



Jefferson College



2012
2013 GENERAL CATALOG



Greetings from the President

Welcome to Jefferson College, where student learning is the focus of everything we do! We are extremely proud of our long history of serving the region with high quality educational programs and services.

Jefferson College offers dynamic programs for students of all ages and backgrounds. Whether you're interested in our university transfer programs, technical career programs, customized business and industry training, or continuing education courses, we are committed to your success.

Put simply, our mission is to provide quality education that is student-centered, comprehensive, and accessible.

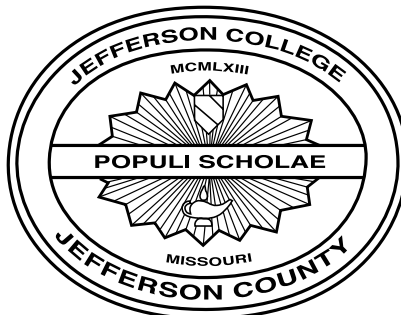
Jefferson College is noted for its:

- *Committed, caring, and highly qualified faculty and staff*
- *Convenient class times*
- *Affordable tuition*
- *Small class sizes*
- *Online flexibility*
- *Beautiful facilities*
- *Exceptional student support services*

Whether you attend classes in Hillsboro, Arnold, Cedar Hill, Imperial, or online, our goal is to provide the instructional support you desire to achieve your educational goals. Please let us know whenever we can be of any assistance to you.

Jefferson College gives you many choices—take your pick today and discover your future!

Dr. Raymond V. Cummiskey
President of Jefferson College



Welcome to Jefferson College!

Who Uses the 2012-2013 Catalog?

- New freshmen who began during the Summer 2012 term, Fall 2012 semester, or the Spring 2013 semester.
- Re-entering students who have earned no credit during the Summer 2011 term through Spring 2012 semester.
- Any prior student who elects to use the 2012-2013 General Catalog to replace the Catalog when he/she began at Jefferson College.
- Students who began at Jefferson College more than seven years ago and have been continuously enrolled will have an appropriate catalog substitution established by the Director of Admissions and Student Records.

The Jefferson College General Catalog includes:

- Institutional Accreditation
- Academic Calendar
- Program and Graduation Requirements
- Services to Students
- Personnel Directory
- Admission and Financial Assistance Policies
- Physical Facilities



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Accreditation

Specific programs are accredited/approved by the following organizations:

- American Veterinary Medical Association
- Child Development Center Missouri Accreditation
- Commission on Accreditation for Respiratory Care
- Inter-Industry Conference on Auto Collision Repair
- Missouri Department of Elementary and Secondary Education
- Missouri Division of Emergency Medical Services
- Missouri State Board of Nursing

Jefferson College's institutional affiliations include:

- American Association of Community Colleges
- American Association of Community College Trustees
- Council of North Central Community/Junior Colleges
- Missouri Association of Career and Technical Education
- Missouri Community College Association
- Missouri Department of Elementary and Secondary Education
- Missouri School-College Relations Association
- National Junior College Athletic Association
- North Central Association of Colleges and Schools

Jefferson College
is accredited by
The Higher Learning Commission,
A Commission of the
North Central Association of
Colleges and Schools.



230 South LaSalle Street,
Suite 7-500
Chicago, IL 60604-1413
(800) 621-7440 or
(312) 263-0456
Fax (312) 263-7462



2012-2013 Academic Calendar

Fall 2012 Semester

August 20	Classes begin
September 1	Labor Day recess begins, 7:00 a.m.
September 4	Labor Day recess ends, 7:00 a.m.
October 10	First short session ends
October 11	Second short session begins (ends on same schedule as 16-week classes)
October 16	Faculty In-Service (no day or night classes)
November 12	Veterans' Day observed (campus closed)
November 21	Thanksgiving recess begins, 12:00 p.m.
November 26	Thanksgiving recess ends, 7:00 a.m.
December 6	Last day of classes (TR)
December 7	Last day of classes (MWF)
December 10-17	Final Exams (<i>see Final Examination Schedule for further clarification</i>)
December 11	Last meeting for Tuesday only classes (one time a week day/night classes)
December 12	Last meeting for Wednesday only classes (one time a week day/night classes)
December 13	Last meeting for Thursday only classes (one time a week day/night classes)
December 14	Last meeting for Friday only classes (one time a week day/night classes)
December 15	Last meeting for Saturday classes (one time a week classes)
December 17	Last meeting for Monday only classes (one time a week day/night classes)
December 19	Grades due, 12:00 p.m.

Spring 2013 Semester

January 14	Classes begin
January 21	Martin Luther King Day (campus closed)
February 18	President's Day (campus closed)
March 5/8	First short session ends (TR classes, March 5; MWF classes, March 8)
March 7/11	Second short session begins (TR classes, March 7; MWF classes, March 11) (ends on same schedule as 16-week classes)
March 18	Spring Break begins, 7:00 a.m.
March 25	Spring Break ends, 7:00 a.m.
March 29	Spring Holiday (campus closed)
April 18	Faculty Work Day (no day classes; night classes will meet)
May 7	Last day of classes (TR); last meeting for Tuesday only classes (one time a week day/night classes)
May 7-20	Final Exams (<i>see Final Examination Schedule for further clarification</i>) (Monday only, one time a week day/night classes must meet on 5/20)
May 8	Last meeting for Wednesday only classes (one time a week day/night classes)
May 9	Last meeting for Thursday only classes (one time a week day/night classes)
May 10	Last day of classes (MWF)
May 11	Last meeting for Saturday classes (one time a week classes)
May 17	Last meeting for Friday only classes (one time a week day/night classes)
May 18	Commencement
May 20	Last meeting for Monday only classes (one time a week day/night classes)
May 22	Grades due, 12:00 p.m.

Interession 2013 Semester

May 20	Classes begin
May 27	Memorial Day (campus closed)
June 6	Last day of classes
June 11	Interession grades due, 12:00 p.m.

Summer 2013 Semester

June 10	Classes begin
July 3	1st 4-week sessions end
July 4	Independence Day (campus closed)
July 8	2nd 4-week sessions begin
July 9	1st 4-week grades due, 12:00 p.m.
July 18	6-week sessions end
July 23	6-week grades due, 12:00 p.m.
August 1	2nd 4-week & 8-week sessions end
August 6	2nd 4-week & 8-week grades due, 12:00 p.m.



Non-Discrimination Notice

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX as specified above is Tasha Welsh, Office - Administration 133-E, telephone number (636)481-3157/797-3000, ext. 3157. The Americans with Disabilities Act Amendments Act (ADA AA) coordinator for students is Sundaye Harrison, Office - Library 110, ext. 3169.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Act is the College Coordinator of Title IX, Holly Lincoln, Assistant Director of Admissions and Student Records, Office - SC 119, telephone number (636)481-3230/797-3000, ext. 3230.

Copies of the Jefferson College Board of Trustees "Procedure for Resolving Complaints of Discrimination" may be obtained in the Office of the President, the Office of the Dean of Student Services, or in the Office of the Director of Human Resources.

Credits

Catalog Editor.....	Kimberly Harvey
Publication Design.....	Amy Coomes, Lauren Murphy
Other Contributors	Deneen Mains
Photos	Roger Barrentine, Amy Coomes, Samantha DeClue, Lauren Murphy

About the College

Jefferson College Mission Statement

Jefferson College is a student-centered comprehensive community college, committed to providing an accessible, quality college experience as it strives to meet the diverse needs of the students and the community. Superior teaching and services foster a supportive learning environment, which promotes intellectual, social, and personal growth. A strong general education curriculum, college transfer and technical programs, personal enrichment courses, and on-campus experiences prepare students to succeed in their careers, further their education, and prosper in a diverse world. Jefferson College's ongoing assessment of students, programs, and services assures that it is a responsive and progressive community college.

Vision

Our shared vision for Jefferson College is to become widely recognized as a premier comprehensive community college where student achievement and student success are central to every endeavor.

Led by highly qualified college trustees, administrators, faculty, and staff, students master knowledge, skills, competencies, and values in a participative, innovative learning environment.

The institution will be a model for enlightened, shared governance and will continue to strive for accreditation with distinction attesting to the excellence of its policies, practices, and services.

Values

We Value ...

✓ **Student Growth**

- Balanced opportunities for all students to encourage intellectual, personal, and social growth and continued learning

✓ **Student Mastery of Skills**

- Mastery of intellectual and technical skills that will ensure career success

✓ **Student-Centered Services**

- A supportive and effective higher educational environment that enhances student learning

✓ **Diversity**

- Preparation of students for excelling in a world of cultural and intellectual diversity

✓ **Assessment**

- The use of assessment for continued student, personnel, and program improvement

✓ **Shared Governance**

- Enlightened and shared governance of the institution

✓ **Professional Growth**

- Continued professional growth within the college community that supports effective teaching and competent services

✓ **Academic Freedom**

- Academic freedom that challenges students and welcomes diversity of thought and discussion

✓ **Community Service**

- Leadership in the cultural, educational, economic, environmental, and social development within the community

History

The citizens of the Junior College District of Jefferson County voted the District into existence on April 2, 1963. The College's 1964 classes were conducted at Hillsboro High School until the following year when the College moved to its present 400+ acre campus two miles north of Hillsboro and 23 miles south of St. Louis on Highway 21. The green, rolling hills with their native oaks and elms now share the acreage with design-coordinated buildings, modern inside and out. These advanced structures, their learning-enhancing facilities, and the spacious natural setting only 40 minutes from the cultural advantages of the city of St. Louis provide the maximum benefits this area can offer to the more than 10,000 students the College serves each academic year.

The Jefferson College Northwest site opened in 2005 to serve the educational needs of residents along the northwest corridor of Jefferson County. In Fall 2010, the College moved its operation to a larger facility located at 6471 Cedar Hill Road in Cedar Hill.

The current Jefferson College Arnold site was opened in 2007 to expand educational services to the district residents in northern Jefferson County. This site is located at Highway 141 and Astra Way near the Arnold Library and Recreation Center.

The Jefferson College Imperial site opened in 2010 to expand career and technical education services to residents in the northern part of Jefferson County. This site is located at 4500 Jeffco Boulevard near Imperial.

Jefferson College, in the Spring of 1999, offered its first fully online course. Student demand for online courses continues to grow as students discover the added convenience and flexibility of attending college using this delivery format. In the 13 years since offering our first online course, Jefferson College has responded to student demand by offering over 150 sections of courses per semester online. It is expected that there will be continued growth of variety and number of sections in the future. The street address for this arm of the College is your living room. Jefferson College continues to add support services in electronic format to assist students at a distance. These services can be found in STARS under the JC Online tab.

College Degrees

The College offers four associate degrees and several career and technical certificates. The Associate of Arts (A.A.) degree is designed for transfer to another college or university as part of a bachelor's degree. The Associate of Arts in Teaching (A.A.T.) degree is designed for education majors who plan to transfer to another college or university as part of a bachelor's degree. The Associate of Science (A.S.) degree is designed for engineering students to transfer to a university as part of a bachelor's degree. The Associate of Applied Science (A.A.S.) degree is designed for entry-level employment through practical and theoretical courses.

The certificate is for students whose intended job does not require the associate degree. A student may qualify for one A.A., A.A.T., or A.S. degree. The A.A.S. degree and career-technical certificates are not limited by prior graduation.

Continuing Education

The Continuing Education Division, in cooperation with participating school districts, provides continuing education classes for county residents interested in life-long learning experiences.

Workforce Development courses are available for occupational advancement or retraining at College sites, the workplace, or through e-learning. Technical skills and professional development courses are offered to help employees meet the strategic goals of their companies. Continuing Education Units are awarded for successful completion of non-credit classes as well as recertification and continuing certification experiences for professionals in a variety of fields.

For further information, call (636)481-3144/797-3000, ext. 3144.

Business and Workforce Development Center

The Business and Workforce Development Center at Jefferson College brings life-long learning to the workplace. Technical skills and professional development courses are offered to help employees meet the strategic goals of their companies. The Business and Workforce Development Center provides comprehensive training and workshops for your management and employees. For further information, call (636)481-3112/797-3000, ext. 3112.

Student Life On Campus

Jefferson College Hillsboro

The College has multiple settings where students may study, attend events, or just relax with friends.

Arts and Sciences I includes vending machines and a student lounge with wireless Internet access.

Arts and Sciences II has a sunny student lounge and a computer laboratory.

The **Career Education Building** includes a student lounge with wireless Internet access, snack bar, vending machines, and a computer laboratory.

The **Field House** provides a variety of activities for students, faculty, and staff. The fitness center is equipped with nautilus machines, treadmills, stationary bikes, and step machines with televisions for viewing. There is an abundance of free weights for those wishing to strength train. The gym floor is available for activities such as basketball and volleyball. The pool offers another wonderful way to exercise.

The **Fine Arts Building** hosts many cultural events throughout the year including ethnic festivals, concerts, musicals, and plays. The Fine Arts Building is also home to many art exhibits.

The **Library** has collaborative study spaces, magazines, videos, music CDs, and books on the first floor. Check out library material and ask for help with your research at the Circulation Desk.

On the second floor, you will find a quiet place to study, books, government documents, and the Jefferson County History Center. Computers are available for student use on both floors. The Library has wireless Internet access.

Other departments located in the library building include the Learning Center, the Testing Center, and Disability Support Services.

The **Student Center** lower level includes the cafeteria with wireless Internet access and a big screen television. An ATM is available next to the cafeteria. The Bookstore is also located on the lower level of the Student Center. Students may purchase college attire, books, and supplies for courses. In addition, there is a beautiful outdoor brick patio where students can study and interact.



The main floor of the Student Center is the “one-stop shop” for student needs. Students can be admitted, process financial aid, register for classes, pay bills, speak with the dean, and talk with transfer institutions about completing their four-year degrees.

The top floor of the Student Center houses the Advising and Retention Center and Student Support Services as well as the Student Development Office where students can get involved in volunteer and service organizations.

The **Technology Center** offers computer laboratories on the first floor, the Math Lab on the second floor, the Writing Lab on the third floor, and student lounges.

There are also gathering spaces outside including various picnic tables, a walking track, ball fields, a nature trail for hiking, and the Student Center Patio/Lawn.

Jefferson College – Arnold



Jefferson College Arnold – located near the intersection of Highway 141 and Astra Way – is a full-service facility that offers a “one-stop shop” for student services including admissions, registration, financial aid, and advising; wireless Internet access; an open computer lab; Learning/Testing Center; Academic Support Center; Library; bookstore; and student lounge area with vending machines.

Jefferson College – Imperial



Jefferson College Imperial opened in 2010. The 20,000 square foot building is located at 4400 Jeffco Boulevard and is home to the Law Enforcement Academy, EMT-Paramedic, and Certified Nurse Assistant programs. Adult Literacy, GED, and an open computer lab are also available.

Jefferson College – Northwest



Jefferson College Northwest – located at 6471 Cedar Hill Road – offers a variety of classes, student services, and advising support from a dedicated staff, wireless Internet access, an open computer lab, Learning/Testing Center, limited Library services, and vending machines.

Community Services

Campus Housing

Viking Woods, with 52 fully furnished apartments (two and four bedroom units), accommodates 216 students. All apartments include full service kitchens, convenient on-site laundry facilities, and connections for telephone, cable, and Internet services. Call (636)797-2968, fax (636)797-2978, or email vikingwoods@jeffco.edu for further information. Viking Woods is located adjacent to the Jefferson College campus at 806 Mel Carnahan Drive.

Cultural Activities

Many of the College's concert, drama, exhibit, film, guest speaker, and lecture programs are scheduled in the evenings and weekends so county residents as well as students may attend. Art and photographic exhibits, light and serious drama by the College Players, ethnic festivals, and classical, folk, and jazz band concerts are just some of the many programs which have been sponsored by the College and the Cultural Council.



GED Center

The College has been designated an official testing center for the General Educational Development (GED) tests leading to the Certificate of High School Equivalency. Free classes preparing students to take these tests are offered through the Business and Community Development Department and are available at Jefferson College Hillsboro, Jefferson College Northwest, and Jefferson College Imperial. For further information, call (636)481-3437/797-3000, ext. 3437.

High School Festivals and Shows

The College serves as host for county and state-wide high school conferences, festivals, and shows. Speech and music festivals are held at the College, and the College sponsors an open county high school science and art exhibit.

Intercollegiate Athletic Programs

Jefferson College offers intercollegiate athletic programs in women's basketball, softball, and volleyball; also men's baseball and soccer. Highly competitive schedules are played in all sports, and scholarships are available.



Jefferson College Alumni and Friends Association

The purpose of the Alumni and Friends Association is to assist in promoting the welfare of Jefferson College in its attainment of educational objectives through the activities of its alumni and alumni organizations. Through a variety of events and social gatherings, Alumni and Friends find ways to shed more light on the advantages that a quality education at Jefferson College offers. For further information, call (636)481-3105/797-3000, ext. 3105.

Jefferson College Foundation

Established in 1991, the Jefferson College Foundation, Inc. reaches out to individuals and corporations to raise funds that support the growth and development of Jefferson College. The Foundation's efforts to support student scholarships, programs of Jefferson College, its faculty/staff, and campus facilities include an Annual Fund Drive and exposure of its mission through public events and/or fundraisers.

The ultimate goal, to increase the level of educational attainment of Jefferson County residents, only enhances the quality-of-life for the entire community.

The Foundation asks for charitable gifts or in-kind support for general purposes, such as scholarships for students in need of financial assistance, short-term emergency loans, and program development, which provides funds for innovations that have a direct impact on learning and are presented by the College's own faculty/staff.

Donations that are targeted at specific areas such as athletics, art, the Library, automotive, or any number of places that have special meaning to our donors are encouraged and appreciated. Corporate sponsorship for events such as the 5K Run/Walk, Fall into the Arts, Alumni & Friends activities, the Scholarship Ball, and more helps the Foundation to publicly present a good case for supporting higher education in Jefferson County.



For information on giving to the Annual Fund Drive, on planning your tax-deductible donation, to set up a scholarship of your own, or to underwrite an upcoming event, please visit www.jeffco.edu/foundation or call (636)481-3104/797-3000, ext. 3104.



Jefferson College Television

Jefferson College Television is the source for local interest and educational programming. Cablecast on Charter Communications channels 989 or 108.003 in Jefferson County, JCTV has been bringing quality educational programming and local media coverage to the community for over 30 years.

Admissions



Any individual who is a graduate of an accredited high school or who has earned the Certificate of High School Equivalency (GED) is eligible for regular admission to Jefferson College.

Students who do not meet the criteria for regular admission may attend classes at Jefferson College as provisional students for a limited period of time

while they meet their regular admission requirements. Admission to the College does not necessarily mean immediate entrance into a specific course or curriculum. Refer to www.jeffco.edu for detailed enrollment information.

First-time degree-seeking students are required to complete the COMPASS (Computer-Adaptive Placement, Assessment, and Support System) test or submit an official ACT score prior to enrollment.

The Missouri Community College Association (MCCA) has followed the Department of Higher Education's guidelines in establishing college readiness standards for students entering community colleges. Students who do not have an ACT reading score or have a score below 18 are required to take the COMPASS reading placement test, which determines competency in reading. Students not meeting readiness standards for admission into certain courses or programs may be enrolled in developmental courses to help them qualify.

Contact the Testing Center or the Office of Admissions and Student Records for the current dates and times the COMPASS test is offered.

Admission Procedures

All first-time applicants should submit a completed application for admission, a one-time, non-refundable \$25 application fee, and official high school transcripts or Certification of High School Equivalency (GED).

Regular Admission *(For first-time college students)*

Students who are graduates of an accredited high school or have earned the Certificate of High School Equivalency (GED) are eligible for regular admission to Jefferson College.

Applications for Fall semester will be accepted until the beginning of Fall semester classes, but applicants are encouraged to apply by July 1.

Applications for Spring semester will be accepted until classes begin, but applicants are encouraged to apply by December 1.

EXCEPTIONS: Students applying for faculty-approved program acceptance are advised to apply as early as possible. These programs are listed below. For more information, call (636)481-3217/797-3000, ext. 3217.

Deadline for Applications:

- Level I Nursing December 7
- Level II Nursing January 31
- Law Enforcement Academy (day class program) June 1
- Law Enforcement Academy (night class program) October 1
- Law Enforcement Academy (POST only) August 1
- Occupational Therapy Assistant October 1
- Respiratory Therapy June 21
- Veterinary Technology February 28

Provisional Admission

Students who do not meet the regular admission criteria but wish to enroll at Jefferson College may be admitted upon approval of the Director of Admissions and Student Records. As with students accepted for regular admission, placement for certain courses will be based upon COMPASS/ACT test scores.

Students who graduate from a high school that is not accredited by a body approved by the U.S. Department of Education may qualify for regular admission by achieving minimum COMPASS scores. Contact the Office of Admissions and Student Records for specific details.

