Online text: *CJ: Realities and Challenges* (2nd ed) by Ruth E. Masters, et al. McGraw-Hill Publisher. Amazon ISBN-10: 0078026520 ISBN-13: 978-0078026522

CT101 Public Speaking. 3 hours. Study of the theory of speech communication with emphasis on the development of specific skills in the one-on-one and public speaking situations. Four semester weeks spent in speech lab. **Required of all students.**

In house/ITV text: *The Art of Public Speaking* (9th ed) by Stephen E. Lucas McGraw-Hill Publisher Amazon ISBN-10: 0073228656 ISBN-13: 978-0073228655

Online text: *Mastering Public Speaking* (8th ed) by George L. Grice and John F. Skinner. Pearson Publisher. Amazon ISBN-10: 0205029396 ISBN-13: 978-0205029396. It is mandatory that each student have access to a video camera for the course. It is required that the students upload videos of their speeches to YouTube.

EN110 College Composition I. 3 hours. This course focuses on techniques of topic development, drafting, and revision to help students write clear, concise sentences, paragraphs, and essays. Includes the study of grammar, syntax, and diction and their relationship to effective writing. Fall semester.

In house/ITV: *How to Write Anything: A Guide and Reference* (2nd ed) by John J. Ruszkiewicz. Bedford/St. Martin's Publisher. Amazon ISBN-10: 1457602431 ISBN-13: 978-1457602436

Online text: *How to Write Anything: A Guide and Reference* (3rd ed) by John J. Ruszkiewicz. MacMillan Higher Education Publisher. Amazon ISBN-13: 978-1457693687

EN111 College Composition II. 3 hours. EN111 continues the mastery of techniques of topic development, drafting, and revision but focuses more on developing organizational patterns (e.g. narration, process, comparison, definition, and cause and effect). Students will practice these patterns through writing several essays, including a research essay. Also the study of grammar, syntax, and diction and their relationship to effective writing. **Prerequisite: C or better in EN110**

In house/ITV text: *How to Write Anything: A Guide and Reference* (2nd ed) by John J. Ruszkiewicz. Bedford/St. Martin's Publisher. Amazon ISBN-10: 1457602431 ISBN-13: 978-1457602436

Online text: *How to Write Anything: A Guide and Reference* (3rd ed) by John J. Ruszkiewicz. MacMillan Higher Education Publisher. Amazon ISBN-13: 978-1457693687

FB101 Personal Finance. 3 hours. This course is a survey course for both Business and non-Business students in personal financial planning including personal budgeting, investments, insurance, credit, housing, and retirement planning. Fundamentals of financial planning and making educated decisions regarding spending, saving, borrowing, and investing that lead to long-term financial security are key components of this course.

In house/ITV text: *Managing your Personal Finance* (5th ed) by Joan S. Ryan. Cengage Learning Publisher. Amazon ISBN-10: 0538441755 ISBN-13: 978-0538441759

HI117 Development of the United States I. 3 hours. A survey from settlement to the end of Reconstruction (1877). Topics include: basic institutions (family, religion, education, politics and economics); the causes of the American Revolution; democratization; the U.S. Constitution; development of political parties; the causes of the Civil War; and the changing status of African-Americans. **Fulfills the state civics requirement.**

In house/ITV texts/Online texts: *Liberty, Equality, Power: A History of the American People Volume I: To 1877* (5th ed) by Murrin/Johnson/McPherson/Fahs/Gerstle. Wadsworth, Inc. Publisher. ISBN-10: 0495903825 ISBN-13: 978-0495903826; **The following are for use in the online class only unless otherwise noted by the teacher:** *Miracle at Philadelphia* by Catherine Drinker Bowen ISBN-10: 0316103985 ISBN-13 978-0316103985; *Celia, A Slave* by Melton A McLaurin ISBN-10: 0380719355 ISBN-13: 978-0380719358; *Memoir of a Revolutionary Soldier* by Joseph Plumb Martin; *Common Sense* by Thomas Paine**; United States Constitution**; Declaration of Independence**; Missouri Constitution**. (**links provided by the instructor)

HI118 Development of the United States II. 3 hours. A survey from Reconstruction to the present. Topics include: basic institutions (family, religion, education, politics, and economics); the transition from an isolationistic regional power to an inter-nationalistic world power; the decline of laissez-faire; democratization; recent constitutional interpretation; and the changing status of African-Americans. Fulfills the state civics requirement.

In house/ITV texts/Online texts: *Liberty, Equality, Power: A History of the American People, Volume II: since 1863* (5th ed) by Murrin/Johnson/McPherson/Fahs/Gerstle. Wadsworth, Inc. Publisher. ISBN-10: 0495903833 ISBN-13: 978-495903833; **The following are for use in the online class only unless otherwise noted by the teacher:** *Franklin Delano Roosevelt*, Roy Jenkins, Pac McMillan, 2005 ISBN-10: 0805069593; *The U.S. Army and Counterinsurgency in the Philippine War, 1899 - 1902*, Brian McAllister Linn; *A Rumor of War*, Philip Caputo

MA103 College Algebra. 3 hours. A study of equations and inequalities, functions and graphs, and systems of equations and inequalities. **Prerequisite: ACT Math subscore > 21.**

In house/ITV text: *College Algebra* (4th ed) by Robert Blitzer. Pearson Prentice Publisher. Amazon ISBN-10: 0132191415 ISBN-13: 978-0132191418

Online text: **Online text:** *College Algebra: A Concise Approach* (1st ed.) by Paul Sisson. Hawkes Learning. Courseware (Online Access) Required + eBook* ISBN-13: 978-1-941552-77-3
Courseware (Online Access) + eBook* + Physical Textbook (optional) ISBN-13: 978-1-941552-49-0

*Included eBook can only be accessed online through the courseware.

