

# JEFFERSON CITY, MISSOURI

January 8 - March 3, 2001



**COLUMBIA**  
COLLEGE  
OF MISSOURI

Columbia College  
Jefferson City  
3314 Emerald Lane  
Jefferson City, MO 65109

(573) 634-3250  
FAX (573) 634-8507

Website: [www.ccis.edu](http://www.ccis.edu)

*Winter Schedule*

Accredited by  
the North Central  
Association of Colleges and  
Secondary Schools

## DEGREE PROGRAMS OFFERED

### Associate in Arts

**Associate in Science**  
Business Administration

**Associate in Science**  
Computer Information Systems

**Associate in Science**  
Criminal Justice

**Bachelor of Arts**  
Business Administration

**Bachelor of Arts**  
Criminal Justice

**Bachelor of Arts**  
Individual Studies

**Bachelor of Arts**  
Psychology

**Bachelor of Science**  
Computer Information Systems

**Bachelor of Science**  
Business Administration

*With Possible Emphasis:*  
Accounting  
Finance  
Marketing  
Computer Information Systems  
Management

## MISSION STATEMENT

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

## ABOUT COLUMBIA COLLEGE

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

The College is fully accredited by the North Central Association of Colleges and Schools and holds specialized accreditation in its Education, Nursing, and Social Work programs. Students may enroll in either day or evening classes at the home campus in Columbia, Missouri, or in its Extended Studies Division at one of many sites around the country.

## ADMISSIONS

Students may be admitted to a site of Columbia College upon presentation of any one of the following: (1) high school diploma, (2) successful completion of the high school General Educational Development Test (GED), (3) evidence of satisfactory college work. Potential students who lack a requirement for admission may be considered on an individual basis. Individuals so considered must give evidence that they

can successfully meet the demands of Columbia College

## FINANCIAL AID

Federal and state financial aid programs such as grants and loans are available to students who meet eligibility requirements. Processing of Financial Aid applications can take several weeks to complete. For this reason, it is advisable for students wishing to receive aid to apply as soon as possible. Financial aid packets are available at 3314 Emerald Lane, Jefferson City, Missouri.

Students at sites, depending upon their particular circumstances, may be eligible for several types of financial aid through Columbia College. Please review the latest financial aid information in Columbia College Financial Aid Facts sheet. Programs available include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Work Study
- Associate Transfer Grant
- Two-In-Family Grant
- Federal Stafford Loan (GSL)
- Federal Unsubsidized Stafford Loan
- Unsubsidized Loan
- Parent's Loans
- Senior Citizens Awards
- Non-emancipated Dependents and Spouses of Employees

All awards are based on the enrollment of six-semester hours. Returning students must renew their institutional awards each year. No scholarship or grant is automatically re-awarded; the student must re-apply each year for each award and must meet eligibility requirements.

## CLASS CANCELLATIONS

Columbia College reserves the right to cancel any scheduled classes based on individual class enrollments or instructor availability. For course prerequisites, refer to the Columbia College Degree Completion Bulletin.