Students accepted for provisional admission will be able to enroll one semester in this category. In order to continue enrollment at Jefferson College, the student must obtain a high school diploma or the Certificate of High School Equivalency (GED) during his or her provisional semester.

Provisional students are not eligible for financial aid.



Transfer Student Admission

Transfer students interested in receiving credit for college-level work earned at another post-secondary institution are required to submit official transcripts from each institution to the Office of Admissions and Student Records. Similar transfer courses are equated to Jefferson College credits. Unique transfer credits may be counted as electives. The Jefferson College grade point average is based only on grades earned at Jefferson College. Additionally, credit by examination reports should be sent to the Director of Admissions and Student Records. Articulation appeals may be directed to the Director of Admissions and Student Records, the designated Transfer Articulation Officer. (See CBHE Guidelines for Student Transfer Articulation, 2000 June)

Special Student Admission

Special student status will be granted to a student wishing to enroll as a part-time student, while earning a maximum of 15 hours and not working toward a degree at Jefferson College. Submission of high school/college transcripts is recommended. Special students are not eligible for financial aid.

Returning Students

Students seeking enrollment at Jefferson College who have previously attended the College but who have not been enrolled for three or more semesters are required to complete a new admissions application. Returning students are not required to pay a second application fee.

Former students who have not attended within one academic year (three semesters) should refer to this catalog as their reference - not the catalog of original entry. Those returning students who have not completed entry-level college courses in English and mathematics are required to complete the COMPASS or ACT placement tests. Additionally, returning students will be subject to meeting college reading placement scores.

Dual Credit/Enrollment

Students who wish to be enrolled in college credit courses while still in high school will fall into one of the following three admission categories:

Dual Credit - High School

Jefferson College, in cooperation with the county school districts, offers the dual credit program, which allows selected high school students to take freshman level Arts and Sciences degree courses in their home high school for college credit.

High school students who wish to be concurrently enrolled in a high school course and a college credit course on their high school campus must meet the following admission requirements:

- Permission of high school principal/counselor.
- Completion of Dual Credit Admission/Registration Form.
- Meet English, math, and reading placement scores.
- Meet all State of Missouri and/or Department of Higher Education (DHE) guidelines. Students should check with their high school counselor for further details.

Dual Credit - High School students are not considered *Regular First-Time* college students until they meet *Regular Admission* requirements.

Dual Credit - Area Technical School (ATS)

Jefferson College was the first community college in the state designated as an Area Technical School. Under this program, county high school students have the opportunity to participate in several career-technical education programs. The students are transported by bus daily to the College campus for the career-technical education classes and then returned to their respective high schools for the remainder of their educational programs.

High school students who wish to be enrolled in the Jefferson College Area Technical School college-level programs must meet the requirements of the Area Technical School. Students should check with their high school counselor or call the Area Technical School at (636)481-3450/797-3000, ext. 3450, for further details.

Dual Credit - ATS students are not considered *Regular First-Time* college students until they meet *Regular Admission* requirements.

Dual Enrollment - Other

High school students who wish to be enrolled in a Jefferson College college credit course at a Jefferson College site or online (not including participation in the Area Technical School) before, after, or during their normal high school day attendance (including summer) must meet the following admission requirements:

- Submit completed Application for Admission.
- Submit one-time, non-refundable \$25 application fee.
- Submit completed High School Authorization Sheet. This form is available in the high school counselor's office.
- Meet English, math, and reading placement scores.

Dual Enrollment - Other students are not considered *Regular First-Time* college students until they meet *Regular Admission* requirements.

Dual Credit/Enrollment students are not eligible for financial aid.

International Student Admissions

Jefferson College is authorized under federal law to enroll international students. Admission inquiries should be directed to the Office of Admissions and Student Records. All individuals who have questions regarding the application and enrollment of international students should contact the Office of Admissions and Student Records at least 60 days prior to the date classes begin.

All submitted documents must be translated to English before submission to the College. International students must complete the application process which includes:

- International Application for Admission
- Application fee payment of \$25.00
- Evidence of English proficiency through one of the following (scores must be within the past two years):
 - A minimum score of 475 (paper-based), 152 (computer-based), or 52 (Internet-based) on the Test of English as a Foreign Language (TOEFL).
 - Completed ELS level of 109.
 - A minimum band score of 6 on the International English Language Testing System (IELTS).
 - A minimum ACT English score of 18.
 - A diploma from a secondary institution in an English speaking country (United States, Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction.
 - Score COMPASS ESL - Level 3.
- Official Secondary Education documents translated into English
- Notarized Certification of Finances
- Finance documentation from a banking institution or sponsor
- Proof of medical insurance
(If students cannot provide proof within one week of arrival on campus, insurance must be purchased through the College.)

If an international student is transferring from another university or college, please submit the following in addition to the items above:

- Supplemental Transfer Form
- Academic transcripts from previous institution

More detailed information can be found on our website under Future Students at www.jeffco.edu, or you may contact the Office of Admissions and Student Records at (636)481-3225/797-3000, ext. 3225.

Jefferson College is a participating SEVIS school.



Financial Information

2012-2013 Tuition and Fees

NOTE: Tuition and fees are subject to change without prior notice and have not yet been established for the 2012-2013 academic year. The 2011-2012 tuition and fees are currently listed.

One-time Application for Admission fee = \$25 (for new students only)

Course Fees

District Resident	\$90 per credit hour
Out-of-District/In-State	\$135 per credit hour
Out-of-District/Out-of-State	\$180 per credit hour

Occupational Therapy Assistant Program

District Resident	\$90 per credit hour
Out-of-District/In-State	\$135 per credit hour
Out-of-District/Out-of-State	\$180 per credit hour

Respiratory Therapy Program

District Resident	\$90 per credit hour
Out-of-District/In-State	\$135 per credit hour
Out-of-District/Out-of-State	\$180 per credit hour

Nursing Level I In-District *(excluding general education)*

Fall semester =	\$2951
Spring semester =	\$2951
Summer term =	\$1767

Nursing Level I In-State *(excluding general education)*

Fall semester =	\$3961
Spring semester =	\$3961
Summer term =	\$2365

Nursing Level I Out-of-State *(excluding general education)*

Fall semester =	\$5057
Spring semester =	\$5057
Summer term =	\$3019

Evening/Weekend Nursing Level I In-District *(excluding general education)*

Fall semester (2) =	\$1475
Spring semester (2) =	\$1475
Summer term (2) =	\$1398

Evening/Weekend Nursing Level I In-State *(excluding general education)*

Fall semester (2) =	\$1980
Spring semester (2) =	\$1980
Summer term (2) =	\$1877

Evening/Weekend Nursing Level I Out-of-State

(excluding general education)

Fall semester (2) =	\$2530
Spring semester (2) =	\$2530
Summer term (2) =	\$2392

Jefferson College Law Enforcement Academy

(Day Class)

First semester =	\$3285
Second semester =	\$3504

Jefferson College Law Enforcement Academy

(Night Class)

First semester =	\$2371
Second semester =	\$2263
Third semester =	\$2155

Special Fees*

Application Processing Fee for Programs
with Selective Admission \$30
(for those programs not listed below)

Occupational Therapy Assistant Program
Application Fee \$150

Respiratory Therapy Program Application Fee . . . \$150

Certified Nurse Assistant Application Fee \$150

Graduation. \$45

Second Diploma. \$25

Official Transcript \$5

Credit by Exam Posting Fee . . . Equivalent to one credit hour

Student ID Replacement \$7

Parking Fee. \$10

Books and Supplies

The College Bookstore sells all required books and supplies. Depending upon a student's course schedule and whether he/she purchases new or used books, the cost of books will average approximately \$350 to \$500 per semester.

Laboratory Fees

Laboratory fees are charged for various courses identified in the Class Schedule available at www.jeffco.edu. These fees help to offset consumable or other extraordinary costs associated with class instruction. Laboratory fees will vary by course.

Midwest Student Exchange Program

The Midwestern Higher Education Compact helps improve access to education through the Midwest Student Exchange Program (MSEP). Since 1994, it has provided more affordable opportunities for students to attend out-of-state institutions. The MSEP serves as the Midwest's largest multi-state tuition reciprocity program. Over 140 colleges and universities in Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, and Wisconsin have opened their doors to each others' citizens at more affordable rates. Through the MSEP, public institutions agree to charge students no more than 150% of the in-state resident tuition rate for specific programs; private institutions offer a 10% reduction on their tuition rates. A student must enroll as a non-resident student at a participating MSEP campus to receive the discount. More information can be found at <http://msepmhec.org>.

Motor Vehicle Registration and Traffic Regulations

All faculty, staff, and students who drive a motorized vehicle must register the vehicle, regardless of its ownership, with the Cashier located in the Student Center at Jefferson College Hillsboro. Parking permits cost \$10 and may be obtained from the Cashier or from Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. To purchase a parking permit, please bring your license plate information and photo identification. Parking permits are to be completely affixed to the lower portion of the front glass (passenger side) in plain view, with the permit number visible. All operators of motor vehicles are subject to Jefferson College traffic regulations while on campus. Parking permits for students with disabilities can be obtained by contacting Disability Support Services at (636)481-3169/797-3000, ext. 3169.

Payment of Tuition and Registration Fees

When a student registers, he/she has three options for payment:

- 1) Pay in full;
- 2) Have pending financial aid;
- 3) Sign up for the tuition payment plan.

One of these three options must be in place by the deadlines published at www.jeffco.edu to secure enrollment. A student will be dropped for nonpayment if he/she has not paid in full, does not have pending financial aid, or has not signed up for the tuition payment plan by the published deadlines.

Payment must be made by cash, check, money order, Visa, MasterCard, or Discover. The tuition payment plan and payment provisions are posted online. Students are responsible for payment of all tuition and fees and for complying with all applicable payment provisions.

It is the responsibility of the student to drop online through STARS or submit an official withdrawal form to the Admissions and Student Records Office, at the appropriate dean or division chair's office, or to the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial within the refund period to ensure that the student's financial obligation has been cancelled. Non-attendance does NOT relieve a student from any financial obligation incurred upon registration in courses.

Refunds of Registration Fees

During the 16-week semester, a student who officially withdraws from a full-semester course **PRIOR TO THE BEGINNING OF THE THIRD WEEK OF CLASSES WILL RECEIVE A 100 PERCENT REFUND OF FEES PAID**. A written withdrawal must be made on official College withdrawal forms or through STARS online prior to the beginning of the third week to obtain a refund. Official withdrawal forms are available online or upon request by contacting the Admissions and Student Records Office at (636)481-3222/797-3000, ext. 3222, or may be obtained from the Admissions and Student Records Office in the Student Center, at the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. The forms must be returned to the Admissions and Student Records Office, the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial prior to the beginning of the third week of classes. Deductions from refunds may be made for laboratory materials used and for other financial obligations.

Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written withdrawal requirement applies (i.e., refund expires after 12.5% of term length). For specific refund dates for all courses, visit the Jefferson College website at www.jeffco.edu.

Failure to attend classes does not constitute a withdrawal and does not entitle the student to a refund. All withdrawals must be initiated by the student on official forms or online via STARS.

Tuition Refund Appeal

A student may drop classes and be entitled to a refund of tuition and lab fees paid or a removal of assessed tuition charges and lab fees during published refund period dates. After these dates, a tuition refund appeal will be considered for the following circumstances only:

- Death of an immediate family member
- Extended illness or critical injury of student or immediate family member
- Institutional error

The Tuition Refund Appeal form is available under the Academic Services tab in STARS, and it can also be obtained from the Dean of Student Services Office, the Office of Admissions and Student Records, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. A student should officially withdraw from classes before submitting an appeal. If the student is a financial aid recipient, he or she should check with the Student Financial Services Office before withdrawing or submitting a Tuition Refund Appeal, to discuss how his or her financial aid status/eligibility may be affected. The student should then submit the completed Tuition Refund Appeal form with required documentation to the Dean of Student Services Office. Incomplete appeals will automatically be denied. Tuition Refund Appeals must be received prior to the end of the following semester.

Please note that this appeal process cannot be used for instructional complaints. A student should contact his or her instructor or the appropriate division chair regarding these issues. Refunds associated with military obligations are handled outside of this process. In these situations, a copy of a student's military orders must be submitted to the Office of Admissions and Student Records along with a completed withdrawal request.

Residency

A resident is a graduate of one of the high schools located in Jefferson County, a dependent student whose parents have established residence within the District, or an independent and self-supporting student who has established legal residence within the District prior to enrollment in the College. A student may be required to submit proof of his/her legal residence. Any questions regarding residency should be directed to the Dean of Student Services.

Financial Aid

Jefferson College participates in many types of federal and state student financial aid programs. The goal of the College's financial aid program is to help individuals who meet a demonstrated financial need to acquire funds to enter and succeed in college.

The primary responsibility for meeting college costs is that of the student and the family; however, a student in need of financial assistance is urged to contact the Student Financial Services Office.

Students who wish to be considered for financial assistance must apply for admission to Jefferson College. Students may submit their FAFSA (Free Application for Federal Student Aid) to the Federal Processing Center by mail or online at www.fafsa.gov. Paper copies of the FAFSA are only available by contacting the Federal Student Aid Information Center at (800) 433-3243. Students without Internet access may submit their FAFSA online by using computers located in the Student Financial Services Office at the Hillsboro campus. Students will need to indicate that Jefferson College is to receive the electronic report from the processing center. **The Jefferson College Title IV School Code is 002468.** FAFSA worksheets are available at the various Jefferson College locations.

Financial assistance is available at Jefferson College through scholarships, grants, loans, and part-time employment. A number of scholarships sponsored by area civic clubs, businesses, and individuals are available for qualified students. Some provide funds for only one year, while others are renewable for the second year. Eligibility for many scholarships is determined by information provided on the Jefferson College scholarship application. Applications are available online or in the Student Financial Services Office at Hillsboro, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. Applications are due each year by March 1 for graduating high school seniors and June 1 for continuing students, returning students, and non-traditional aged students.

Financial Aid Programs

Jefferson College is authorized to participate in the Federal Pell Grant program, the Federal Stafford Loan program (Subsidized and Unsubsidized), the Federal PLUS Loan program, the Federal College Work-Study program, and the Federal SEOG programs.

Grants

Grants, which generally do not have to be repaid, are awarded to students on the basis of financial need. Jefferson College participates in three such programs.

1. Federal Pell Grant - The largest federally funded grant program, the Pell Grant, provides a foundation of financial aid to which other aid may be added and for which a student may apply for assistance. Current maximum Pell Grants are \$5,550 for an academic year. Pell Grants are adjusted based on the number of credit hours in which a student enrolls. The award amount may be determined each year by the U.S. Congress. Students who have earned a bachelor's or professional degree are not eligible to receive a Pell Grant. To be eligible for a Federal Pell Grant, one must:

- A. Be a U.S. citizen or an eligible non-citizen;
- B. Have a High School Diploma or GED;
- C. Be registered with Selective Service (if applicable);
- D. Be enrolled as a degree-seeking student;
- E. Be making satisfactory academic progress; and
- F. Not have defaulted on a student loan or owe a refund on any Title IV aid at any institution.

2. Federal Supplemental Educational Opportunity Grant (SEOG) - This grant provides aid for students with exceptional need and ranges in amounts depending on student need. Students must qualify for a Pell Grant to be eligible for SEOG.

3. Access Missouri - This is a need-based state program with eligibility determined by a student's Free Application for Federal Student Aid (FAFSA) results. This program requires full-time attendance. Specific information about the program may be found at www.dhe.mo.gov.

Loans

Both need and non-need based loans are available to students enrolled in at least six credit hours. Due to the low cost of education at Jefferson College, students are encouraged to carefully review their need to borrow to finance their college education.

Federal Stafford Loan and Unsubsidized Stafford Loan

Borrowing limits for student loans are determined by a student's credit hour accumulation and whether a student is dependent or independent. Entrance and Exit Loan Counseling are required of all loan applicants. Check with the Student Financial Services Office for current information regarding the application process. A student should first complete a FAFSA before requesting a student loan application. Visit the Jefferson College website at www.jeffco.edu for specific borrowing limits and other important loan information.

Federal PLUS Loan

Federal PLUS Loans allow parents with a good credit history to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time.

College Work-Study

Federal College Work-Study Program

This program provides on-campus jobs for qualified students. Students obtain jobs in various campus offices, which pay minimum wage.

Missouri A+ Program

Missouri A+ Program funds may be used at Jefferson College. A+ Program funds are awarded to graduating high school seniors who participated in and met all qualifications for the Missouri A+ Program during high school. Specific A+ regulations are available in the Student Financial Services Office.

Military Benefits

Missouri Returning Heroes Education Act

This legislation provides a reduced tuition rate to combat veterans who meet the established criteria and provide Jefferson College with the required documentation. A "combat veteran" for the purposes of this act is defined as a person who served in armed combat after September 11, 2001; who was a Missouri resident when first entering the military; and who was discharged from military service under honorable conditions. For a more detailed description of the program requirements or other questions, contact Betty Dye, VA Certifying Official, at (636)481-3210/797-3000, ext. 3210.

Tuition Charges for Active Duty Military Personnel, Spouses, and Dependent Children

Active duty military personnel who are stationed in Missouri and their spouses and dependent children are eligible for in-district tuition rates. The in-district tuition rate is applicable as long as Missouri remains their home of record. In the event that the military member is reassigned to another state, the military member's spouse and dependent children will maintain eligibility for in-district tuition rates as long as they are continuously enrolled in a degree program.

A copy of the military member's active duty orders will be required to verify eligibility for in-district tuition rates. For additional information, students may contact Betty Dye, VA Certifying Official, at (636)481-3210/797-3000, ext. 3210.

Federal Financial Aid - Overpayment Policy

Students who have been paid federal financial aid funds are required to earn these funds by attending classes through **at least 60% of the period of enrollment**. Students who quit attending or withdraw from all courses prior to the 60% point in the semester, but have already received their federal financial aid disbursement for the semester, may have been overpaid. If an overpayment occurs, the student is required to repay a portion of the funds to the school and to the U.S. Department of Education. This Overpayment Policy, established by the U.S. Department of Education, affects students who have received assistance through the following federal financial aid programs:

Supplemental Educational Opportunity Grant (SEOG)
Parent (PLUS) Loans

Stafford Subsidized and Unsubsidized Loans
Pell Grant

Following are examples of 60% points in a semester. These examples are based upon enrollment in regular 16-week courses. Dates will vary for short-term and summer sessions.

60% Refund Dates for 2012-13 Award Year*

Fall 2012 16-week semester: October 30, 2012

Fall 2012 1st 8-week term only: September 20, 2012

Fall 2012 2nd 8-week term only: November 20, 2012

Spring 2013 16-week semester: April 2, 2013

Spring 2013 1st 8-week term only: February 15, 2013

Spring 2013 2nd 8-week term only: April 22, 2013

*These dates are subject to change. Contact the Jefferson College Student Financial Services Office for updates.

Summer 2013 dates will be available in the Student Financial Services Office and at www.jeffco.edu.

Students who remain in attendance through at least the first 60% of the period of the semester, but later withdraw from the College, will not be required to immediately repay any portion of their federal financial aid. The repayment amount for an overpayment is based upon the number of days in the semester the student has completed. The more days the student has been in attendance, the less the refund requirement will be. A federally mandated formula is used to calculate the amount of the repayment.

Attendance information is collected from faculty to verify financial aid eligibility. If a student is not attending classes, he/she is required to complete the official withdrawal process of the College. This official withdrawal date is considered to be the student's last date of attendance. If a student enrolls, does not attend, and does not officially withdraw from classes, he/she will be responsible for a 100% overpayment of any federal aid disbursements he/she receives. To complete the withdrawal process, contact the Admissions and Student Records Office, located in the Student Center at the Hillsboro campus, or contact the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial.

This policy only applies to students who **withdraw from all classes prior to the 60% point of the semester and to students who fail all their classes and cease attendance prior to the 60% point of the semester**. This policy does not apply to a student who has withdrawn from selected courses.

If an overpayment of federal financial aid occurs, the student may be required to return a portion of the overpayment to the school and to the U.S. Department of Education. The College will bill the student for the total overpayment and allow 45 days for repayment. Any unpaid balance of a required overpayment due to the U.S. Department of Education will be reported to them after 45 days. Any unpaid balance due to the school will be subject to collection action, which may include referral to a collections agency and/or interception of a tax return.

Financial aid awards count as an anticipated payment. **IF A STUDENT IS NOT PLANNING TO ATTEND THE COLLEGE, HE/SHE MUST OFFICIALLY WITHDRAW FROM HIS/HER CLASSES.** If he/she does not withdraw, financial aid may be applied to his/her account to pay for the courses, resulting in an eventual overpayment. Financial aid may be cancelled for students who fail to begin to attend classes. In this circumstance, the student would then be responsible for all charges.