To purchase the courseware directly from Hawkes Learning or enter an already purchased code: Go to this address: <https://learn.hawkeslearning.com/Portal/User/Login>

To purchase physical copies of the book directly from Hawkes, go to the following address: <http://hawkespublishing.stores.yahoo.net/index.html>

MA103I College Algebra (Intensive). 5 hours. A study of equations and inequalities, functions and graphs, and systems of equations and inequalities. **Prerequisite: ACT Math subscore = 20 OR 21.**

In house/ITV text: *College Algebra* (4th ed) by Robert Blitzer. Pearson Prentice Publisher. Amazon ISBN-10: 0132191415 ISBN-13: 978-0132191418

Online text: *College Algebra: A Concise Approach Plus Integrated Review* (1st ed.) by Paul Sisson. Hawkes Learning. Courseware (Online Access) Required + eBook* ISBN-13: 978-1-946158-22-2
Courseware (Online Access) + eBook* + Physical Textbook and Guided Notes (optional) ISBN-13: 978-1-946158-20-8

*Included eBook can only be accessed online through the courseware.

To purchase the courseware directly from Hawkes Learning or enter an already purchased code: Go to this address: <https://learn.hawkeslearning.com/Portal/User/Login>

To purchase physical copies of the book directly from Hawkes, go to the following address: <http://hawkespublishing.stores.yahoo.net/index.html>

MA104 Analytic Trigonometry. 3 hours. Theory and application of the trigonometric functions and applying them to analytical geometry. Primarily for students preparing for calculus or physics. **Prerequisite: MA103 completed with a C or better; ACT Math subscore of ≥ 21 .**

In house/ITV text: *Trigonometry: A Right Triangle Approach* (5th ed) by Sullivan. Pearson Publisher. Amazon ISBN-10: 0136028969 ISBN-13: 978-0136028963

MA105 Elementary Statistics. 3 hours. An introduction to basic statistical procedures with application to all areas. **Prerequisite: MA103 completed with a C or better; ACT Math subscore of ≥ 21 .**

In house/ITV text: *Understandable Statistics* (7th ed) by Brase & Charles Brase. Houghton Mifflin Publisher. Amazon ISBN-10: 0618205543 ISBN-13: 978-0618205547

MA118 Calculus & Analytic Geometry I. 5 hours. The differentiation and integration of algebraic functions and transcendental functions of a single variable, and an introduction to analytic geometry. **Prerequisite: ACT math subscore of ≥ 22 or having passed MA103 (or MA103I) with a grade of C or above and having passed MA104 with a C or better or by permission of Chair.** Students having MA112 credit receive 3 hours for this course.

In house/ITV text: *Calculus* (8th ed) by Larson, Hostetler & Edwards. Cengage Learning Publisher. Amazon ISBN-10: 061850298x ISBN-13: 978-0618502981

MU188 Music Appreciation – The World of Music. 3 hours. Designed to serve the cultural interests of students not concentrating in music. Lectures, and assigned readings, are supplemented by recorded music. No credit toward a major in music. Fulfills “Fine Arts” requirement.

In house text: *Enjoyment of Music: An Introduction to Perceptive Listening* (Shorter 11th ed) by K. Forney and J. Machlis. W.W. Norton & Company Publisher. Amazon ISBN-10: 0393912442 ISBN-13: 978-0393912449

PY101 General Psychology. 3 hours. A survey of many factors that influence behavior and the techniques that psychologists use to study these factors. Major topics include heredity and physiology; development; learning and thinking; motivation and emotion; personality; and psychological adjustment, disorders, and treatment.

In house/ITV text: *Psychology: an Introduction* (10th ed) by Benjamin Lahey. McGraw-Hill Publisher. Amazon ISBN-10: 0073531984 ISBN-13: 978-0073531984

SO101 Introduction to Sociology. 3 hours. A study of social interaction and its products; culture, personality, social groups, institutions and social change.

In house/ITV: *Essentials of Sociology* (10th ed) by James M. Henslin. Pearson Publisher. Amazon ISBN-10: 0205898473 ISBN-13: 978-0205898473

Online text: *You May Ask Yourself: An Introduction to Thinking Like a Sociologist*, (2nd ed.) by Dalton Conley. W.W. Norton & Company. ISBN 13: 978-0-393-93517-2

SP101 Elementary Spanish. 4 hours. Beginning courses. Introduction to current Spanish including oral practice, listening and reading comprehension, and the grammar necessary for spoken and written expression. Introduction to Spanish culture. **No prior Spanish required.**

In house/ITV text: *Puntos de partida* (9th ed) by Thalia Dorwisch et al. McGraw-Hill Publisher. Amazon ISBN-10: 0073385417 ISBN-13: 978-0073385419

SP102 Intermediate Spanish. 4 hours. Continuation of SP101 including oral practice, listening and reading comprehension, and the grammar necessary for spoken and written expression.

There is also an introduction to Spanish culture. **Prerequisite: SP101 or equivalent**

In house/ITV text: *Puntos de partida* (9th ed) by Thalia Dorwisch et al. McGraw-Hill Publisher. Amazon ISBN-10: 0073385417 ISBN-13: 978-0073385419