**COURSES SCHEDULED FOR SESSION #00/12**

		<b>Dept./Course#</b>	<b>Section</b>	<b>Course Title</b>	<b>Instructor</b>
<b>M/W</b>	5:15-7:45 pm	ACCT 281	JA	Accounting II .....	Keithley
		*CISS 170	JA	Introduction to CIS .....	Payne
		*CISS 245	JA	Advanced Programming .....	Jahnke
		CJAD 101	JA	Introduction to CJ Administration .....	Biram
		ENGL 111	JA	English Composition I .....	Keitel
		HIST 101	JA	Western Civilization I .....	Sullivan
		HIST 121	JA	American History to 1877 .....	Durbin
		MGMT 150	JA	Introduction to Business .....	Russler
		MGMT 479	JA	Business Policy .....	Avant
		MUSI 122	JA	Music Appreciation .....	Bauer
		PSYC/SOCI 324	JA	Statistics for the Behavioral Sciences .....	McGovney
		PSYC 495	JA	Integrative Seminar .....	Hertzog
<b>M/W</b>	8:00-10:30 pm	ACCT 481	JA	Federal Income Tax - Corporations .....	Keithley
		*CISS 175	JA	Microcomputer Based Pers. Productivity Tools .....	Durrill
		CISS 493	JA	Information Resource Management .....	Walter
		CJAD 311	JA	Police .....	Biram
		ENGL 361	JA	Readings in Poetry of the 19th Century .....	Keitel
		HIST 102	JA	Western Civilization II .....	Geary
		MATH 104	JA	Beginning Algebra .....	Ross
		MATH 106	JA	Intermediate Algebra .....	Fick
		MGMT 422	JA	Small Business Development .....	Avant
		PSYC 460	JA	Clinical & Counseling Psychology .....	Grove
		SOCI 321	JA	Criminology .....	Cline
		<b>T/Th</b>	5:15-7:45 pm	ACCT 382	JA
*CISS 240	JA			Introduction to Programming .....	Hillman
CISS 320	JA			Systems Analysis & Design II .....	Stafford
CISS 350	JA			Advanced Algorithms & Data Structures .....	Pearson
CJAD 451	JA			Management of Criminal Justice Agencies .....	Groose
ENGL 112	JA			English Composition II .....	Bertels
MGMT 330	JA			Principles of Management .....	Himmelberg
MGMT 433	JA			Topics: OSHA .....	Endsley
MATH 150	JA			College Algebra .....	McGovney
POSC 292	JA			International Relations .....	Mericle
SOCI 331	JA			Juvenile Delinquency .....	Ooton
<b>T/Th</b>	8:00-10:30 pm			ACCT 280	JA
		ASTR 108	JA	Introduction to Astronomy .....	Germann
		CISS 410	JA	Computer Networks & Communications .....	Stafford
		CJAD 345	JA	Ethics & Morality in Criminal Justice .....	Moore
		ECON 293	JA	Macroeconomics .....	Richeson
		ENGL112	JB	English Composition II .....	Deneve
		MATH 250	JA	Statistics I .....	McGovney
		MGMT 254	JA	Business Communications .....	Bertels
		MGMT 360	JA	Organizational Theory .....	Van Zant
		MKTG 310	JA	Principles of Marketing .....	Runyon
		MKTG 332	JA	Public Relations .....	Forster
		PSYC 101	JA	General Psychology .....	Gardner
<b>Friday</b>	5:15-10:40 pm <i>(Classes begin October 20)</i>	*CISS 170	JB	Introduction to Computer Information Systems ..	Latham
		CISS 430	JA	Database Systems .....	Gunther
		CJAD 495	JA	Integrative Seminar .....	Biram
		PSYC 381	JA	History & Systems of Psychology .....	Lent

**GRADUATE COURSES SCHEDULED FOR SESSION #00/12**

<b>M/W</b>	5:30-7:45 pm	BUSI 528	JA	International Marketing .....	Kinworthy
<b>Tuesday</b>	5:30-9:30 pm	MSCJ 501	JA	Current Issues and Future Directions .....	Lyman

\* \$20.00 lab fee

# JEFFERSON CITY, MO

SESSION #00/12

## October 23 - December 16, 2000

September 18-19 .....	<b>Graduate</b> registration for the October Session begins.
September 20 .....	<b>Senior</b> registration for the October session begins.
September 21 .....	<b>Junior</b> registration for the October session begins.
September 22 .....	<b>Sophomore</b> registration for the October session begins.
September 25 .....	<b>Freshman</b> registration for the October session begins.
September 26 .....	<b>New Student</b> registration for the October session begins.
October 23 .....	Classes begin.
October 30 .....	Last day to add classes.
October 30 .....	Last day to drop classes without incurring financial or academic liability.
December 1 .....	Last day to withdraw from classes without incurring a punitive grade.
December 16 .....	Classes end.

## Patty's Bookstore Hours

### **BUYBACK**

If the book has value, Patty's will buy your used textbook anytime the store is open. The BEST time to sell your book...to get the MOST money...is the last Thursday of the session.