Minimum Academic Progress Standards For Financial Aid

Federal and state regulations require financial assistance recipients who receive funds from federal or state sources to maintain satisfactory academic progress. For further information, please see the brochure, *Minimum Standards of Academic Progress to Maintain Financial Aid Eligibility*, available at the Jefferson College Student Financial Services Office at Hillsboro, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial.

Financial assistance is awarded on a one-year basis with renewal each semester dependent on satisfactory academic performance.

Jefferson College Scholarship Application Process

Jefferson College awards a wide variety of scholarships for students each year. Steps to apply for scholarships are listed below.

How to apply:

1. Obtain a scholarship application from a high school counselor, the Jefferson College Student Financial Services Office at Hillsboro, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. The application is also available online. Applications each year are due by March 1 for graduating high school students, and June 1 for continuing, returning, and non-traditional students.

A student does not need to apply for a specific scholarship, with the exception of those which specify direct application to the sponsor. Otherwise, a general application form will enable him/her to be considered for any scholarships for which he/she is eligible.

2. If not yet admitted, submit an Application for Admission to Jefferson College, along with the \$25 application fee.
3. Mail the completed scholarship application to the Student Financial Services Office, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.



Scholarships Available

Board of Trustees Institutional Scholarships

Adult Re-Entry Scholarship
Armstrong Board of Trustees Scholarship
Art Scholarships*
Athletic Scholarships*
ATS Student of the Year Scholarship*
Bell Board of Trustees Scholarship
Bergmire Board of Trustees Scholarship
Career Expo Essay Contest Scholarship*
Career-Technical Scholarships*
Charles McClain Scholarship
Charles Studyvin Scholar/Leader Award
Cheerleading Performance Scholarship
Drama Scholarships*
Ellis Board of Trustees Scholarship
Falk Board of Trustees Scholarship
Ganey Jr. Board of Trustees Scholarship
GED Recognition Scholarships
Honors (Top Ten) Scholarship Program
James Lee Chism Scholarship
Jefferson Scholarships
Library Scholarship*
Mathematics Scholarships*
Music Scholarships*
Oetting Board of Trustees Scholarship
President's Scholarships
Ray Henry Scholarship
Riddle Board of Trustees Scholarship
Science Scholarships*
Senior Citizen Scholarship
Siegel Board of Trustees Scholarship
Special Opportunity Academic Award
Student Senate Leadership Scholarship
Tetrault Board of Trustees Scholarship
Vaughn Board of Trustees Scholarship
Dr. Wayne H. Watts Endowed Scholarship
Westfall Board of Trustees Scholarship
White Board of Trustees Scholarship
Wolfmeyer Board of Trustees Scholarship

Community Scholarship Program

American Legion Rock Memorial Post 283
AMVETS Post 48 of De Soto
Askew/Walton Endowment
B. Berry, Ruth, and Marion Berry Endowment
De Soto Rotary Club Scholarship
Eagle Bank & Trust Company
Fenwick Memorial Scholarship
Hillsboro Chamber of Commerce
Hillsboro Rotary Club
Howard Litton Endowment
Joseph C. Kamp Memorial Scholarship
Lucas and Mary Theresia Duffner Scholarship
M.C. Matthes Jr. Memorial Scholarship
Mahler Family Endowment Honors Scholarship
Norman "Pete" Harshaw Memorial Scholarship
Practical Nursing Endowment Scholarship

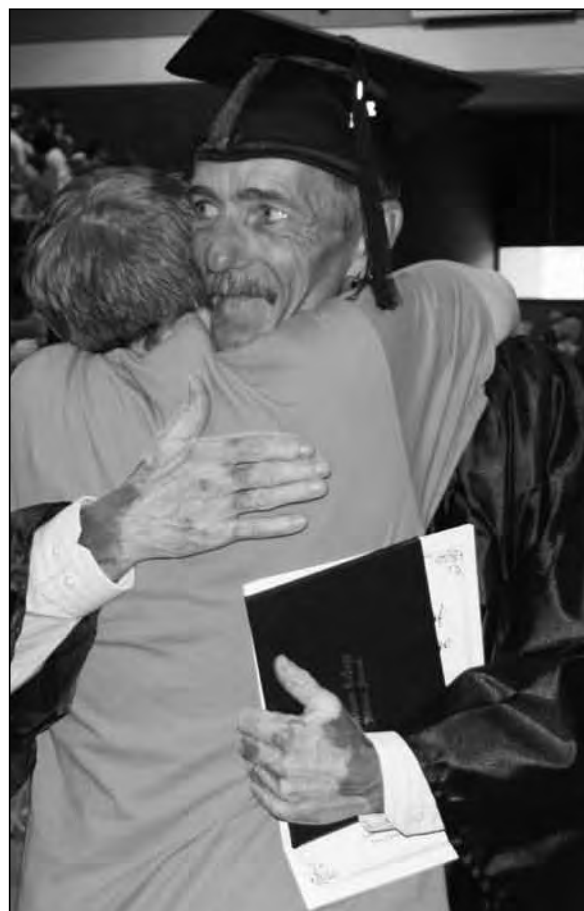


Scholarships requiring a separate application are denoted with an ()*

Jefferson College Foundation Scholarship Program

Ameren Missouri Company
Arnold Police Department Scholarship
Big River Ladies Endowed Scholarship
Bryan Gilbert Memorial Scholarship
Career & Technical Scholarship
Carita Singers Scholarship
Carpenters District of Saint Louis Scholarship
Charles Studyvin Memorial Scholarship
Clifton Morgan Memorial Scholarship
Commerce Bank Scholarship
Community Health Center of Jefferson County Scholarship
Donald Herrell Baseball Scholarship
Earl R. Blackwell Memorial Endowed Scholarship
Eleanor Burlage Memorial Scholarship
Elizabeth Hoyt Clark Memorial Honors Program Scholarship*
Emerging Scholars Program/George Podorski Memorial Scholarship*
Francis E. "Duke" Corter, Jr. Memorial Scholarship
Graham Castle Memorial Scholarship
Hazmat Responders and Heroes of the Jefferson County Chlorine Spill 2002
Heuby Moore Memorial Scholarship
Hugh C. Roberts Jr. Memorial Scholarship
Irvin S. Dewoskin Memorial Scholarship
J. Glennon McKenna & Bill McKenna Scholarship
Jack Cronin Memorial Baseball Scholarship
Jefferson College Endowed Scholarship
Jefferson College General Scholarship
Jefferson County Law Enforcement Academy Scholarship
Jefferson County Rotary Club Scholarship
Jefferson County Sheriff Department Scholarship
Jefferson County Veterans Memorial Scholarship
Joseph C. Kamp Memorial Scholarship
JPM Music Scholarship
Leonard C. White Endowment
Mick Long Memorial Scholarship
Missouri Community College Association Scholarship -
Jefferson College Local Chapter
Missouri Natural Gas - Andrew Habsieger Memorial Scholarship*
P.E.O. Chapter FR Endowed Scholarship
Peggy Alexander Scholarship
Richard Bell Vocal Music Scholarship
Southeast Jefferson Saddle Club Scholarship
Spirit of St. Louis Barbershop Chorus Scholarship*
Twin City Area Optimist Club Scholarship
Walmart Company Scholarship
West Family Book Scholarship
William R. Todd Memorial Scholarship

Scholarships requiring a separate application are denoted with an ()*



Jefferson College Agreement For Success

At Jefferson College, we believe that the seeds of greatness are in each student. It is through education that the gifts and talents in each student are realized. Faculty, staff, and students have complementary and mutual responsibilities to assure student success. The purpose of this agreement for success is to describe those mutual responsibilities.

As a Faculty/Staff Member of Jefferson College:

- I will treat students with courtesy and respect and expect the same.
- I will have high expectations for each student.
- I will encourage each student to become all that he or she is capable of becoming.
- I will value time, start and end classes on time, and set priorities for the use of time.
- I will be enthusiastic about my work. I will strive to stay current in my field and find creative ways to teach my subject in a manner that is interesting and relevant to students' educational goals.
- I will clearly describe the expectations in my class and provide students with feedback on the accomplishments of their achievements.
- I will not label students and will display a willingness to discuss options and goals that students are willing to work hard to achieve.
- I will respect differences among members of the campus community and encourage everyone to learn from these differences.
- I will be honest and maintain the highest level of integrity.

As a Student of Jefferson College:

- I will treat faculty and staff with courtesy and respect and expect the same.
- I am responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If it is to be, it is up to me.
- I will work hard to succeed. This includes attending all classes and devoting a great deal of time to reading, studying, and doing out-of-class assignments. I will spend the appropriate time needed in outside preparation for each hour of class time.
- I will value time, come to classes on time, and be attentive and participate.
- I will set positive, specific, and measurable goals, and I will visualize myself in possession of them.
- I will be an active learner. I will ask questions and seek guidance as often as needed and within the capacity of the faculty/staff member.
- I will respect differences among members of the campus community and encourage everyone to learn from these differences.
- I will be honest and maintain the highest level of integrity.

Academic Policies

Academic Fresh Start

The Academic Fresh Start Policy is a procedure that allows students returning to Jefferson College after a prolonged absence to request removal of the effects of low grades from their academic records.

The Academic Fresh Start policy is subject to the following conditions:

1. A student is eligible for Academic Fresh Start following a minimum three years' absence from Jefferson College.
2. Upon re-enrolling at Jefferson College, the student must complete all course work and earn at least 15 credit hours in college level courses at the 100 level or above with a minimum grade point average of 2.50 before making application for Academic Fresh Start. The minimum 15 hours must be courses earning college credit and a letter grade (A-F).
3. An application for Academic Fresh Start must be made in writing to the Admissions and Student Records Office. This application is available in the Admissions and Student Records Office. All grades earned since the student's return from his/her minimum three-year absence will be averaged to determine eligibility for Academic Fresh Start.
4. The student will forfeit the use of any college credit earned prior to the three-year absence. The student's permanent record will retain all academic work from all institutions attended. The grades received in the courses selected for Academic Fresh Start remain on the student's transcript but are removed from the calculation of the institutional and overall grade point average with an appropriate notation on the transcript indicating Academic Fresh Start.
5. Credit hours selected for Academic Fresh Start cannot be used to meet any requirements (i.e., graduation, prerequisite, and certification). Academic Fresh Start may not be used to obtain athletic eligibility.
6. Students will not be granted Academic Fresh Start after an application for graduation has been submitted or an associate degree or certificate has been conferred.
7. Academic Fresh Start is irrevocable. Permission for Academic Fresh Start will be granted only once.

Upon approval by the Director of Admissions and Student Records, the student will be granted Academic Fresh Start. The courses selected by the student for Academic Fresh Start will be noted on the transcript, and the grade point average will be recalculated. The student will receive an updated copy of the transcript once the Academic Fresh Start process has been completed.

Academic Fresh Start is a policy of Jefferson College and may not be recognized by outside agencies or other institutions. The Student Financial Services Office reviews all courses attempted for satisfactory academic progress. Approval for Academic Fresh Start may not positively affect financial aid eligibility.

Academic Load

Jefferson College uses the semester hour as the unit of credit. Normally, one credit may be earned in a lecture course that meets for 50 minutes each week during a semester. In a laboratory course, one credit usually is granted for 100 minutes in a lab each week during a semester. A full-time student normally enrolls for 15-16 credits during a semester. Full-time student status is recognized when a student enrolls in a minimum of 12 credit hours during the fall or spring semester and six credit hours during the summer term. Some career-technical programs will exceed the normal full-time load due to their clinical responsibilities. The Dean of Student Services must approve student schedules that exceed 19 credit hours during the fall or spring semester and 11 credit hours during the summer term.

Academic Probation, Suspension, and Readmission

Not all students who enroll at Jefferson College will achieve at the same level, and no policy of the College is intended to discourage any sincere, conscientious person. However, each student is expected to make reasonable progress toward graduation. A student is considered to be making minimum progress if he or she has a cumulative grade point average as follows:

After 10 hours of course work have been attempted - 1.50

After 20 hours of course work have been attempted - 1.60

After 30 hours of course work have been attempted - 1.75

After 40 hours of course work have been attempted - 1.85

After 50 hours of course work have been attempted - 2.00

A student whose progress falls below minimum requirements is placed on academic probation. If the student has not removed the probation by the end of the following semester, the student is automatically suspended for one semester. The student may appeal his or her suspension by meeting with the Dean of Student Services. If the student is readmitted and again falls below minimum requirements, the student will again be suspended. After the second suspension, the student may be readmitted only upon recommendation from the Scholastic Appeals Committee. Procedures for petitioning the Scholastic Appeals Committee are available from the Office of the Dean of Student Services.

Auditing Courses

Students may audit a course, which means they will enroll in a course and receive no credit for the course. Fees are the same for audit courses and credit courses. Regular attendance is expected; assignments are set at the discretion of the teaching faculty. Students may petition to enroll for a course as an “audit” only before one-half of the semester has elapsed.

Class Attendance Policy

Students who attend class regularly and punctually do themselves a service and show instructors and other class members a courtesy. Students are not entitled to a certain number of absences. Information presented in the classroom is critical in the learning process. An instructor may consider excessive tardiness as absences in determining if a student may remain in the class. If a student misses more than 15 percent of the total time (including lecture and laboratory) that the class meets in a semester, the student may be prohibited from attending the class by the instructor. In such cases, the student must officially withdraw from the course, by the designated withdrawal date, in order to reduce the possibility of receiving an “F” for the course. At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class. Failure to attend class does not constitute an official withdrawal.

Credit by Examination

The purpose of the advanced credit program at Jefferson College is to grant credit to a candidate who has achieved a college-level education in certain academic areas without regard as to how he/she might have obtained the knowledge on which he/she is tested. Students who meet the standards set by the College for credit by examination may be granted credit up to a maximum of 30 semester hours.

Credit by Examination may be earned through:

1. AP (Advanced Placement) Examinations
2. CLEP (College Level Examination Program) Examinations
3. Computer Literacy Proficiency Examination
4. Departmental Proficiency Examinations

❖ Advanced Placement Program (AP)

Sponsoring high schools that have offered Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students forward the official results of the AP exams through the College Entrance Examination Board to the Director of Admissions and Student Records at Jefferson College. College credit is granted for students earning a minimum score of three (3) on the exam. The credit by examination posting fee, equivalent to one credit hour, is payable at the Admissions and Student Records Office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial, before entering the course on the student's official transcript. No grades are assigned for AP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom. Following are the AP examinations for which Jefferson College will award credit:

Advanced Placement Examinations

<u>Test</u>	<u>Semester Hours</u>	<u>Jefferson College Course Equivalency</u>
Biology	5	General Biology
Chemistry	5	General Chemistry I
English	6	English Composition I & II
European History	3	Renaissance to Early Modern Europe
French	10	Beginning & Intermediate French
Mathematics		
Calculus AB	8	College Algebra & Calculus I
Calculus BC	10	Calculus I & II
Physics B	5	Elementary College Physics
Physics C	6	Introduction to Physics & General Physics I
Psychology	3	General Psychology
Spanish	10	Beginning & Intermediate Spanish
U.S. History	3	U.S. History I* or U.S. History II

* In order to receive credit for U.S. History I, the student must also successfully complete the Missouri Constitution test with a score of 75 or higher.

❖ College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is designed to evaluate your college-level learning, no matter how or where the learning took place. CLEP examinations, designed by the College Entrance Exam Board, are divided into two types, general and subject. Jefferson College will grant credit for subject exams. A testing fee must be paid before the student takes the CLEP examination. The fee covers the cost of the test administration. College credit is granted for students earning a minimum score of 50 on the exam. The credit by examination posting fee, equivalent to one credit hour, is payable at the Admissions and Student Records Office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial, before entering the course on the student's official transcript. No grades are assigned for CLEP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom.

Students who have college credit should note that credit will not be given for CLEP exams if the student has college credit for the equivalent course. Following are the CLEP examinations for which Jefferson College will award credit:

Jefferson College Course Equivalencies for Standardized Tests

<u>Test - CLEP Subject Exams</u>	<u>Semester Hours</u>	<u>Jefferson College Course</u>
General Biology	5	BIO101 General Biology
Principles of Management	3	BUS120 Principles of Management
Financial Accounting	3	BUS240 Financial Accounting
Introductory Business Law	3	BUS265 Business Law
General Chemistry	5	CHM111 General Chemistry I
Info. Systems & Computer Applications	3	CIS125 Introduction to Information Systems
Principles of Macroeconomics	3	ECO101 Macroeconomics
Principles of Microeconomics	3	ECO102 Microeconomics
College Composition Modular*	3	ENG101 English Composition I
English Literature	3	ENG225 English Lit: Before 1800 or ENG226 English Lit: After 1800
American Literature	3	ENG228 American Lit: Before 1865 or ENG229 American Lit: After 1865
French (Score 50-58)	5	FRN101 Beginning French
French (Score 59+)	10	FRN101 Beginning French & FRN102 Intermediate French
Western Civilization I	3	HST201 Ancient & Medieval Civilization
Western Civilization II	3	HST202 Renaissance to Early Modern Europe
Principles of Marketing	3	MGT150 Marketing
College Algebra	3	MTH134 College Algebra
Precalculus	5	MTH141 Precalculus
Calculus	5	MTH180 Calculus I
Introductory Psychology	3	PSY101 General Psychology
Human Development	3	PSY205 Human Development
Introductory Sociology	3	SOC101 General Sociology
Spanish (Score 50-62)	5	SPN101 Beginning Spanish
Spanish (Score 63+)	10	SPN101 Beginning Spanish & SPN102 Intermediate Spanish

*To receive credit for English Composition I, an essay, graded by Jefferson College English faculty, must be successfully completed in addition to receiving a passing score on the CLEP College Composition Modular test.

❖ Computer Literacy Proficiency Examination

Students who indicate that they have sufficient computer knowledge have the opportunity to take the Computer Literacy Proficiency Examination. This exam consists of an objective and a practical component and will be administered in the Testing Center. A testing fee must be paid before the student takes this examination. The fee covers the cost of the test administration. Students must pass the exam with at least 80% mastery. A posting fee, equivalent to one credit hour, is payable at the Admissions and Student Records Office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial, before entering the computer proficiency on the student's official transcript. No credit is received for this exam; however, students will have fulfilled the computer literacy proficiency requirement for graduation.

❖ Departmental Proficiency Examinations

A student may take Jefferson College Proficiency Examinations in a number of courses. A testing fee must be paid before the student takes the proficiency examination. The fee covers the cost of the test preparation and test administration. The credit by examination posting fee, equivalent to one credit hour, is payable at the Admissions and Student Records Office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial, before entering the course on the student's official transcript. No grades are assigned for proficiency credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom.

Students who are considering Jefferson College Departmental Proficiency Examinations may initiate this procedure by completing an Application for Departmental Proficiency Examination. Contact the appropriate dean, division chair, or faculty member for an application.

Available tests are:

- BIT100 Keyboarding I: Skillbuilding
- BIT110 Keyboarding II: Speedbuilding
- ETC103 DC Circuits
- ETC104 AC Circuits
- MTH105 Industrial Math
- MTT108 Industrial Blueprint Reading

Enrollment Requirements for Courses

The College reserves the right to terminate courses for low enrollment. These decisions are typically made no later than three days prior to the first class session. The appropriate dean or division chair will recommend cancellation. The Chief Academic Officer will make the final decision.

Final Examination Policy

At the beginning of the fall and spring semesters, the Chief Academic Officer publishes a special schedule for the completion of final examinations. The schedule is available at the Deans' offices, Division Chairs' offices, as well as the Admissions and Student Records Office, Jefferson College Arnold, Jefferson College Northwest, and Jefferson College Imperial. If a student is scheduled for four final examinations in one day, he/she may appeal to his/her faculty for one rescheduled final examination. If snow prevents a day of examination, that day will be made up at the end of the regular schedule. Summer schedule final examinations are held on the last day of the summer session.

Grade Appeal Process

Informal Grade Appeal Resolution

Upon receipt of the course grade in question, the appellant (student) shall immediately contact the instructor of record to determine why the discrepancy exists between the grade expected and the grade received. This contact shall be in person whenever possible, and every effort must be made by both parties to satisfactorily settle the matter at this level.

Formal Course Grade Appeal Review Process

If the issue cannot be settled on an informal basis to the satisfaction of both parties, the appellant shall:

Contact the instructor of record by delivery of a written request for a change in grade to the office of the appropriate division chair no later than the end of the first week of the semester following the receipt of the grade. The appellant must document in writing justification for requesting a change of grade. The instructor of record shall deliver a written response to the office of the appropriate division chair within two school days following receipt of the written appeal, documenting the reason(s) for the determination of the grade.

If the appellant is convinced the issue has not been justly resolved, or having failed to receive a written response by the instructor of record, he/she must file a written appeal of the decision with the appropriate division chair by the end of the second week of the semester following the receipt of the grade. The division chair will inform the appellant in writing of his/her decision within two school days.

If the appellant remains unsatisfied, he/she must, within two school days from the receipt of the division chair's decision, file a written appeal with the appropriate dean. The dean will review all written statements and documentation and will pursue any other means deemed necessary to reach a decision on the appeal. The dean will, within two school days from the receipt of the appeal, inform the student and the instructor of record in writing of his/her decision. The decision of the dean is final.



Grade Point Average

The semester grade point average is calculated by:

1. Multiplying the credit hours of a course by the honor points earned for the course grade;
2. Adding the honor points earned for each course;
3. Dividing the total honor points by the number of credit hours attempted.
(Courses with grades of "S, U, P, W, H" and "I" are excluded from these calculations.)

Grade Reports

Final grades are available online through STARS at the end of each semester. Online grade reports list the letter grade awarded in each course, the grade points earned in each course, the student's total semester grade point average, and the total cumulative grade point average. The official grade point average is available only on the Jefferson College transcript. Financial obligations to the College must be met for release of official transcripts. Mid-term grades may also be available online through STARS.

Grading Scale

The College uses the following scale of evaluation:

Grade	Designation	Honor Points
A	Superior work	4 points
B	Above average work	3 points
C	Average work	2 points
D	Below average work	1 point
F	Failing work	0 points
Grades not computed in grade point average:		
S	Satisfactory work (A-C grades)	Credits accumulate
U	Unsatisfactory work (D,F,W grades)	
P	Passing work	Credits accumulate
Enrollment Status		
H	Audit	
I	Incomplete	
W	Excused withdrawal from a course	

The S/U grading system encourages enrollment in elective courses without the fear of low grades affecting the grade average. These courses are primarily outside of the student's major requirements, general core requirements, or any sequential course requirement. Students must have completed 12 credits with a 2.00 grade average or higher to enroll in a course with the S/U option. The S/U enrollment option ends with the conclusion of the first week of instruction. Students may take only one course per semester with the S/U option; six S/U credits may accumulate to the associate degree. The "S" grade will not be computed in determining the Dean's List. Students may not choose the S/U option to eliminate prior deficient grades. Summa cum laude graduates must earn at least 62 graded hours to be eligible for recognition with highest honors.

The P/F grading system is limited to specified programs: Applied Music seminars, Business Information Technology speedbuilding courses, and Nursing clinicals. Transfer students may enter Jefferson College with the "P" grade on their transcript. These credits will be honored at Jefferson College.



Graduation

This Catalog establishes the graduation requirements for the new student.

The returning student may use the Catalog in effect at the time of initial enrollment at Jefferson College provided:

1. The Catalog was issued no more than seven years prior to the date the degree is to be conferred.
2. The student enrolled in classes and earned academic credit during the time the chosen Catalog was in effect.
3. Only one Catalog is used to determine the curriculum.

Students who do not earn college credit at Jefferson College for one academic year may only use catalogs in effect from the time of their re-entry. An exception may be made for those whose education is interrupted by military service. A student may petition his/her dean for an exemption of the course in question.

Incomplete Grades

A student may receive an Incomplete ("I") grade only at the instructor's discretion when extenuating circumstances, which occur late in the semester, make it impossible for the student to complete all course work. An incomplete grade may remain on record for only one semester. During this period, the instructor who assigned the incomplete grade may guide the student's independent work, which completes remaining course requirements. Students may not re-enroll in this course while they are completing these independent course requirements.

After one semester, the instructor will either change the original "I" grade, or the "I" grade will automatically become an "F" grade. Students receiving an "F" grade should follow the College's policy on repeating courses.

International Baccalaureate (IB) Credit

International Baccalaureate credit will be awarded for students who complete standard level or higher level IB subjects with a score of "4" or above. IB credit is counted toward graduation requirements on the same basis as credits earned in the classroom. For more information, contact the Admissions and Student Records Office at (636)481-3207/797-3000, ext. 3207.

Official Student Records

Official student records are maintained on each student enrolled in Jefferson College. Procedures for development and use of cumulative record files are written to comply with the Family Educational Rights and Privacy Act of 1974. Information placed in student records is limited to those items necessary to fulfill the purposes of student records as stated above or as may be required by state law, state regulations, or authorized by the College Board of Trustees.

Repeating Courses

If a student received a grade less than an “A” in any course, he/she may repeat the course. The original grade will appear on the transcript; however, the completed grade for the repeated course will cancel the calculations for the first grade in establishing the cumulative grade point average. Please note that certain courses (e.g. Physical Education activity courses) are repeatable. For repeatable courses, the grades earned for each semester will be calculated in the student’s cumulative grade point average.

Retroactive Credit for Foreign Language

Retroactive Credit in Foreign Language may be earned if a student has had two or more years of high school French or Spanish. A student who completes Intermediate French or Spanish with a grade of “C” or better as his/her first foreign language course will be eligible to receive five hours retroactive credit for the course bypassed (Beginning French or Spanish). After successful completion of Intermediate French or Spanish, a student should speak with his/her instructor about the application for retroactive credit. The posting fee, equivalent to one credit hour, is payable at the Admissions and Student Records Office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial, before entering the course on the student’s official transcript. No grades are assigned for retroactive credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom.

Statement on Right to Privacy and Review

In accordance with the Family Educational Rights and Privacy Act (FERPA), all students have the right to review their official college records, to request amendment to these records, to restrict their name from certain reports, to file with the U.S. Department of Education appropriate FERPA complaints, and to obtain Jefferson College’s FERPA policy statement.

Inquiries regarding the Act of 1974 should be directed to the Admissions and Student Records Office. Jefferson College may make available to the public this directory information: name, address, telephone number, date of birth, Jefferson College e-mail address, dates of attendance at Jefferson College, full or part-time enrollment status, major area of study, participation in officially recognized sports, degrees or certificates awarded, awards received, photograph, and the most recent prior school attended.

Additionally, students are included in graduation lists, dean’s lists, and enrollment lists to the military. If the student objects to the release of directory information, the student should contact the Admissions and Student Records Office before beginning classes. New and returning students are advised that the social security number is voluntarily disclosed to Jefferson College and is maintained as confidential information.

Transcripts

The Admissions and Student Records Office releases transcripts only with written authorization from the student. Financial obligations to the College must be met before a transcript is released. Each official transcript costs \$5. Written requests for a transcript may be completed at the Admissions and Student Records Office or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. Transcript request forms may also be printed from the College website at www.jeffco.edu. Graduates will receive one complimentary transcript with their diploma.

Waitlist Procedure

A waitlist for a course may be initiated by a division chair or dean. The following conditions must be met for a student to participate in the waitlist process:

- The waitlist class time must be open on the student's schedule.
- The student may not be enrolled in the same class at another time.
- For a day class, all remaining day sections must be filled.
- For an evening class, all remaining evening sections must be filled, regardless of location.
- No waitlists will be initiated for online courses.
- Other policies may apply.

Students not meeting these criteria may be removed from the waitlist. Class openings are offered on a first-come basis. An individual student's priority is determined from the date he/she was placed on the waitlist. Students attending classes based on waitlist status have no assurance of enrollment in those classes. Additions to a waitlist may be made at any enrollment site.

Waitlisted students who are moved onto active class rosters at least one week before the start of the semester will be notified by letter and will receive a revised class schedule from the Admissions and Student Records Office. Waitlist changes after the start of the semester must be authorized by the instructor using an electronic instructor override, the Schedule Change form, or a Waitlist letter provided by the Admissions and Student Records Office. Adjustments made on Schedule Change forms or Waitlist letters must be returned to any registration site to complete the add process. Students are responsible for reviewing their schedules and making necessary adjustments to ensure that they are enrolled in the correct number of credit hours. **Waitlisted courses do not count toward full-time enrollment for financial aid, Veterans' Benefits, or other circumstances where full-time enrollment may be required.**



Withdrawal from College

A withdrawal from college is accomplished online through STARS or by the completion of an official withdrawal form, which is available from the Admissions and Student Records Office, the appropriate dean or division chair's office, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. Failure to attend classes does not constitute a withdrawal. For tuition refund purposes, only official withdrawals made during the first two weeks of a regular semester entitle the student to a refund of tuition. No tuition refunds will be made for withdrawal from full-semester classes after the second week of classes unless the tuition refund appeal stipulations have been met (see page 19). Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written withdrawal requirement applies (i.e., refund expires after 12.5% of term length). For specific refund dates for all courses, visit the Jefferson College website at www.jeffco.edu.

Withdrawing, Dropping, and Adding Courses

A student is officially a member of each class in which he or she has enrolled. To withdraw or drop a course, a student must complete the withdrawal process. Any student who does not attend classes and who has not officially withdrawn from a class will receive a failing grade at the end of the semester.

To add, drop, or withdraw from a course, a student must have completed a Schedule Change form, which must be filed in the Admissions and Student Records Office. A schedule change form may be obtained and processed in the Admissions and Student Records Office located in the Student Center building, at the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. Copies can also be printed through the Academic Services tab in STARS. The signed and dated form must be filed in the Admissions and Student Records Office, the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial by the appropriate deadline, or the add, drop, or withdrawal is not complete. Students may also access the Student tab in STARS to drop/withdraw from courses during the first eight weeks of full-semester courses. During the first half of the course semester, i.e., the first eight weeks of a semester, a student can officially withdraw without the permission of the instructor; however, during the third quarter of the semester, i.e., the ninth through the twelfth week, the student must have the instructor's signed approval to withdraw. If the student is passing during this period, the instructor will authorize the issuance of a "W." Students are not permitted to withdraw from a course during the last quarter of the semester. Classes cannot be added after the first week of the fall or spring semester or after the first three days of the summer term.

Request for Medical Withdrawal

If a student becomes seriously ill or critically injured and is physically unable to continue attending their classes, the student should withdraw from classes to avoid receiving failing grades. If the illness or injury occurs after the published withdrawal deadline has passed, a student may then submit a Request for Medical Withdrawal. For specific withdrawal dates for all courses, visit the Jefferson College website at www.jeffco.edu. **Financial aid recipients should contact the Student Financial Services Office prior to withdrawing from classes to discuss how their financial aid status/eligibility may be affected.**

The Request for Medical Withdrawal form is available under the Academic Services tab in STARS, and can also be obtained from the Dean of Student Services Office, the Office of Admissions and Student Records, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. To request a medical withdrawal, a student should submit the completed form along with required documentation to the Dean of Student Services Office. The request must be received prior to the end of the following semester. Requests submitted without supporting documentation will automatically be denied. If medical necessity can be validated, the student has not received federal or state gift aid, and his or her bill has been paid in full, the student may be issued a Dean's Waiver. The waiver would allow the student to re-enroll in the same course(s) in the following semester without having to pay the tuition charges again, provided the course(s) is offered that semester.

A medical withdrawal will not generate a refund of tuition charges and/or lab fees paid, nor will it remove a balance for assessed tuition charges and/or lab fees. A "W" grade will be posted on a student's transcript for each withdrawn course, and the course(s) will count into attempted credit hours for financial aid purposes.

Student Conduct

The College recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedoms and rights of due process that all citizens enjoy.

Upon enrolling in the College, each student assumes an obligation to conduct himself/herself in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by federal, state, and local governments and College rules. If this obligation is neglected or ignored by the student, the College will, in the interest of fulfilling its mission, institute appropriate disciplinary action.

Examples of conduct which may subject a student to disciplinary action are itemized in the *Student Handbook* (available in print or online at www.jeffco.edu), as well as the *Board of Trustees Policies Manual* and the *Board of Trustees Procedures Manual* (available in the Office of the Dean of Student Services and the Jefferson College Library).

Jefferson College Sexual Assault Policy

Jefferson College recognizes sexual assault as a serious campus concern and a violation of the rights and dignity of the individual, and it will not be tolerated on College property or at any College sponsored activity. Sexual assault is a serious violation of the Student Conduct Code, and violators will be subject to disciplinary action according to Student Conduct Code procedures and/or legal prosecution.

Student Right to Know Information

As required by federal law, a notice of the Student Right to Know information is distributed in a timely manner to prospective and current students and employees, and other significant parties. A brief summary of the required federal disclosures as well as the locations for obtaining the entire documents is provided to each student when he/she applies for admission. In addition, the information is e-mailed to each student individually at his/her jeffco.edu e-mail address shortly after the start of the fall semester. The current versions of these reports are also available on the College website's Consumer Information page at www.jeffco.edu.



Recognition of Achievement

The College encourages academic excellence and service by honoring outstanding students in the following ways:



Dean's List

At the end of each fall and spring semester, the College issues an honor list of students who have achieved a grade point average of 3.25 or better for 12 or more semester hours taken that semester. Part-time students may qualify for the Dean's List by accumulating 12 or more semester hours with a 3.25 grade point average from the fall and spring semesters. Part-time students must accumulate a new set of courses after becoming eligible for this honor. Part-time students should inform the Office of the Dean of Student Services, (636)481-3201/797-3000, ext. 3201, within 10 days of grade reporting that the requirement has been satisfied. Names will be distributed to local newspapers for publication.

Graduation Honors

A candidate for an associate degree who has earned a cumulative grade point average of 3.50 or higher is awarded his/her degree cum laude; a 3.80 cumulative grade point average is magna cum laude; and a 4.00 cumulative grade point average is summa cum laude. A student must have earned at least 40 of his/her credit hours at Jefferson College to be eligible for graduation honors. A candidate for a certificate who has earned a cumulative grade point average of 3.50 or higher in the required courses is awarded a certificate with distinction.

Recognition for Outstanding Scholarship Award

The Recognition for Outstanding Scholarship Award is presented to the associate degree candidate(s) with the highest cumulative grade point average in his/her graduating class.



Jefferson College



SERVICES to STUDENTS



Services to Students

Advising and Retention Center (ARC)

The Advising and Retention Center (ARC) facilitates student success by providing a safety net for students, faculty, and staff. The ARC offers academic advising services, services to help improve student success, and transfer assistance.

The ARC can provide academic advising at all Jefferson College locations, assist the student in establishing academic and career goals, and provide academic and personal support. The ARC can also provide short-term counseling and community referrals to those students in need of such services.



Good academic advising is critical to a student's success. All full-time, degree-seeking students are assigned appropriate academic advisors to assist in long-term academic decision making as well as current course selection. Many academic advisors are faculty members who specialize in advising students majoring in the fields they teach. Currently enrolled students are encouraged to schedule an appointment to meet with their assigned advisor.

New students are required to make an advising appointment. After being admitted to Jefferson College, an advisor will assist the student in registering for classes during a one-on-one appointment. New students are required to complete the First Year Experience requirement by enrolling in COL101, Introduction to College: Strategies for Success, or GUD136, Mastering the College Experience.

Please contact the ARC secretary for more information about ARC services or for information regarding scheduling advising appointments at (636)481-3209/797-3000, ext. 3209.

Career Development Center

The staff of the Career Development Center provides information on career awareness and exploration, occupational information, educational program selection, and further educational opportunities. Career information is organized in a convenient manner and is presented in a variety of forms including a library of educational literature on transfer institutions, career-technical programs, and career choices. Assistance is provided to empower students in locating information necessary in making educated decisions concerning majors, transfer institutions, and career choices.

For more information on the Career Development Center, call (636)481-3215/797-3000, ext. 3215.

Child Development Center

The Jefferson College Child Development Center is licensed by the State of Missouri and accredited by the Missouri Accreditation of Programs for Children and Youth to serve children ages two through twelve. The Center is designed to meet the needs of preschool and school age children and their participating families by providing a high quality program within a safe and nurturing environment.

The Center is located on the Hillsboro campus, across the main drive (north) of the Student Center and enrolls children of students, faculty, staff, and the community. The Center also operates as a laboratory site for adult students enrolled in early childhood education courses.

For enrollment information or to participate in observations, labs, or practicums, call (636)481-3299/797-3000, ext. 3299, or (636)481-3298/797-3000, ext. 3298.

Disability Support Services

Students with disabilities can utilize support services offered by Disability Support Services by registering with the program coordinator. Students must provide documentation of their disability from a qualified professional in a timely manner to receive accommodations. An Assistive Technology Center is available for students who require adaptive technology and/or additional resources. If accommodations for a disability are needed, please contact the Disability Support Services Coordinator at (636)481-3169/797-3000, ext. 3169. TDD users may call (636)789-5772.

Enrollment Procedures for Students

Students may begin their course enrollment each semester based on the following categories which establish different beginning dates for this enrollment:

REGISTRATION PROCESS BY STUDENT CATEGORY 1, 2, OR 3:

- **Category 1:** Currently enrolled degree-seeking students with 45 or more cumulative credit hours and currently enrolled certificate-seeking students with 15 or more cumulative credit hours register first; then
- **Category 2:** All currently enrolled students without respect to number of credit hours. Category 1 students may continue to register during this period; and then
- **Category 3:** All other students, transfer students, or students who failed to register during the priority registration periods may begin to register.

Visit www.jeffco.edu and click on the Class Schedule tab for these category enrollment dates.

Food Services

Jefferson College contracts with Food Service Consultants to provide food services for the needs of students, faculty, and staff. A full-service cafeteria, the Viking Café, is located in the lower level of the Student Center, and a Snack Bar is located in the Career Education Building. The Café is open from 9:00 a.m. to 2:00 p.m. Monday through Friday. The Snack Bar operates from 7:30 a.m. to 1:00 p.m. Monday through Friday and 5:30 p.m. to 7:30 p.m. Monday through Thursday. The Viking Café and Snack Bar accept credit/debit cards or cash.



Jefferson College Online

Jefferson College, in order to unify, promote, and expand real-time support services to online and on-campus students, has initiated electronic access to a broad range of support services at a single location in STARS.



The following services for students, faculty, and staff are available from the JC Online tab in STARS:

Online Writing Lab (JC OWL) – The OWL assists in all phases of the writing process. The OWL Writing Submission service provides English faculty feedback for writing of all kinds and from all disciplines. The OWL Chat service provides real-time, easy-access writing reference services.

Computer Help Desk – E-services extends the help desk phone support option through chat and whiteboard capabilities. Help desk staff are available to answer questions related to STARS, email, and Blackboard electronically.

Ask a question @ your Library – Consult with a Reference Librarian via text, chat, or email for help in finding resources for your papers and speeches. A few minutes spent consulting with a Librarian can save you hours of frustrating research.

Learning Center – The Online Learning Center allows students to chat with a Learning Center instructor regarding general information. A document submission service is also available which allows students to receive instructor feedback via email for Learning Center course assignments.

Cyber Advising – Receive academic advising electronically through this convenient online service. See the Cyber Advising section under the JC Online tab in STARS for more details.

Learning Center

The Learning Center supports students in their academic and career goals by offering academic support, testing, and instructional services. More information about Learning Center services can be found online at www.jeffco.edu under Current Students.

Academic Support Services

Peer tutoring services are available for students who need academic assistance. This program matches students with trained tutors and is provided at no cost to students.

Professional tutoring is offered at Hillsboro, Arnold, and Northwest at no cost to Jefferson College students. The professional tutors are Jefferson College instructors and can work with students on a variety of subjects.

Testing Services

The Testing Center offers a variety of testing services for students including COMPASS placement, correspondence tests, distance learning tests, exit exams (graduation requirement), faculty make-up tests, and many other standardized tests (ACT, CBASE, CLEP, GED, HESI A2, POST, and others).

Instructional Services

The Learning Center offers courses which will help students develop the essential skills necessary for success in college. Learning Center courses include Basic Math, Basic Grammar & Punctuation, Basic Writing Skills I, Geometry, Basic Reading, and Spelling/Vocabulary Skills.

All Learning Center courses are competency based, which means students must master each unit at an 80% competency level or better before moving on to the next unit. All units in the course must be completed in order to complete the course successfully. Basic Math and Basic Writing Skills I are offered in the Learning Center at scheduled times. All other Learning Center courses are offered in an arranged setting in which students are allowed to individually schedule class time in the Learning Center. All Learning Center students meet with instructors on a regular basis for instruction, to seek assistance, and to discuss progress.

Library Services

Jefferson College Library offers many services and resources to help students succeed in their classes. Friendly, qualified staff members are available to help answer students' questions at the Hillsboro and Arnold locations. Students may also contact a librarian by phone, email, text, or chat. The Library on the Hillsboro campus has a collection of over 70,000 books and access to over 21,000,000 books through the statewide MOBIUS system. Students may also check out a variety of magazines, DVDs, videos, and music CDs. The Library houses the Jefferson County History Center and serves as the U.S. Federal Depository Library for the Third Congressional District. You will find collaborative and quiet study areas as well as study rooms.