Thursday, October 5, 2000 (Book Buyback) .....	4 pm - 9:30 pm
Wednesday, October 18, 2000 .....	11 am - 6 pm
Thursday, October 19, 2000 .....	11 am - 6 pm
Friday, October 20, 2000 .....	4 pm - 5:30 pm
Monday, October 23, 2000 .....	11 am - 8 pm
Tuesday, October 24, 2000 .....	11 am - 8 pm
Wednesday, October 25, 2000 .....	4 pm - 8 pm
Thursday, October 26, 2000 .....	4 pm - 8 pm
*Monday, October 30, 2000 .....	4 pm - 6:00 pm

\*Final day to purchase or return books!

*Patty's University Bookstore, Inc., serves Columbia College Jefferson City on a seasonal basis. If you need assistance at a time other than the above dates, please call the store in Kirksville, MO at: 660-627-7287*

## ADMISSION PROCEDURE

Admission packets may be obtained at 3314 Emerald Lane, Jefferson City, Missouri or by calling (573) 634-3250.

New students may seek admission to the college through the following process:

- (1.) Complete and submit the standard **Application for Admission** enclosing the \$25.00 fee.
- (2.) Request **in writing** an **Official Copy** of the student's transcript from each college attended or from the student's high school.

## REGISTRATION INFORMATION

Advisors are available for conference prior to and during registration. Call (573) 634-3250 for a counseling appointment. Registration is not complete until minimum financial obligations are met.

### REGISTRATION DATES

November 27-28 ..... Graduate  
November 29 ..... Senior  
November 30 ..... Junior  
December 1 ..... Sophomore  
December 4 ..... Freshman  
December 5 ..... New Students

## DROP POLICY

A student may drop a class and receive full reduction of tuition and course charges prior to the end of the first week of the session. The student must fill out a Drop/Add/Withdrawal form prior to the close of business (5:30 p.m.) on Monday of the second week of class.

## WITHDRAWAL POLICY

A student may withdraw from a course(s) after the drop/add period and prior to the end of the sixth week of a session (weeks 2 through 6) and no punitive grade will be issued **PROVIDED** a Drop/Add/Withdrawal is received by the director or director-designated representative not later than Friday of the sixth week of a session.

## PAYMENT POLICY

Tuition costs are \$130.00 per credit hour. Lab fees for computer classes are \$20.00. One half of tuition costs are due at the time of registration unless financial aid or other arrangements have been previously made. A student's account must be paid in full prior to registering for a new session. Refunds will be issued upon request for classes dropped within the first week of the session.

## 00-01 ACADEMIC YEAR SESSION DATES

11 ..... August 14 - October 7  
12 ..... October 23 - December 16  
13 ..... January 8 - March 3  
14 ..... March 19 - May 12

## ACADEMIC SUPPORT STAFF

Joyce Keitel ..... Director  
Kim Bonine ..... Assistant Director  
Tom Mericle ..... Academic Advisor  
Kathy Larison ..... Academic Advisor  
Cheri Perkins ..... Financial Aid  
Darrell Bonine ..... Lab Director  
Rhonda Robinett ..... Admin. Assistant  
Janie Gibler ..... Receptionist  
Faythe Scheulen ..... Receptionist

## OFFICE HOURS

### *During Sessions:*

Monday - Thursday  
9:00 a.m. to 8:00 p.m.  
Friday  
9:00 a.m. to 5:30 p.m.

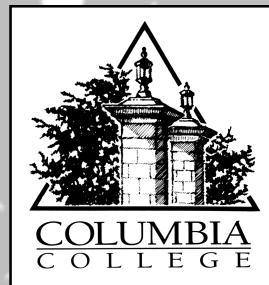
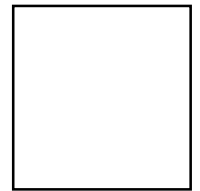
### *Between Sessions:*

Monday - Thursday  
9:00 a.m. to 5:30 p.m.  
Friday  
9:00 a.m. to 5:00 p.m.



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*Columbia College does not discriminate on the basis of sex, age, handicap, race, color, citizenship, veteran status, religion, nationality, or ethnicity in the recruitment, admission, or treatment of any student. This pertains to all the rights, privileges, programs, and activities generally accorded or made available to students at the College, including administration of Columbia College's educational policies, admission policies, scholarship and loan programs, and athletic and other school-related programs.*