The Library at Jefferson College Arnold provides databases, magazines, reference books, a small circulating book collection, and access to items in the Library's collections via daily courier service. Students at the Northwest and Imperial sites also have access to Library materials via daily courier.

The Library has online databases and eBooks which students can use to find reliable, scholarly information for papers and speeches. All online resources can be accessed remotely through the Library's website. Students using computers in the Library may search the

Internet, use the Library's online catalogs and databases, check email, and use Blackboard. Wireless Internet access is available, and laptops may be checked out for use in the Library at both Hillsboro and Arnold.



Math Labs

The Math Labs are located in the Technology Center, room 209, and in the Academic Support Center at Jefferson College Arnold. Students who need help with courses ranging from Beginning Algebra to Differential Equations may drop in for assistance by certified instructors. Math tutorial software is available on the computers in the Math Labs.

Online and Hybrid Courses

Jefferson College offers over 150 courses that take advantage of the Internet to distribute materials, communicate with students, and provide a rich, interactive learning environment. Content for online courses may be delivered on CDs, DVDs, videotape, the Internet, or a combination of these technologies. Courses required for the Associate of Arts degree are available online as are courses in Career and Technical Education subject areas.

Hybrid courses at Jefferson College are courses that blend face-to-face instruction with online learning. A significant part of the course learning is online and, as a result, the amount of classroom seat-time is reduced.

Residential and Student Life

Residential and Student Life offers students opportunities to become involved both on campus and in the community. Campus involvement is an important part of the collegiate experience because it allows students to gain valuable knowledge, make lifelong friends, and have fun! Check out the calendar section of the Student Handbook for dates and times of activities planned for the upcoming year. You can also find out more information about activities by calling (636)481-3296/797-3000, ext. 3296.

Servicemembers Opportunity Colleges

Jefferson College is a member of Servicemembers Opportunity Colleges (SOC), a consortium of over 1,800 colleges and universities that provide college-level educational opportunities for servicemembers and their families. Jefferson College participates in the ConAP program and adheres to the following criteria: provides transfer of credit for servicemembers to minimize loss of credit, recognizes learning gained from specialized training and experience in the military, and awards credit for nationally recognized testing programs (i.e., CLEP). For more information on SOC, please contact the Director of Admissions and Student Records at (636)481-3207/797-3000, ext. 3207.

Student Athlete Success

The Office of Student Athlete Success provides a comprehensive academic support program for our student-athlete population leading to academic and athletic enrichment. The program emphasizes the three main areas of academic athletic advising, mentoring, and goal setting. Through individual appointments with each student-athlete and various educational support programs offered on the Jefferson College campus, the student-athlete will have every opportunity to achieve success on and off the field. In addition to academic support, the program will focus on personal development and heighten career awareness. For additional information, students should contact the Student Athlete Success Coordinator at (636)481-3258/797-3000, ext. 3258.

Student Development

Student Development oversees a variety of clubs and organizations on campus that provide students the opportunity to participate as members and/or take leadership roles. In addition, students are made aware of volunteer opportunities within the community. Both options provide an avenue to integrate and link service with academic study and leadership. For a complete list of clubs/organizations and volunteer opportunities, contact the Office of Student Development at (636)481-3231/797-3000, ext. 3231.

Student Support Services - Project SUCCESS

Successfully getting through college requires skill and a sense of direction. At times, students may need help along the way to satisfy the demands that college and a busy life place on them. Student Support Services - Project SUCCESS can help students develop excellent academic skills and acquire a sense of direction that will allow them to achieve their educational goals at Jefferson College and beyond.

Student Support Services is a federally funded TRIO program providing:

- Academic Assistance
- Personal Support
- Career Counseling
- Transfer Counseling
- Financial Guidance
- Cultural Enrichment

All services are free to eligible students.

Eligibility guidelines include:

- 1) Low income, and/or
- 2) First generation college students, and/or
- 3) Students with a documented disability.



Project SUCCESS staff is committed to helping students graduate and/or transfer from Jefferson College. Appointments are available to students at all locations. Interested students may contact the Student Support Services Office on the top floor of the Student Center building on the Hillsboro campus or by phone at (636)481-3281/797-3000, ext. 3281.

Veterans' Benefits

Benefits are available to veterans and other persons eligible under Chapters 30, 31, 33, 35, 1606, and 1607 of the **Montgomery GI Bill** who enroll at the College. Missouri Returning Heroes Act is also administered for those who qualify. Veterans receive compensation while participating in educational training based on their enrollment.

Although all regulations and policies in this Catalog are applicable to veterans, these students should also consult the *Jefferson College Student Handbook* and the *Veterans' Information Guide* published on the Veterans' tab in STARS for additional comments with regard to grading, class attendance, dropping and adding courses, auditing courses, repeating courses, conduct, and withdrawal from college. If a veteran does not comply with the minimum standards of progress as required by the Veterans Administration and Public Law 94-502, his/her benefits may be affected.

Should a veteran have questions about his/her educational benefits, certification to the Veterans Administration, or academic progress, the student should contact the Veterans' Certifying Official at (636)481-3210/797-3000, ext. 3210.

Vocational Rehabilitation Benefits

Benefits are available to individuals who have physical or mental disabilities. Services include diagnostic physical/mental evaluations to determine eligibility, vocational guidance to determine a suitable employment goal, tuition for college and/or career and technical education, and assistance with books, supplies, and transportation, if financially eligible.

Further information can be obtained at the Division of Vocational Rehabilitation, 400 S. 18th Street, St. Louis, MO 63103; phone number (314)552-9881.

Volunteer Service Center

The Jefferson College Volunteer Service Center advocates making service an integral part of a student's education at the College by creating an expectation of service as an important component of the higher education experience. Students can be placed into volunteerism and/or service learning opportunities that integrate and link service with academic study and leadership. For additional information, contact the Student Development Office at (636)481-3231/797-3000, ext. 3231.

Writing Labs

Located in the Tech Center Building, room 313, the Writing Lab offers students aid in creating, organizing, developing, and revising writing of all kinds. Instructors interested in current research are on duty to suggest positive ways writing can be more communicative. Computers with Internet access are available.

The Jefferson College Online Writing Lab (OWL) helps Jefferson College students, faculty, and staff in all phases of the writing process. The OWL Writing Submission service provides faculty feedback to student writing of all kinds and from all disciplines. The OWL Chat service provides real-time, easy-access writing reference services. The OWL can be accessed in the JC Online tab on STARS.



General Degree Requirements

The general requirements for an associate degree from Jefferson College are:

1. 62 semester hours of college credit; 24 hours must be completed at Jefferson College.
2. The completion of the general education requirements specified for each degree (i.e., 42 hours for A.A. and A.A.T., 45 hours for A.S., and 18 hours for A.A.S.).
3. Successful completion of the First Year Experience requirement.
4. Successful demonstration of computer literacy with a grade of “C” or better.
5. A cumulative grade point average of 2.00 (“C”) or better is required for the A.A., A.S., and A.A.S. degrees. A cumulative grade point average of 2.50 or better and passing CBASE scores are required for the A.A.T. degree.
6. Certification of a candidate for a degree by the Director of Admissions and Student Records.
7. Completion of the exit exam assessment as required by the College.

The Career-Technical Certificate requires completion of the specified curriculum with a grade point average of 2.00 (“C”) or better and completion of a minimum of 15 credit hours at Jefferson College.

A candidate for a certificate or degree must:

1. File an Application for Graduation with the Admissions and Student Records Office no later than 30 days prior to his/her expected date of graduation.
2. Complete the exit exam assessment as required by the College.
3. Pay the graduation fee no later than 30 days prior to the end of the semester in which he/she intends to graduate.
4. Attend Commencement. Only in unusual circumstances will a degree/certificate be conferred in absentia.

The following should be noted:

1. No degree credit will be given for developmental courses with numbers that begin with “0,” for example, Mathematics 002. Though they may be required of students to prepare for entering other courses, they will not apply as credit toward a degree.
2. No more than four hours of performance credit in music, four hours of Internship, and four hours of physical education activity courses may be counted toward a degree.
3. Students must complete appropriate courses to satisfy the state requirements in Federal and Missouri State Constitutions. Several options, depending on whether the student is pursuing the Associate of Arts, Associate of Arts in Teaching, Associate of Science, or Associate of Applied Science degrees, are available. For specific courses which fulfill this requirement, see “General Education Requirement Options for the Associate Degree.”
4. Career and Technical courses apply only for credit toward the Associate of Applied Science degrees and certificates.
5. A student may qualify for one A.A., A.A.T., or A.S. degree. A student may not earn both an A.A. and A.A.T. degree. The A.A.S. degree and Career-Technical certificates are not limited by prior graduation.
6. Second degrees: Associate of Arts degrees satisfy the general education core of the Associate of Applied Science degree. The technical departmental requirements are met on a course-by-course process. A transfer student with an earned Associate of Applied Science degree will satisfy the general education core of Jefferson College’s Associate of Applied Science degree.
7. Graduates of the following departments may receive one Associate of Applied Science degree only within their department: Business Information Technology, Computer Information Systems, and Electronics.
8. All degree or certificate-seeking students enrolling in nine or more hours of college credit courses as well as students who have accumulated nine or more hours of college credit are required to successfully complete the First Year Experience requirement. Students who do not successfully complete COL101, Introduction to College: Strategies for Success, or GUD136, Mastering the College Experience, during their first term of enrollment will be required to complete one of these courses during their second term. Students will not be allowed to enroll for a third term without successfully completing the First Year Experience requirement. Please note that transfer students with 15 credit hours and a 2.0 GPA or an equivalent First Year Experience course (as determined by the Director of Admissions and Student Records) are exempt from this requirement.

Jefferson College Offers Four Degrees

Associate of Arts (A.A.) transferable to four-year institution

Associate of Arts in Teaching (A.A.T.) transferable to four-year institution

Associate of Science (A.S.) transferable to four-year institution

Associate of Applied Science (A.A.S.)

Each degree is composed of courses which satisfy the General Education component as well as courses which satisfy program and institutional requirements. The following pages describe general education, institutional, and departmental courses for each degree.

General Education is an aspect of the College's instructional program which enables a student to acquire general knowledge and intellectual skills; to achieve some level of basic competencies, to prepare for advanced work, and to develop the skills and knowledge needed to function in society. The General Education component for each associate degree consists of the following areas:

Objective: **Writing and speaking clearly and concisely using edited American English.**

I. Communications:	A.A.	9 hours
	A.A.T.	9 hours
	A.S.	3 hours
	A.A.S.	3 hours

Objective: **Analyzing the themes of human experiences through exploration of great works and ideas.**

II. Humanities:	A.A.	9 hours
	A.A.T.	9 hours
Humanities and/or Soc./Beh. Sciences:	A.S.	3 hours
Humanities or Communications:	A.A.S.	3 hours

Objective: **Analyzing scientific and mathematical concepts and their uses and impact in the modern world.**

III. Mathematics and Natural Sciences:	A.A.	10 hours
	A.A.T.	10 hours
	A.S.	33 hours
Mathematics and/or Natural Sciences:	A.A.S.	6 hours

Objective: **Examining diverse historical and social events as well as personal experiences in order to determine possible sequences, relationships, and causes.**

IV. Social and Behavioral Sciences:	A.A.	12 hours
	A.A.T.	12 hours
	A.S.	6 hours
	A.A.S.	6 hours

Students must meet two institutional requirements when pursuing a degree. The following objectives define these requirements.

Objective: **Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development.**

I. Computer Literacy: All degrees Proficiency

Objective: **Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. These courses will also explain how to navigate the processes and procedures of Jefferson College.**

II. First Year Experience All degrees 1-3 hours

Total credits for the associate degree:

Associate of Arts

General Education42
Electives20

Associate of Arts in Teaching

General Education..... 42
Electives..... 20

Associate of Science

General Education45
Electives20*

Associate of Applied Science

General Education..... 18
Departmental 44*

**Total will vary depending on departmental requirements.*



Associate of Arts Degree

Students are encouraged to complete all requirements for the Associate of Arts degree before transfer. Transfer of general education is greatly facilitated if all requirements for the Associate of Arts degree are met.

Arts and Science education offers credits in the general education area, which are commonly required for a wide variety of programs. Courses taken outside the general education program, to fulfill the 20 semester-hour elective requirement as part of the Associate of Arts degree, should be carefully chosen to ensure applicability to the baccalaureate graduation requirements for the program of study which the student intends to pursue at a four-year college or university. Consequently, the transfer student has the responsibility to become familiar with the specific major and graduation requirements of the four-year institution to which transfer is intended. Students are encouraged to work with their faculty/academic advisor. The Associate of Arts degree is designed to prepare the student in the areas listed below. For Advising Guides which list course recommendations, visit the Advising and Retention Center at www.jeffco.edu.

Accounting	Fine Arts/Humanities	Mathematics
Business Administration	Art	Physical Sciences
Communications	Foreign Language	Astronomy
Computer Science	Journalism	Chemistry
Criminal Justice	Music	Geology
Education	Philosophy	Physics
<i>(see Associate of Arts in Teaching Degree on page 57)</i>	Speech and Drama	Social/Behavioral Sciences
English	TV Production	Economics
	Liberal Arts	Geography
	Life Sciences	History
	Biology	Political Science
	Botany	Psychology
	Ecology	Sociology
	Zoology	

In order to ensure transferability of general education credit, Jefferson College, as a public institution implementing the Statewide Articulation and Transfer Agreement among Missouri Colleges and Universities, has constructed a 42 semester-hour block of general education credit that is considered equivalent to corresponding blocks of general education credit at other public and signatory institutions. The general education program requirements address eight state-level curricular goals and associated institutional-level competencies that fall into two categories: academic skills and knowledge. The skill areas are Communicating, Higher-Order Thinking, Managing Information, and Valuing. The knowledge areas are Social and Behavioral Sciences, Humanities and Fine Arts, Mathematics, and Life and Physical Sciences. Details are available on the Jefferson College general education web page located at http://vega.jeffco.edu/jkuchar/acadprog/gened/course-credit_hours.htm. Students who complete the 42 semester-hour general education program for the Associate of Arts degree will meet the high expectations embodied in the state-level goals and institutional-level competencies.

Students should complete their general education program before transferring. Students certified by the Director of Admissions and Student Records/Registrar as having completed the 42 semester-hour general education program who transfer will not have additional general education or other institutional requirements imposed by the receiving institution unless they are also requirements of native students. This is also the case for students transferring to Jefferson College who are certified as having completed the sending institution's 42 semester-hour general education program. Jefferson College students should contact the Director of Admissions and Student Records/Registrar at (636)481-3207/797-3000, ext. 3207, to certify that the 42 semester-hour general education program has been met. Students who transfer from Jefferson College before certification by the Director of Admissions and Student Records/Registrar, the designated Transfer Articulation Officer, as having completed their general education requirements will have their transcript reviewed by the receiving institution on a course-by-course basis. Likewise, students transferring to Jefferson College who are not certified as having completed a corresponding 42 semester-hour block of general education will have their transcript reviewed on a course-by-course basis.

Associate of Arts General Education Requirements:

I: Communications 9

Objective: Writing and speaking clearly and concisely using edited American English.

Written Communications:

ENG101, 101H English Composition I
and
ENG102, 102H English Composition II

Oral Communications:

SPD105, 105H Oral Communication
or
SPD175 Public Speaking

II: Humanities 9

Objective: Analyzing the themes of human experiences through exploration of great works and ideas.

Three courses from at least two disciplines:

Art:

ART101 Art Appreciation
ART103 Survey of Art I
ART105 Survey of Art II
ART107 Modern Art

Civilization:

HST201 Ancient and Medieval Civilization
HST202 Renaissance to Early Modern Europe
HST203 Modern Europe
HST210 Asian Civilization
HST235 Women in History

Foreign Language Literature:

FRN253 French Reading
SPN253 Spanish Reading

Humanities:

HUM125 Seminar in World Cultures
HUM250H Honors Humanities
HUM260, 260H Liberal Arts Seminar
HUM270, 270H Leadership Development Studies

Literature:

ENG105, 106 Literature Appreciation
ENG122 Film Appreciation
ENG215, 215H, 216, 216H World Literature
ENG225, 226 English Literature
ENG228, 229 American Literature
ENG235, 235H The Shakespeare Plays
ENG250, 250H Mythology
ENG255H Honors Literary Types: Poetry

Music:

MSC101 Fundamentals of Music
MSC131,133,135,137,231,232 Music Literature/Appreciation

Philosophy:

PHL101 Logic
PHL102, 102H Introduction to Philosophy
PHL201 World Religions
PHL202, 202H Ethics

Speech and Drama:

SPD120, 120H Theatre Appreciation

III: Mathematics and Natural Sciences 10

Objective: Analyzing scientific and mathematical concepts and their uses and impact in the modern world.

Mathematics: 3

Completion of one course is required from this list or higher.

MTH131 Survey of College Mathematics

MTH134, 134H College Algebra

Natural Sciences: 7

*One course with laboratory is required**

Biological Sciences (one course required):

BIO101*, 101H* General Biology

BIO102 Concepts in Biology

BIO109 Ecology and Environmental Conservation

BIO113*, 215* Microbiology

BIO120*, 211* Human Anatomy

BIO201* Genetics

BIO205* General Botany

BIO206* General Zoology

BIO207* Vertebrate Anatomy

BIO245* Pathophysiology

Physical Sciences (one course required):

CHM101* Introductory Chemistry

CHM102 Concepts in Chemistry

CHM111*, 111H* General Chemistry I

PHY101* Survey of Physical Science

PHY102 Topics in Physical Science

PHY105* Physical Geology

PHY106* Introduction to Astronomy

PHY111* Elementary College Physics I

PHY223* General Physics I



IV: Social and Behavioral Sciences 12

Objective: Examining diverse historical and social events as well as personal experiences in order to determine possible sequences, relationships, and causes. Four courses are required from at least two disciplines. Two three-hour history and/or political science courses are required, which include the United States and Missouri Constitutions.

U.S. and Missouri Constitutions 6

Choose one course from:

HST103, 103H U.S. History I

PSC102, 102H U.S. and Missouri Governments and Constitutions

Choose additional course from:

HST103, 103H U.S. History I

HST104, 104H U.S. History II

PSC102, 102H U.S. and Missouri Governments and Constitutions

PSC103 Current Political Issues

Social and Behavioral Sciences 6

Economics:

ECO100 Introduction to Economics

ECO101 Macroeconomics

ECO102 Microeconomics

Geography:

GEO103 World Regional Geography

GEO120 Seminar in Global Studies

History:

HST103, 103H U.S. History I

HST104, 104H U.S. History II

HST205 African-American History

HST230 Women in American History

HST240 Missouri History

Political Science:

PSC102, 102H U.S. and Missouri Governments and Constitutions

PSC103 Current Political Issues

PSC155 International Relations

PSC250, 250H Model United Nations

Psychology:

PSY101, 101H General Psychology

PSY120 Applied Psychology

PSY201 Child Development

PSY202 Adolescent Psychology

PSY205 Human Development

PSY225 Abnormal Psychology

Sociology:

SOC101 General Sociology

SOC240 Marriage and Family

SOC250 Social Disorganization

V: General Education Option 2

Student choice from any general education course.

Associate of Arts Institutional Requirements:

I: Computer Literacy 0-4

Objective: Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development. Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following courses apply as electives:

BIT138 Word Processing Applications I
CIS122 Basic Computer Skills
CIS125 Introduction to Information Systems
CIS133 Microcomputer Software Applications
EDU205 Technology for Teachers
PHY223 General Physics I

II: First Year Experience 1-3

Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. These courses will also explain how to navigate the processes and procedures of Jefferson College. The following courses apply as electives:

COL101 Introduction to College: Strategies for Success
GUD136 Mastering the College Experience

Global Studies Program

The Global Studies program is a specially designed curriculum to meet the needs of students who have interests in foreign language development, world cultural geography, and global issues. These students may take internationally focused courses to meet part of their general education requirements for the associate degree.

For more information, please contact the Global Studies Program Coordinator, Lisa Hollander, at (636)481-3352/797-3000, ext. 3352, or lholland@jeffco.edu.

Honors Program

The Honors Program is a curriculum designed to meet the needs of students who have demonstrated academic excellence and who wish to take challenging, interesting, even unusual courses to meet their general education requirements.

Students interested in the Honors Program must meet two of the three admissions criteria:

- a 3.3 grade point average (GPA) on a 4.0 scale
- COMPASS writing score of 90 or ACT composite score of 24
- the recommendation of an instructor or counselor

To qualify for Honors Program distinction, students must earn an associate's degree. They must have a 2.5 GPA in honors courses and at least a 3.3 cumulative GPA at the time of graduation. Students will be awarded an Honors Program Certificate if they have completed a total of 6-11 credit hours in Jefferson College honors courses and have the required grade point average. Students with 12 or more hours of Jefferson College honors courses and who have the required grade point average will be awarded an Honors Diploma. All Honors Program graduates' names will be placed on a plaque in the Honors Resource Room, and all will be given purple cords of distinction to wear at Commencement ceremonies. Please visit our website at www.jeffco.edu or contact Professor Andrea St. John, Honors Program Director, at (636)481-3316/797-3000, ext. 3316, or astjohn@jeffco.edu, for more information.

ASSOCIATE OF ARTS DEGREE (62 hours)

Minimum 2.00 Cumulative Grade Point Average for Degree. 24 hour residency requirement.

Maximum 4 hours of music performance courses. Maximum 4 hours of Physical Education activity courses.

Effective 2012-2013

GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)

			Course Titles or Areas	Course Numbers	Done	Now	Need
I.	Comm.	ENG (6)	English Comp. I & II	ENG101(H) & ENG102(H)			
		SPD (3)	Oral Communication or Public Speaking	SPD105(H) or 175			
II.	Humanities	Total; 9 hrs. from at least 2 areas	Art	ART101,103,105,107			
			Civilization	HST201,202,203,210,235			
			Humanities	HUM125,250H,260(H),270(H)			
			Foreign Language Lit.	FRN253;SPN253			
			Music	MSC101,131,133,135,137,231,232			
			Philosophy	PHL101,102(H),201,202(H)			
			Speech & Drama	SPD120(H)			
			Literature	ENG105,106,122,215(H),216(H),225, 226,228,229,235(H),250(H),255H			
III.	Math & Natural Sciences	Math (3)	Survey of College Math/ College Algebra	MTH131 MTH134(H) or higher			
		Science 2 areas 1 lab* (7)	Biological Sciences	BIO101(H)*^,102^,109,113*,120*^, 201*,205*,206*,207*,211*^,215*^,245*			
			Physical Sciences	CHM101*^,CHM102^,111(H)*; PHY101*^,102^,105*,106*,111*,223*			
IV.	Social Science (12 hrs.)	Const. (6)	Constitution	HST103(H);PSC102(H)			
			American History or American Government	HST103(H),104(H); PSC102(H),103			
		Social/ Behavioral (6)	Economics	ECO100,101,102			
			Geography	GEO103,120			
			History	HST103(H),104(H),205,230,240			
			Political Science	PSC102(H),103,155,250(H)			
			Psychology	PSY101(H),120,201,202,205,225			
			Sociology	SOC101,240,250			
V.	General Education Option (2 hrs.)		Student choice from any above general education course.				
VI.	Computer Literacy		Proficiency met by exam or coursework	BIT138;CIS122,125,133; EDU205;PHY223 course will count as elective			
VII.	First Year Experience		Intro to College or Mastering College Exp.	COL101 or GUD136 course will count as elective			

ELECTIVES/Course numbers greater than or equal to 100 (20 hours)

VIII.	20 hrs. course no. ≥ 100	ART;BIO;BIT138;BUS101,120,240,241,261,265;CHI;CHM; CIS122,125,129,133,153,155;COL101;CRJ110,112,114,120, 130,135,140,220,222,224,230,242;ECE102,103,108,212; ECO;EDU;EGR;ENG;FRN;GEO;GRM;GUD;HPE;HST; HUM;MSA/C;MTH128+;PHL;PHY;PSC;PSY;SOC;SPD;SPN.			
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Student Signature/Date

Advisor Signature/Date

^ Courses with similar content may not both apply towards graduation. See course descriptions or your advisor for appropriate course selection.

ASSOCIATE OF ARTS DEGREE - ONLINE OPTION (62 hours)

Minimum 2.00 Cumulative Grade Point Average for Degree. 24 hour residency requirement.

Effective 2012-2013

GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)

			Course Titles or Areas	Course Numbers	Done	Now	Need
I.	Comm.	ENG (6)	English Comp. I & II	ENG101 & ENG102			
		SPD (3)	Oral Communication	SPD105			
II.	Humanities	Total of 9 hrs. from at least 2 areas	Art	ART101,103,105,107			
			Civilization	HST201,202,203			
			Music	MSC101,131,133			
			Philosophy	PHL101,102			
			Speech and Drama	SPD120			
			Literature	ENG105,106,215,228,229			
III.	Math & Natural Sciences	Math (3)	Survey of College Math/ College Algebra	MTH131 MTH134			
		Science 2 areas 1 lab* (7)	Biological Sciences	BIO102^			
			Physical Sciences	CHM102^;PHY101**,102^,106*			
IV.	Social Science (12 hrs.)	Const. (6)	Constitution	HST103;PSC102			
			American History or American Government	HST103,104;PSC102,103			
			Economics	ECO100			
		Social/ Behavioral (6)	Geography	GEO103			
			History	HST103,104			
			Political Science	PSC102,103,155			
			Psychology	PSY101,120,201,202,205,225			
			Sociology	SOC101,240,250			
V.	General Education Option (2 hrs.)		Student choice from any above general education course.				
VI.	Computer Literacy		Proficiency met by exam or coursework	BIT138;CIS125,133;EDU205 course will count as elective			
VII.	First Year Experience		Intro to College or Mastering College Exp.	COL101 or GUD136 course will count as elective			

ELECTIVES/Course numbers greater than or equal to 100 (20 hours)**

VIII.	20 hrs. course no. ≥ 100	ART101,103,105,107;BIO102,116;BIT138;BUS101,120,261;CHM102;CIS125,129,133,153;COL101;CRJ110,112,114,120,130,222,224;ECE102,103,108,212;ECO100;EDU105,205,210,225,235;ENG104,105,106,143,215,228,229;GEO103;GUD101,136;HPE130,140;HST103,104,201,202,203;MSC101,131,133;MTH128,131,134;PHL101,102,203;PHY101,102,106;PSC102,103,155;PSY101,120,201,202,205,225;SOC101,105,210,240,250;SPD120			
Student Signature/Date					
Advisor Signature/Date					

^ Courses with similar content may not both apply towards graduation. See course descriptions or your advisor for appropriate course selection.

** Courses that fulfill General Education requirements may not also be counted as electives.

Associate of Arts in Teaching Degree

The Associate of Arts in Teaching (A.A.T.) is a statewide degree program. Jefferson College's A.A.T. is comprised of 42 credit hours of general education, a 13 credit hour Teacher Education Core, the First Year Experience requirement, a minimum of six additional credit hours in electives, and passing CBASE scores with state minimum requirements. Students must earn a cumulative GPA of 2.5 to be eligible to graduate with the A.A.T. Four-year transfer institutions may have additional requirements including higher GPA or CBASE scores, or additional course requirements. Most education majors will transfer with more than the 62 hours in order to meet certification requirements. General education credits should be carefully selected with the help of an education advisor to meet degree requirements and prerequisites.

The A.A.T. degree is designed to prepare students for transfer into a four-year Teacher Education program. Students who want to be certified to teach Early Childhood, Elementary, Middle School, or Secondary should use this course of study. Since selection of courses depends on certification area, it is recommended that teacher education majors work with an education advisor for program planning. It is strongly recommended that honors-qualified students take honors courses. Please contact Dr. Ken Boning, Teacher Education Program Coordinator, at (636)481-3344/797-3000, ext. 3344, or kboning@jeffco.edu, for more information.

Associate of Arts in Teaching Requirements:

I: Communications 9

Objective: Writing and speaking clearly and concisely using edited American English.

Written Communications:

ENG101, 101H English Composition I
and
ENG102, 102H English Composition II

Oral Communications:

SPD105, 105H Oral Communication
or
SPD175 Public Speaking

II: Humanities 9

Objective: Analyzing the themes of human experiences through exploration of great works and ideas.

Three courses from at least two disciplines:

Art:

ART101 Art Appreciation
ART103 Survey of Art I
ART105 Survey of Art II
ART107 Modern Art

Civilization:

HST201 Ancient and Medieval Civilization
HST202 Renaissance to Early Modern Europe
HST203 Modern Europe
HST210 Asian Civilization
HST235 Women in History

Foreign Language Literature:

FRN253 French Reading
SPN253 Spanish Reading

Humanities:

HUM125 Seminar in World Cultures
HUM250H Honors Humanities
HUM260, 260H Liberal Arts Seminar
HUM270, 270H Leadership Development Studies

Literature:

ENG105, 106 Literature Appreciation
ENG122 Film Appreciation
ENG215, 215H, 216, 216H World Literature
ENG225, 226 English Literature
ENG228, 229 American Literature
ENG235, 235H The Shakespeare Plays
ENG250, 250H Mythology
ENG255H Honors Literary Types: Poetry

Music:

MSC101 Fundamentals of Music
MSC131,133,135,137,231,232 Music Literature/Appreciation

Philosophy:

PHL101 Logic
PHL102, 102H Introduction to Philosophy
PHL201 World Religions
PHL202, 202H Ethics

Speech and Drama:

SPD120, 120H Theatre Appreciation

III: Mathematics and Natural Sciences 10

Objective: Analyzing scientific and mathematical concepts and their uses and impact in the modern world.

Mathematics: 3

Completion of one course is required from this list or higher.

MTH130 Structure of the Real Number System
MTH131 Survey of College Mathematics
MTH134, 134H College Algebra

Natural Sciences: 7

*One course with laboratory is required**

Biological Sciences (one course required):

BIO101*, 101H* General Biology
BIO102 Concepts in Biology
BIO109 Ecology and Environmental Conservation
BIO113*, 215* Microbiology
BIO120*, 211* Human Anatomy
BIO201* Genetics
BIO205* General Botany
BIO206* General Zoology
BIO207* Vertebrate Anatomy
BIO245* Pathophysiology

Physical Sciences (one course required):

CHM101* Introductory Chemistry
CHM102 Concepts in Chemistry
CHM111*, 111H* General Chemistry I
PHY101* Survey of Physical Science
PHY102 Topics in Physical Science
PHY105* Physical Geology
PHY106* Introduction to Astronomy
PHY111* Elementary College Physics I
PHY223* General Physics I

IV: Social and Behavioral Sciences 12

Objective: Examining diverse historical and social events as well as personal experiences in order to determine possible sequences, relationships, and causes. Four courses are required from at least two disciplines. Two three-hour history and/or political science courses are required, which include the United States and Missouri Constitutions.

U.S. and Missouri Constitutions 6

HST103, 103H, 104, or 104H U.S. History
and

PSC102, 102H U.S. and Missouri Governments and Constitutions

Social and Behavioral Sciences 6

PSY101, 101H General Psychology

Choose one course based on area of certification from:

PSY201 Child Development

PSY202 Adolescent Psychology

PSY205 Human Development

V: General Education Option 2

Student choice from any general education course.

VI: Computer Literacy 3

Objective: Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development. Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of “C” or better. The following course applies as part of the required education courses:

EDU205 Technology for Teachers

VII: First Year Experience 1-3

Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. These courses will also explain how to navigate the processes and procedures of Jefferson College. The following courses apply as electives:

COL101 Introduction to College: Strategies for Success

GUD136 Mastering the College Experience

VIII: Required Courses 13

EDU105 Exploring the Field of Education

EDU205 Technology for Teachers

EDU210 Foundations of Education

EDU225 Educational Psychology

EDU230 Teaching Profession with Field Experience

IX: Elective Courses 7

Based on area of certification. See your advisor for recommended courses.

EDU235, Education of the Exceptional Learner, is recommended for Early Childhood and Elementary Education majors.

ASSOCIATE OF ARTS IN TEACHING DEGREE (62 hours)

Minimum 2.50 Cumulative Grade Point Average for Degree. 24 hour residency requirement.

Effective 2012-2013

GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)

			Course Titles or Areas	Course Numbers	Done	Now	Need
I.	Comm.	ENG (6)	English Comp. I & II	ENG101(H) & ENG102(H)			
		SPD (3)	Oral Communication or Public Speaking	SPD105(H) or 175			
II.	Humanities	Total of 9 hours from at least 2 areas	Art	ART101,103,105,107			
			Civilization	HST201,202,203,210,235			
			Humanities	HUM125,250H,260(H),270(H)			
			Foreign Language Lit.	FRN253;SPN253			
			Music	MSC101,131,133,135,137,231,232			
			Philosophy	PHL101,102(H),201,202(H)			
			Speech & Drama	SPD120(H)			
			Literature	ENG105,106,122,215(H),216(H),225,226,228,229,235(H),250(H),255H			
III.	Math & Natural Sciences	Math (3)	Survey of College Math/ College Algebra/ Structure R.N.S.	MTH131 MTH134(H) or higher MTH130 for Elem Educ/Early Child <u>only</u>			
		Science - 2 areas 1 lab* - Sec. Ed. 2 labs* - other Ed. (7)	Biological Sciences	BIO101(H)*^,102^,109,113*^,120*^,201*,205*,206*,207*,211*^,215*^,245*			
			Physical Sciences	CHM101*^,102^,111(H)*; PHY101*^,102^,105*,106*,111*,223*			
IV.	Social Science (12 hrs.)	Const (6)	U.S. & MO Govt./Const.	PSC102(H)			
			American History	HST103(H),104(H)			
		Soc/ Beh (6)	General Psychology	PSY101(H)			
			Psychology	PSY201,PSY202,PSY205 based on area of certification			
V.	General Education Option (2 hrs.)		Student choice from any above general education course. (MTH134 required for UMSL Elementary Education)				
VI.	Computer Literacy		Technology for Teachers	EDU205	Required core course listed below		
VII.	First Year Experience		Intro to College or Mastering College Exp.	COL101 or GUD136 course will count as elective			

REQUIRED COURSES (13 hours)

VIII.	Core (13 hours)	Exploring the Field	EDU105			
		Technology for Teachers	EDU205			
		Foundations of Education	EDU210			
		Educational Psychology	EDU225			
		Teaching Profession with Field Experience	EDU230			

ELECTIVES/Course numbers greater than or equal to 100 (7 hours)

IX.	7 hrs.	See Advisor for appropriate course selection.			
Student Signature/Date					
Advisor Signature/Date					

^ Courses with similar content may not both apply towards graduation. See course descriptions or your advisor for appropriate course selection.

Associate of Science Degree

The Associate of Science degree is specifically designed to transfer to Missouri University of Science and Technology. Each engineering department may have differences in the recommended 65 hours at Jefferson College.

Associate of Science General Education Requirements:

Minimum Semester Hours

Core General Education Requirements* 45

Courses for pre-engineering major 19

First Year Experience 1-3

*A candidate for the Associate of Science degree must complete the following core degree requirements that meet the general education definition:

I: Communications 3

Objective: Writing and speaking clearly and concisely using edited American English.

ENG101, 101H English Composition I

II/III: Humanities/Social/Behavioral Sciences 9

Objective: Analyzing the themes of human experience through exploration of great works and ideas. Examining diverse historical and social events as well as personal experiences in order to determine possible sequences, relationships, and causes.

U.S. and Missouri Constitutions:

Select one: Required

HST103, 103H U.S. History I

PSC102, U.S. and Missouri Governments and Constitutions

Economics:

Select one: Required

ECO101, 102 Economics

Humanities/Social/Behavioral Sciences (select one):

Art History ART101, 103, 105, 107

Literature ENG105, 106, 215, 216, 225, 226, 228, 229, 235, 250

Honors Literature ENG215H, 235H, 250H, 255H

French FRN101 or higher

Geography GEO103

German GRM101 or higher

Western Civilization HST201, 202

Other History HST210, 235, 240

Humanities HUM125

Music Literature MSC131, 133, 231, 232

Other Music MSC101

Philosophy PHL101, 102, 201, 202, 202H

International Relations PSC155, 250, 250H

Psychology PSY101, 101H

Sociology SOC101

Spanish SPN101 or higher

Theatre Appreciation SPD120, 120H

IV: Mathematics and Natural Science 33

Objective: Analyzing scientific and mathematical concepts and their uses and impact in the modern world.

CHM111, 111H General Chemistry

MTH180-205 Calculus and Differential Equations

PHY118-224 General Physics

Associate of Science Institutional Requirements:

I: Computer Literacy 4

Objective: Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development. Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following course applies as part of the required courses.

PHY223 General Physics I

II: First Year Experience 1-3

Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. These courses will also explain how to navigate the processes and procedures of Jefferson College.

COL101 Introduction to College: Strategies for Success

GUD136 Mastering the College Experience

Required Courses 10

CIS155 Introduction to Computer Programming

EGR101 Computer Aided Engineering Design

EGR228 Engineering Mechanics-Statics

Technical Electives 9

CHM112 General Chemistry II

CHM200 Organic Chemistry I

EGR250 Engineering Mechanics-Dynamics

EGR261 Circuit Analysis I

ENG102, ENG102H, or SPD175 Advanced Communications

MTH172 Linear Algebra



Associate of Science Degree for Transfer to Missouri University of Science and Technology

Engineering

Associate of Science Degree

Required Core (56-58)

CHM111, 111H General Chemistry	5
CIS155 Introduction to Computer Programming	3
Constitution	3
Economics	3
EGR101 Computer Aided Engineering Design	4
EGR228 Engineering Mechanics-Statics	3
ENG101 English Composition I	3
Humanities	3
MTH180-201 Calculus I,II,III	15
MTH205 Differential Equations	3
PHY118-224 General Physics	10
First Year Experience	1-3
Computer Literacy	P

Technical Electives: 9

CHM112 General Chemistry II	5
CHM200 Organic Chemistry I	5
EGR250 Engineering Mechanics-Dynamics	3
EGR261 Circuit Analysis I	3
ENG102, ENG102H, or SPD175	3
MTH172 Linear Algebra	3



This sample study program may be varied to meet the major areas of study requirements related to specific Engineering disciplines. Students may earn credits toward the following engineering options: Aerospace, Agricultural, Ceramic, Chemical, Civil, Electrical, Engineering Management, Food Biochemical and Environmental, Geological, Geology and Geophysics, Industrial, Mechanical, Metallurgical, Mining, Nuclear, and Petroleum Engineering.

ASSOCIATE OF SCIENCE

Degree Plan

ENGINEERING EMPHASIS

Minimum 2.00 Cumulative Grade Point Average for Degree. 24 hour residency requirement.

Effective 2012-2013

Course Titles or Areas	Course Numbers	Done	Now	Need
Intro to College or Mastering College Exp. (1-3)	COL101 or GUD136			
English Composition (3)	ENG101(H)			
<i>Constitution: National & State</i> (3)	HST103(H);PSC102			
<i>Economics</i> (3)	ECO101,102			
<i>Humanities or</i> <i>Social/Behavioral Science</i> (3) *	ART101,103,105,107 ENG105,106,215(H),216,225-255(H) FRN101 or higher GEO103 GRM101 or higher HST201,202,210,235,240 HUM125 MSC101,131,133,231,232 PHL101,102,201,202(H) PSC155,250(H) PSY101(H) SOC101 SPN101 or higher SPD120(H)			
General Chemistry I (5) *	CHM111(H)			
<i>Mathematics</i> (18)	MTH180,185,201,205			
<i>Physics</i> (10)	PHY118,223^,224			
Introduction to Computer Programming (3)	CIS155			
Computer Aided Engineering Design (4)	EGR101			
Engineering Mechanics-Statics (3)	EGR228			
Associate of Science Electives (9)				
General Chemistry II (5)	CHM112			
Organic Chemistry I (5)	CHM200			
Engineering Mechanics-Dynamics (3)	EGR250			
Circuit Analysis I (3)	EGR261			
<i>Advanced Communications</i> (3)	ENG102(H),SPD175			
Linear Algebra (3)	MTH172			
Student Signature/Date				
Advisor Signature/Date				
Institution Student Plans to Transfer to:				

*Engineering departments vary on total credits required.

^PHY223 also fulfills the Computer Literacy Proficiency Requirement

Total Credit Hours:

65-67

Career and Technical Education

Associate of Applied Science Degree

The College offers several career-technical programs. In most of these, the student has the choice of pursuing either the Associate of Applied Science degree or a Career-Technical certificate. Some career-technical programs require state licensing for professional practice. The completion of Jefferson College's programs entitles the student to complete these examinations.

Since most of the programs are highly sequential in nature, and all courses are not offered each semester, it is important that students follow the suggested curriculum as closely as possible.

In addition to the general requirements, a student working toward an Associate of Applied Science degree must major in an area of concentration which may also include a specialty (i.e., Business Information Technology: Legal Professional). Students pursuing a Career-Technical certificate must complete all courses so specified in the appropriate curriculum and maintain a 2.0 cumulative grade point average for those required courses.

Career and Technical Education Certificates

- ✓ Accounting Technology
- ✓ Applied Technology
- ✓ Automotive Technology
- ✓ Business Information Technology
 - o Administrative Professional
 - o Administrative Support Specialist
 - o Legal Professional
 - o Medical Professional
- ✓ Business Management
- ✓ Child Care/Early Childhood Education
- ✓ Computer Information Systems
 - o Computer Support Option
 - o Graphics/Web Developer
- ✓ Computer Integrated Manufacturing
- ✓ Criminal Justice
- ✓ Culinary Arts (One or two year)
- ✓ Emergency Medical Technology
- ✓ Fire Science Technology
- ✓ Heating, Refrigeration, and Air Conditioning Technology
- ✓ Practical Nursing
- ✓ Welding Technology

Associate of Applied Science Degrees

- ✓ Applied Technology
- ✓ Apprenticeship Training
- ✓ Automotive Technology
- ✓ Business Information Technology
 - o Administrative Professional
 - o Legal Professional
 - o Medical Professional
- ✓ Business Management
- ✓ Child Care/Early Childhood Education
- ✓ Computer Information Systems
 - o Computer Support Option
 - o Graphics/Web Developer
- ✓ Computer Integrated Manufacturing
- ✓ Criminal Justice
- ✓ Culinary Arts
- ✓ Electronics
 - o Automation and Electrical Control Systems
- ✓ Emergency Medical Technology
- ✓ Fire Science Technology
- ✓ Health Information Technology
- ✓ Heating, Refrigeration, and Air Conditioning Technology
- ✓ Nursing
- ✓ Occupational Therapy Assistant
- ✓ Respiratory Therapy
- ✓ Veterinary Technology
- ✓ Welding Technology

Associate of Applied Science General Education Requirements:

I: Written Communications 3

Objective: Writing and speaking clearly and concisely using edited American English.
ENG101, 101H English Composition I

II: Humanities or Communications 3

Objective: Analyzing the themes of human experiences through exploration of great works and ideas.

Art
English
Foreign Language
Humanities
Music
Philosophy
Speech and Drama

III: Social and Behavioral Sciences 6

Objective: Examining diverse historical and social events as well as personal experiences in order to determine possible sequences, relationships, and causes.

U.S. and Missouri Constitutions:

Select one: Required

HST103, 103H U.S. History I

PSC102, 102H U.S. and Missouri Governments and Constitutions

Social and Behavioral Sciences:

Economics

Geography

History

Political Science

Psychology

Sociology

IV: Mathematics and/or Natural Sciences 6

Objective: Analyzing scientific and mathematical concepts and their uses and impact in the modern world.

Biological Sciences

Mathematics

Physical Sciences

Associate of Applied Science Institutional Requirements:

I: Computer Literacy 0-5

Objective: Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development. Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following courses fulfill degree requirements or apply as electives:

BIT138 Word Processing Applications I

CDM267 Computer Aided Design I

CIS122 Basic Computer Skills

CIS125 Introduction to Information Systems

CIS133 Microcomputer Software Applications

EDU205 Technology for Teachers

ETI277 Servicing Robotic Systems

PHY223 General Physics I

II: First Year Experience 1-3

Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. These courses will also explain how to navigate the processes and procedures of Jefferson College.

COL101 Introduction to College: Strategies for Success

GUD136 Mastering the College Experience

Career and Technical Education

Accounting Technology

(Certificate only.)

This curriculum prepares students for employment as a bookkeeper or accounting clerk. The accounting courses utilize commercial accounting software in the classes where possible.

First Semester	Hours
COL101 Introduction to College: Strategies for Success [▲]	1
BIT100 Keyboarding I: Skillbuilding	1
BUS107 Bookkeeping	3
CIS133 Microcomputer Software Applications	3
ENG101 English Composition I	3
	11
 Second Semester	
BIT112 Job Search for the Professional	2
BIT120 Human Relations in Business and Industry	3
BIT125 Spreadsheet Applications	3
BUS243 Payroll Accounting	3
BUS244 Computerized Accounting	3
	14
 Total Hours Required for Certificate	25

Applied Technology

(Associate of Applied Science degree or certificate.)

Jefferson College's Applied Technology degree/certificate allows students to tailor a degree to match their current employment requirements or prepare for future employment. The Applied Technology degree will allow flexibility in course selection to match the student's technological interest. Students must take six hours of required technical coursework (CIS133, Microcomputer Software Applications and BUS120, Principles of Management) and a minimum of 20 credit hours (core electives) in one of the programs listed (list "A"). Students must take an additional 18 credit hours (technical electives) from any of the programs listed (list "B"). Students must also complete the First Year Experience requirement.

To earn an Associate of Applied Science degree in Applied Technology, a student must also complete a minimum of 18 general education credit hours. A student may earn an Applied Technology certificate by completing six credit hours of required technical electives (CIS133, Microcomputer Software Applications and BUS120, Principles of Management), 20 credit hours of core electives from one of the programs listed (list "A"), 18 credit hours of technical electives from any of the programs listed (list "B"), and the First Year Experience requirement.

[▲] GUD136, *Mastering the College Experience*, will also fulfill the First Year Experience requirement.

Program list “A”

Automotive Technology (AUT)
Business Information Technology (BIT)
Business Management (BUS, MGT)
Computer Information Systems (CIS)
Computer Integrated Manufacturing (CIM)
Childcare/Early Childhood Education (ECE)
Automation and Electrical Control Systems (ETC, ETI)
Fire Science Technology (FST)
Heating, Refrigeration, and Air Conditioning Technology (HRA)
Veterinary Technology (VAT)
Welding Technology (WLD)

Program list “B”

Automotive Technology (AUT)
Business Information Technology (BIT)
Business Management (BUS, MGT)
Civil Construction Technology (CVL)
Computer Aided Drafting and Design Technology, Architectural (CDD, CDA)
Computer Aided Design and Engineering Technology (CDD, CDM)
Computer Information Systems (CIS)
Computer Integrated Manufacturing (CIM)
Childcare/Early Childhood Education (ECE)
Automation and Electrical Control Systems (ETC, ETI)
Fire Science Technology (FST)
Heating, Refrigeration, and Air Conditioning Technology (HRA)
Machine Tool/CNC Technology (MTT)
Veterinary Technology (VAT)
Welding Technology (WLD)

Apprenticeship Training

The Jefferson College Apprenticeship Credit Option Program is designed for individuals who have completed apprenticeship training or are presently enrolled in an established apprenticeship program.

The program allows an individual to transfer credit for his/her apprenticeship training to Jefferson College. Eighteen hours of general education are required to complete the Associate of Applied Science degree. A student can spread out these 18 credit hours over a typical four-year apprenticeship program or can complete them all in a semester or two if his/her schedule allows.

A key element of the program involves recognizing the value and worth of apprenticeship, on-the-job training by granting college credit for this work experience. The program's Associate of Applied Science degree not only elevates the significance of individual apprenticeship training in the eyes of the community, but it also allows individuals to pursue an advanced degree and to increase their technical and related skills.

For additional information, please contact the Office of Business and Community Development at (636)481-3112/797-3000, ext. 3112.

Degree Composite:

Apprenticeship Core	45 hours
General Education Core	18 hours
TOTAL	63 hours

Automotive Technology

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate are indicated by *.)

This curriculum prepares the students for employment in the automotive services industry. Graduates have been employed in sales, parts, and technician positions.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
AUT100 Automotive Shop Safety*	1
AUT110 Automotive Engines I*	4
AUT120 Automotive Engines II*	4
MTH105 Industrial Math*	3
ENG101 English Composition I	3
Humanities/Communications	3
	19

Second Semester	Hours
AUT130 Automotive Brake Systems*	5
AUT140 Automotive Steering & Suspension Systems*	4
Social/Behavioral Science	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
Math/Natural Science	3
Computer Literacy	P
	18

Third Semester	Hours
AUT201 Basic Electrical Systems*	3
AUT202 Basic Electrical Systems Lab*	6
AUT211 Fuel Systems*	2
AUT212 Fuel Systems Lab*	3
AUT258 Automotive Industry Management Fundamentals	2
	16

Fourth Semester	Hours
AUT221 Electronics and Drivability*	2
AUT222 Electronics and Drivability Lab*	3
AUT231 Driveline Diagnosis and Service*	3
AUT232 Driveline Diagnosis and Service Lab*	6
AUT251 Automotive Heating and AC Systems*	2
	16

Total Hours Required for Certificate	52
Total Hours Required for Degree	69



❖ Dean's Certificate Auto Collision Repair

The Dean's Certificate prepares students for employment in the auto collision repair industry. The courses included in the auto collision repair certificate are I-CAR certified. Courses cover both non-structural and structural repair to vehicles. Computer literacy skills are strongly recommended for this program. This certificate is issued by the Dean's office.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
AUT105 Auto Collision: Non-Structural Repair I	3
AUT125 Auto Collision: Non-Structural Repair II	3
	7

Second Semester	Hours
AUT205 Auto Collision: Structural Repair I	3
AUT225 Auto Collision: Structural Repair II	3
	6

Third Semester	Hours
AUT230 Auto Collision: Paint I	3
AUT235 Auto Collision: Paint II	3
	6

Fourth Semester	Hours
AUT240 Auto Collision: Paint III	3
AUT245 Auto Collision: Paint IV	3
	6

Total Hours Required for Dean's Certificate	25
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Bi-Level Nursing

See NURSING

[▲] GUD136, *Mastering the College Experience*, will also fulfill the First Year Experience requirement.

Business Information Technology

- ❖ **Administrative Support Specialist**
- ❖ **Administrative Professional**
- ❖ **Legal Professional**
- ❖ **Medical Professional**

Careers in Business Information Technology offer a variety of exciting opportunities for graduates. Students may choose an Associate of Applied Science (AAS) degree or Certificate program. AAS degrees prepare students for careers as administrative, legal, and medical technology professionals by developing and enhancing skills using current technologies in today's office environments. The Administrative Support Specialist certificate is designed to prepare students for entry-level office jobs.

❖ **Administrative Support Specialist**

(Certificate only.)

First Semester	Hours
COL101 Intro to College: Strategies for Success [▲]	1
BIT100 Keyboarding I: Skillbuilding [^]	1
BIT102 Operating System Applications	1
BIT105 Business Language Skills	3
BIT110 Keyboarding II: Speedbuilding ^{^^}	1
BIT130 Administrative Business Procedures	3
BIT135 Administrative Financial Procedures	3
BIT138 Word Processing Applications I	3
	16
Second Semester	
BIT112 Job Search for the Professional	2
BIT114 Professional Image or BIT150 Proofreading/Editing Essentials	1
BIT120 Human Relations in Business and Industry	3
BIT125 Spreadsheet Applications	3
BIT140 Internet Communications	3
BIT145 Database Applications	2
BIT200 Business Documents Applications	3
	17
Total Hours Required for Certificate	33

❖ **Administrative Professional**

(Associate of Applied Science degree or certificate. Courses required for the career-technical certificate are indicated by *.)

First Semester	Hours
COL101 Intro to College: Strategies for Success ^{*▲}	1
BIT100 Keyboarding I: Skillbuilding ^{*^}	1
BIT102 Operating System Applications [*]	1
BIT105 Business Language Skills [*]	3
BIT110 Keyboarding II: Speedbuilding ^{*^^}	1
BIT130 Administrative Business Procedures [*]	3
BIT135 Administrative Financial Procedures [*]	3
BIT138 Word Processing Applications I [*]	3
	16
Second Semester	
BIT112 Job Search for the Professional [*]	2
BIT114 Professional Image [*]	1
BIT120 Human Relations in Business and Industry [*]	3
BIT125 Spreadsheet Applications [*]	3
BIT140 Internet Communications [*]	3
BIT200 Business Documents Applications [*]	3
BIT238 Word Processing Applications II [*]	2
	17
Third Semester	
BIT128 Customer Service [*]	2
BIT145 Database Applications [*]	2
BIT150 Proofreading/Editing Essentials [*]	1
BIT210 Voice Technology [*]	3
BIT240 Presentation Software Applications [*]	2
BIT270 Business Info Technology Internship [*]	2
BIT275 Business Info Technology Capstone [*]	3
	15
Fourth Semester	
ENG101 English Composition I	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
Humanities/Communications	3
MGT103 Business Math	3
Math/Natural Science	3
Social/Behavioral Science	3
	18
Total Hours Required for Certificate	48
Total Hours Required for Degree	66

[^] Students may test out of this course if they have completed a full year of keyboarding within the last three years with a "C" average and/or can demonstrate their ability to keyboard at speeds of 35 net wpm on three-minute timings with three or fewer errors.

^{^^} Students may test out of this course if they have completed a full year of keyboarding within the last three years with a "C" average and/or can demonstrate their ability to keyboard at speeds of 45 net wpm on three-minute timings with three or fewer errors.

[▲] GUD136, *Mastering the College Experience*, will also fulfill the First Year Experience requirement.

❖ Legal Professional

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate are indicated by *.)

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
BIT100 Keyboarding I: Skillbuilding* [^]	1
BIT102 Operating System Applications*	1
BIT105 Business Language Skills*	3
BIT110 Keyboarding II: Speedbuilding* ^{^^}	1
BIT121 Legal Terminology*	3
BIT131 Administrative Procedures for the Legal Professional*	3
BIT138 Word Processing Applications I*	3
	16
Second Semester	
BIT112 Job Search for the Professional*	2
BIT114 Professional Image*	1
BIT120 Human Relations in Business and Industry*	3
BIT140 Internet Communications*	3
BIT200 Business Documents Applications*	3
BIT205 Computers in the Law*	3
BIT221 Legal Transcription*	3
	18
Third Semester	
BIT135 Administrative Financial Procedures*	3
BIT150 Proofreading/Editing Essentials*	1
BIT210 Voice Technology*	3
BIT242 Legal Research on the Internet*	3
BIT270 Business Info Technology Internship*	2
BIT275 Business Info Technology Capstone*	3
	15
Fourth Semester	
ENG101 English Composition I	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
Humanities/Communications	3
MGT103 Business Math	3
Math/Natural Science	3
Social/Behavioral Science	3
	18
Total Hours Required for Certificate	49
Total Hours Required for Degree	67

❖ Medical Professional

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate are indicated by *.)

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
BIT100 Keyboarding I: Skillbuilding* [^]	1
BIT102 Operating System Applications*	1
BIT105 Business Language Skills*	3
BIT110 Keyboarding II: Speedbuilding* ^{^^}	1
BIT122 Medical Terminology*	3
BIT132 Administrative Procedures for the Medical Professional*	3
BIT138 Word Processing Applications I*	3
	16
Second Semester	
BIT112 Job Search for the Professional*	2
BIT114 Professional Image*	1
BIT120 Human Relations in Business and Industry*	3
BIT140 Internet Communications*	3
BIT200 Business Documents Applications*	3
BIT206 Computers in the Medical Profession*	3
BIT222 Medical Transcription*	3
	18
Third Semester	
BIT128 Customer Service*	2
BIT135 Administrative Financial Procedures*	3
BIT150 Proofreading/Editing Essentials*	1
BIT210 Voice Technology*	3
BIT270 Business Info Technology Internship*	2
BIT275 Business Info Technology Capstone*	3
	14
Fourth Semester	
ENG101 English Composition I	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
Humanities/Communications	3
MGT103 Business Math	3
Math/Natural Science	3
Social/Behavioral Science	3
	18
Total Hours Required for Certificate	48
Total Hours Required for Degree	66

[^] Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 35 net wpm on three-minute timings with three or fewer errors.

^{^^} Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 45 net wpm on three-minute timings with three or fewer errors.

[▲] *GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.*

Business Management

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate are indicated by *.)

Business Management provides the students with a wide variety of business concepts, skills, and techniques that are useful in securing entry-level and middle-management positions in retail, wholesale, and marketing firms.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
MGT103 Business Mathematics*	3
MGT150 Marketing*	3
BUS120 Principles of Management*	3
CIS133 Microcomputer Software Applications	3
	13

Second Semester	
ENG101 English Composition I*	3
MGT133 Advertising*	3
MGT151 Retailing*	3
MGT199 Business Internship I*	4
SPD105 Oral Communication* or SPD175 Public Speaking*	3
	16

Summer Term	
MGT299 Business Internship II	4

Third Semester	
MGT132 Salesmanship*	3
MGT145 Entrepreneurship	3
BUS107 Bookkeeping* or BUS240 Financial Accounting*	3
HST103 U.S. History I or PSC102 U.S. and Missouri Governments & Constitutions	3
Social/Behavioral Science	3
	15

Fourth Semester	
BUS261 Business Communications	3
MGT245 QuickBooks*	3
MGT262 Financial Management	3
Math/Natural Science	3
Elective	3
	15

Total Hours Required for Certificate	35
Total Hours Required for Degree	63

❖ Dean's Certificate Business Management

The Dean's Certificate provides the student with a basic understanding of business management. This certificate is issued by the Dean's office.

First Semester	Hours
COL101 Intro to College: Strategies for Success [▲]	1
MGT103 Business Mathematics	3
MGT133 Advertising	3
MGT150 Marketing	3
BUS120 Principles of Management	3
BUS261 Business Communications (Instructor Approval Required)	3
	16

Second Semester	
CIS133 Microcomputer Software Applications	3
MGT132 Salesmanship	3
MGT151 Retailing	3
BUS107 Bookkeeping or BUS240 Financial Accounting	3
SPD105 Oral Communication	3
	15

Total Hours Required for Dean's Certificate	31
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Certified Nurse Assistant (CNA) Training

The College offers, in the fall, spring, and summer semesters, a nine-credit hour course in eight-week sessions, approved by the Missouri Division of Health and Senior Services. Students who successfully complete the course will have the opportunity to take the Missouri state written and practicum examination for certification. For additional information, please contact the CNA program coordinator at (636)481-3461/797-3000, ext. 3461, or nursing@jeffco.edu.

HLT006 Certified Nurse Assistant	9 credit hours
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[▲] GUD136, *Mastering the College Experience*, will also fulfill the First Year Experience requirement.

Child Care/Early Childhood Education

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate are indicated by *.)

The primary purpose of this program is to provide students with the background and professional competencies necessary for employment in the field of early childhood care and education. Upon graduation, students will be prepared for employment in a variety of settings including preschools, day care centers, school-age child care centers, residential centers, public schools (as classroom assistants), and recreation centers.

Also, a substantial number of transfer credits will be earned for those students who later decide to pursue an education degree at a senior institution. All participants in the Child Care/Early Childhood Education degree and certificate programs must meet all current regulations for personnel regarding health and child abuse/neglect screening mandated by the Missouri Division of Health Day Care Licensing Agency.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
ECE102 Intro to Early Childhood Education*	4
ECE103 Child Health, Nutrition, and Safety*	3
ECE107 School Age Child Care*	3
ENG101 English Composition I	3
PSY101 General Psychology	3
	17
Second Semester	
ECE108 Infant/Toddler Care*	3
ECE120 Integrating Children with Special Needs	3
ECE122 Behavior Management*	3
ECE201 Early Childhood Education Laboratory*	2
PSY201 Child Development	3
ENG102 English Composition II	3
	17
Third Semester	
ECE202 Early Childhood Education Practicum I*	2
ECE210 Curriculum Strategies for Preschool Classrooms*	3
EDU205 Technology for Teachers	3
HPE132 First Aid/CPR	3
Science (Biological or Physical)	3-5
Mathematics Elective	3
	17-19
Fourth Semester	
ECE205 Early Childhood Education Practicum II*	2
ECE212 Family, School, and Community Relations*	3
ECE214 Early Childhood Education Administration	3
ENG143 Literature for Children	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
	14
Total Hours Required for Certificate	29
Total Hours Required for Degree	65

[▲] GUD136, *Mastering the College Experience*, will also fulfill the First Year Experience requirement.

Computer Information Systems

❖ Computer Support Option

(Associate of Applied Science degree or certificate. Courses required for the career-technical certificate are indicated by *.)

Computer Support Option graduates provide technical assistance to computer system users. They may answer questions or resolve computer problems for clients in person, via telephone, or from a remote location. They may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Job titles may include: Help Desk Analyst, Computer Support Specialist, Computer Technician, Technical Support Specialist, Network Support Specialist, or Network Technician.

The courses in this program cover computer hardware, software, programming, and networking. Students will prepare for the A+ and Network+ certifications. Learning objectives for Introduction to Computer Support, Advanced Computer Support, Networking I, and Networking II correspond directly with the certification exam objectives.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
BUS101 Introduction to Business	3
CIS129 Programming Logic	3
CIS133 Microcomputer Software Applications*	3
CIS147 Networking I*	3
ENG101 English Composition I	3
	16
Second Semester	
CIS150 Introduction to Computer Support*	3
CIS153 Introduction to Visual BASIC Programming	3
CIS236 Oracle, SQL, and Database Design	3
CIS247 Networking II*	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
	15
Third Semester	
CIS243 Advanced Computer Support*	3
CIS262 Client/Server Management*	3
CIS283 Advanced Visual BASIC Programming	3
Math/Natural Science	3
Social/Behavioral Science	3
	15
Fourth Semester	
CIS275 Linux OS	3
CIS282 Networking/Support Projects	3
CIS290 Certification Preparation*	1
ETT235 Cabling and Equipment Installation	3
Humanities/Communications	3
Math/Natural Science	3
	16
Total Hours Required for Certificate	20
Total Hours Required for Degree	62

❖ Graphics/Web Developer

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate
are indicated by *.)

Designing, creating, and maintaining a web-based business system is a fast paced and exciting career field. Graduates of the Graphics/Web Developer program are prepared to program web-based business systems.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
BUS101 Introduction to Business	3
CIS129 Programming Logic	3
CIS133 Microcomputer Software Applications*	3
CIS135 Introduction to PhotoShop CS*	3
ENG101 English Composition I	3
	16

Second Semester	Hours
CIS145 Writing for Technology	3
CIS153 Introduction to Visual BASIC Programming	3
CIS160 Web Development Tools*	3
CIS165 Programming for the Web	3
CIS236 Oracle, SQL, and Database Design	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
	18

Third Semester	Hours
CIS235 Advanced PhotoShop CS and Illustrator*	3
CIS283 Advanced Visual BASIC Programming	3
CIS285 e-Commerce Concepts	3
Math/Natural Science	3
Social/Behavioral Science	3
	15

Fourth Semester	Hours
CIS210 Flash*	3
CIS255 Web/Graphics Project Portfolio Development*	3
CIS287 Advanced Web Development	3
Humanities/Communications	3
Math/Natural Science	3
	15

Total Hours Required for Certificate	19
Total Hours Required for Degree	64

Computer Integrated Manufacturing

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate are
indicated by *.)

In this program, students will learn computer integration in industrial manufacturing, which is the key to providing high precision and intricate machined metal parts into the world's growing demand for extremely technical design. With the assistance of computer aided drafting and computer aided manufacturing (CAD/CAM), the gap between manufacturing and engineering tightens. The results of this integration are higher standards of precision and quality, along with programming, set-up, and machine cycle time reduction of CNC machining centers and turning centers.

Graduates will be prepared to enter careers as CNC Operators, CNC Programmers, CNC Set-up, CNC Machinists, Manufacturing Technicians, and Research and Development Technicians.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
CIM105 Intro to Machining Procedures*	3
CIM125 CNC Programming I*	3
CIS133 Microcomputer Software Applications	3
MTH105 Industrial Math*	3
MTT108 Industrial Blueprint Reading*	3
	16

Second Semester	Hours
CIM150 Machining Procedures*	3
CIM155 CNC Programming II*	5
ENG101 English Composition I	3
MTH121 Technical Math I	3
MTT116 Dimensional Metrology*	3
	17

Third Semester	Hours
CIM205 Advanced Machining Procedures*	3
CIM210 Quality Assurance*	3
CIM225 Advanced CNC Programming*	5
Humanities/Communications	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
	17

Fourth Semester	Hours
CIM235 Computer Integrated Manufacturing*	3
CIM240 Computer Aided Manufacturing*	5
CIM250 Intro to 3D Contouring*	3
Social/Behavioral Science	3
	14

Total Hours Required for Certificate	46
Total Hours Required for Degree	64

[▲] GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.

Criminal Justice

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate are indicated by *.)

The curriculum in law enforcement is designed to meet the needs of those already employed by correctional or law enforcement agencies as well as those who plan to seek employment with public and private agencies concerned with maintaining public safety. Participants in the Jefferson College Law Enforcement Academy earn this degree.

The Jefferson College Law Enforcement Academy offers participants two attendance options. The day class academy meets August-May, Monday-Friday, 8:30 a.m.-3:30 p.m. with occasional evening hours when necessary to satisfy specific training needs. The night class academy meets January-December, Monday-Thursday, 6-10 p.m. and two eight-hour Saturdays a month. Both programs incorporate the Associate of Applied Science degree in Criminal Justice and Missouri Department of Public Safety Peace Officers Standards and Training (POST) Class A License curriculum. This fast-paced program offers both academic and practical exercises to prepare the participant for a career in law enforcement. In addition to academic classes and curriculum, training also includes OC pepper spray, expandable baton, breathalyzer certification, first aid/CPR/AED, defense tactics, and fitness training.

First Semester		Hours
COL101 Intro to College: Strategies for Success* [▲]	1	
CRJ110 Introduction to Criminal Justice*	3	
CRJ112 Criminal Law	3	
ENG101 English Composition I	3	
SOC101 General Sociology*	3	
Humanities/Communications	3	
Computer Literacy	P	
	16	
Second Semester		
CRJ114 Rules of Criminal Evidence*	3	
CRJ120 Juvenile Justice System*	3	
SOC250 Social Disorganization*	3	
Math/Natural Science	3	
Elective	3	
	15	
Third Semester		
CRJ222 Criminal Investigation*	3	
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3	
Electives	9	
P.E./Health	1	
	16	
Fourth Semester		
CRJ224 Criminal Justice Organizational Leadership*	3	
Math/Natural Science	3	
Electives	9	
P.E./Health	1	
	16	
Total Hours Required for Certificate	22	
Total Hours Required for Degree	63	

❖ Criminal Justice (JCLEA POST)

The JCLEA POST class is only available for those applicants who already have a degree or have the general education prerequisites. The POST only class includes the required POST curriculum for a Class A POST License and requisites for a Certificate in Criminal Justice. Included are specialized certifications in firearms, OC Pepper Spray, Expandable Baton, First Responder, Datamaster Breath Alcohol Analyzer Type III Operator, Standard Field Sobriety Testing, and RADAR/LIDAR operations.

The JCLEA POST class is eight months long, beginning each October and graduates in July of the following year. Classes meet Monday-Thursday, 6 p.m. until 10 p.m. and two 8-hour Saturdays a month. Upon successful completion of the program, recruits earn a Certificate in Criminal Justice and the opportunity to test for a Class A POST License.

First Session	Hours
CRJ110 Introduction to Criminal Justice	3
CRJ112 Criminal Law	3
HPE101 Physical Fitness I	1
HPE110 Recreational Shooting I	1
	8
Second Session	
CRJ114 Rules of Criminal Evidence	3
CRJ120 Juvenile Justice System	3
CRJ140 Ethics in Criminal Justice	3
CRJ222 Criminal Investigation	3
CRJ224 Criminal Justice Organizational Leadership	3
HPE132 First Aid and CPR	3
	18
Third Session	
CRJ150 Criminal Justice Report Writing	3
CRJ215 Patrol Operations and Tactics	3
CRJ242 Advanced Criminal Investigation	3
HPE111 Recreational Shooting II	1
HPE201 Physical Fitness II	1
	11
Total Hours Required for Certificate	37

[▲] GUD136, *Mastering the College Experience*, will also fulfill the First Year Experience requirement.

Culinary Arts

This degree will provide the necessary background to succeed in the Culinary Arts vocation. One and two-year certificates or the Associate of Applied Science degree are available. Courses required for the one-year certificate are indicated by *. Two-year certificate includes the required courses of the one-year program plus courses indicated by **.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
CUL100 ServSafe Sanitation**	1
CUL101 Culinary Arts I*	4
CUL102 Culinary Arts II*	4
BUS101 Introduction to Business*	3
MGT103 Business Mathematics*	3
	16
Second Semester	
CUL103 Culinary Arts III**	4
CUL104 Culinary Arts IV**	4
BIT112 Job Search for the Professional	2
CIS133 Microcomputer Software Applications*	3
Math/Natural Science	3
	16
Third Semester	
SPD105 Oral Communication**	3
MGT150 Marketing	3
Social/Behavioral Science	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
ENG101 English Composition I*	3
Elective	3
	18
Fourth Semester	
BIT120 Human Relations in Business and Industry	3
BUS120 Principles of Management**	3
BUS261 Business Communications*	3
MGT133 Advertising	3
Electives**	5
	17
Total Hours Required for One-Year Certificate	24
Total Hours Required for Two-Year Certificate	44
Total Hours Required for Degree	67
Recommended Electives List for Culinary Arts:	
ART120 Design I	3
ART121 Design II	3
BIT112 Job Search for the Professional	2
BIT120 Human Relations in Business and Industry	3
BUS107 Bookkeeping	3
CUL106 Baking	2
CUL108 Pastry	2
CUL110 Professional Cake Decorating I	2
CUL120 Professional Cake Decorating II	2
HPE130 Personal Health	3
HPE132 First Aid and CPR	3
HUM270,270H Leadership Development Studies	3
MGT133 Advertising	3
MGT150 Marketing	3

[▲] GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.

Electronics

The two-year Electronics program is designed to prepare students for immediate employment or for transfer to a baccalaureate program in Industrial Technology. (These transfer students should discuss course substitutions with their advisor.)

❖ Automation and Electrical Control Systems

(Associate of Applied Science degree. Courses required for the Dean's certificate are indicated by ^.)

Graduates of this curriculum are expected to find employment as automation technicians, i.e., technicians who install, troubleshoot, repair, service, and maintain robots and automation systems in manufacturing plants. Technicians who are employed by automation equipment manufacturers assist in the design, manufacturing, and testing of automated machines.

First Semester	Hours
COL101 Intro to College: Strategies for Success [▲]	1
ETC103 DC Circuits [^]	5
ETC104 AC Circuits [^]	5
ENG101 English Composition I	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
	17
Second Semester	
ETC132 Semiconductors I [^]	5
ETC133 Semiconductors II [^]	5
Math/Natural Science	3
Social/Behavioral Science	3
	16
Third Semester	
ETC255 Introduction to Digital Circuits [^]	6
ETI236 Industrial Control [^]	4
MTT147 Hydraulics and Pneumatics I [^]	2
Math/Natural Science	3
Humanities/Communications	3
	18
Fourth Semester	
ETI225 Intro to National Electrical Code [^]	3
ETI260 Advanced Control and Maintenance [^]	4
ETI263 PLCs for Automation [^]	4
ETI277 Servicing Robotic Systems [^]	5
ETI299 Robotics Automation Internship [^] (Optional)	3
	16-19
Total Hours Required for Dean's Certificate	49
Total Hours Required for Degree	67



❖ Dean's Certificate Electronics

The Dean's Certificate provides students with a basic understanding of electronics as well as a strong foundation to build upon. Successful students may find entry-level employment in a variety of electronic related fields. This certificate is issued by the Dean's office.

First Semester	Hours
COL101 Intro to College: Strategies for Success [▲]	1
ETC103 DC Circuits	5
ETC104 AC Circuits	5
	11
Second Semester	
ETC132 Semiconductors I	5
ETC133 Semiconductors II	5
	10
Third Semester	
ETC255 Introduction to Digital Circuits	6
Total Hours Required for Dean's Certificate	27

Emergency Medical Technology

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate
are indicated by *.)

A licensed Emergency Medical Technician/Paramedic is a trained person who responds to emergency calls to provide efficient and immediate care to the critically ill and injured, stabilizes, and transports the patient to a medical facility. A career ladder in Emergency Medical Technology has been established which would enable the student to stop at any level with job skills or progress to the associate degree as a Paramedic. Qualified Emergency Medical Technicians/Paramedics may find job opportunities in many fields of endeavor including health service facilities, fire departments, industry, and ambulance services. This program is accredited through the Missouri Division of Health – Bureau of Emergency Medical Services. Successful completion of the course and board examinations results in certification with NREMT (National Registry of Emergency Medical Technicians), which is pursuant to licensure in all participating states.

NOTES: Application to the paramedic coursework is a competitive process. This program is only offered at the Jefferson College Imperial location.

First Semester	Hours
COL101 Intro to College: Strategies for Success [▲]	1
EMT111 Emergency Medical Technology I*	10
SPD105 Oral Communication	3
	14
Second Semester	
ENG101 English Composition I*	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
Math/Natural Science	3
Social/Behavioral Science	3
Computer Literacy	P
	12
Intersession	
BIO116 Anatomy and Physiology for Pre-Hospital Healthcare*	3
Summer Term	
EMT206 Pre-Paramedic Training*	3
Third Semester	
EMT235 EMT Paramedic I*	20
Fourth Semester	
EMT236 EMT Paramedic II*	20
Total Hours Required for Certificate	60
Total Hours Required for Degree	72

[▲] GUD136, *Mastering the College Experience*, will also fulfill the First Year Experience requirement.

Fire Science Technology

(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate are indicated by *. These courses are offered only during the evening and take two and one half years to complete.)

More than 500 persons in Jefferson County alone engage in fire fighting, the majority on a voluntary basis. The Fire Science Technology program is designed primarily for those persons but may be taken by students preparing for a career in fire fighting.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
FST101 Intro to the Fire Service*	3
FST116 Hazardous Materials Awareness & Operations*	2
FST127 Building Construction*	3
ENG101 English Composition I	3
	12
Second Semester	
FST110 Fire Fighter I and II*	8
HPE132 First Aid/CPR*	3
Humanities/Communications	3
	14
Third Semester	
FST205 Incident Management System*	3
FST233 Hydraulics and Equipment*	4
Math/Natural Science	6
	13
Fourth Semester	
FST220 Driver/Operator-Pumper*	3
FST231 Hazardous Materials I*	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
Social/Behavioral Science	3
	12
Fifth Semester	
FST229 Fire Fighting Tactics and Strategy*	4
FST232 Hazardous Materials II*	3
FST235 Fire Protection Systems*	3
Computer Literacy	P
Elective(s)**	3
	13
Total Hours Required for Certificate	43
Total Hours Required for Degree	64

**EMT111 is recommended.
If taken, HPE132 is not required.

Recommended Electives:

EMT111 Emergency Medical Technology I
FST103 Fire Prevention
FST105 Rescue Practices
FST275 Fire Science Internship

[▲] GUD136, *Mastering the College Experience*, will also fulfill the First Year Experience requirement.

Health Information Technology

(Associate of Applied Science degree only.)

The two-year Health Information Technology (HIT) Program is dedicated to producing competent health care professionals. The HIT curriculum includes general education courses, anatomy and physiology, pathophysiology, medical terminology, legal aspects of health care, health care statistics, health care privacy and security, medical coding, electronic health records, and practical experience in approved health care facilities. All HIT students must achieve a "C" or better in all HIT classes to advance through the program and be eligible for graduation.



The Health Information Technology program will be seeking accreditation through the Commission on Accreditation for Health Informatics and Information Management Education.

First Semester	Hours
COL101 Intro to College: Strategies for Success* [▲]	1
HIT100 Intro to Health Information Technology	3
BIO211 Anatomy and Physiology I	4
BIT122 Medical Terminology	3
ENG101 English Composition I	3
	14
Second Semester	
HIT110 Healthcare Quality and Performance Improvement	3
HIT120 Healthcare Privacy and Security	3
BIO212 Anatomy and Physiology II	4
CIS133 Microcomputer Software Applications	3
MTH128 Intermediate Algebra	3
	16
Summer Term	
BIO245 Pathophysiology	3
BIT140 Internet Communications	3
	6
Third Semester	
HIT200 Coding I	3
HIT210 Healthcare Statistics	3
HIT220 Electronic Health Systems	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
PSY101 General Psychology	3
	15
Fourth Semester	
HIT230 Coding II	3
HIT240 Healthcare Legal and Ethical Issues	3
HIT250 Healthcare Billing and Reimbursement	3
HIT260 HIT Professional Practice	3
SPD105 Oral Communication	3
	15
Total Hours Required for Degree	66

Healthcare Professions

See the following programs: Certified Nurse Assistant, Emergency Medical Technology, Health Information Technology, Medication Technician, Nursing, Occupational Therapy Assistant, Respiratory Therapy, or Veterinary Technology listed in this catalog. Jefferson College will be adding the following programs: Physical Therapist Assistant and Radiologic Technician. Information will be on our website at www.jeffco.edu as the programs become available.

Heating, Refrigeration, and Air Conditioning Technology

(Associate of Applied Science degree or certificate. Courses required for the Installer career-technical certificate are indicated by *, and courses required for the Technician career-technical certificate are indicated by ∞.)

This curriculum prepares students for employment as installers and maintenance mechanics in the rapidly growing and increasingly technical field of heating, refrigeration, and air conditioning.

First Semester	Hours
COL101 Intro to College: Strategies for Success*▲∞	1
HRA101 Electricity for HVAC* ∞	5
HRA105 Principles of Refrigeration* ∞	5
ENG101 English Composition I	3
Math/Natural Science	3
	17
Second Semester	
HRA125 Refrigeration and A/C Mechanical Systems* ∞	5
HRA135 Intro to International Mechanical Code*	3
HRA145 Piping Design, Sizing, & Installation for HRA* 2	
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
Social/Behavioral Science	3
	16
Third Semester	
HRA150 Customer Relations & Record Keeping ∞	2
HRA160 Sheet Metal Design, Sizing, & Installation for HRA*	3
HRA249 Commercial Refrigeration Systems* ∞	5
Math/Natural Science	3
Humanities/Communications	3
	16
Fourth Semester	
HRA216 Residential Air Conditioning Systems ∞	5
HRA225 Residential Heating Systems ∞	5
Computer Literacy	P
Elective(s)	5
	15
Total Hours Required for Installer Certificate	29
Total Hours Required for Technician Certificate	33
Total Hours Required for Degree	64

Medication Technician Program

The College offers, in the fall and spring semesters, a six-semester hour course approved by the Missouri Department of Health and Senior Services to prepare unlicensed nursing home personnel to administer non-parenteral medications. For additional information, please contact the Nursing Office at (636)481-3406/797-3000, ext. 3406. These students must be certified nurse assistants prior to the start of the program and be employed in a long-term care facility.

Nursing Bi-Level Program

The Nursing Admissions Committee selects candidates for admittance into the PN and RN programs of study. Acceptance into the nursing program is dependent upon completion of all prerequisite coursework, required documents for completion of file, and other requirements that qualify students for acceptance into the nursing program.

Level I PN and Level II RN fees are based on total instructional costs of the program. Students who complete Level I and successfully complete the licensure examination* receive a certificate that allows them to seek employment as a Licensed Practical Nurse. Level I students who progress into the Level II RN program will be required to successfully pass the PN licensure examination by a designated date in order to remain in the Level II program.

Current LPNs with unencumbered licenses are eligible for admittance into the Level II RN program if all admission criteria are met. However, admittance is not guaranteed and is based on space availability. Level II graduates receive the Associate of Applied Science degree and may apply to take the licensure examination (NCLEX-RN).*

* Graduation does not guarantee eligibility to take this licensure exam.

❖ Day Program

Note: BIO211, Anatomy and Physiology I, and BIO212, Anatomy and Physiology II, must be successfully completed with a grade of "B" or better. Students must also earn a minimum grade in PSY101, General Psychology, prior to admittance into the Day program.

LEVEL I - PN

Please see web site for updated information.

LEVEL II - RN

RN curriculum is under revision.

Please see web site for updated information.

❖ Evening Weekend Program

Note: BIO211, Anatomy and Physiology I, and BIO212, Anatomy and Physiology II, must be successfully completed with a grade of "B" or better. Students must also earn a minimum grade in PSY101, General Psychology, prior to admittance into the Evening/Weekend program.

LEVEL I - PN

Please see web site for updated information.

LEVEL II - RN

RN curriculum is under revision.

Please see web site for updated information.

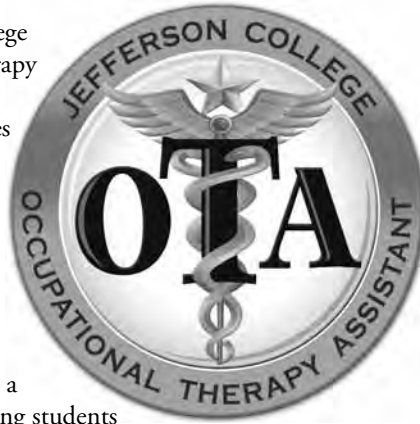
Occupational Therapy Assistant

(Associate of Applied Science degree only.)

The Jefferson College Occupational Therapy Assistant (OTA) Program culminates in an Associate of Applied Science degree. In keeping with the college's commitment to meet community and student needs, this program offers a curriculum providing students with the opportunity to achieve their personal and professional goals. It incorporates academic courses in the basic sciences, laying a foundation for the core OTA courses. It consists of 14-16 credit hours of prerequisite courses, 16 credit hours of general education courses, and 49 credit hours of classroom instruction, labs, and fieldwork practicum. Core curriculum includes: theory and foundations of OTA, professional development, health and disease, exposure to therapeutic milieu across the life span, hands-on skill labs, and clinical experiences required for students to graduate with entry level OTA skills and become eligible to sit for the National Board Certification exam for Occupational Therapy.

The Jefferson College Occupational Therapy Assistant Program has applied for accreditation and has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or to attain state licensure.

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.



Prerequisites for the Program	Hours
COL101 Intro to College: Strategies for Success*▲	1
BIO211 Anatomy and Physiology I	4
BIT122 Medical Terminology	3
ENG101 English Composition I	3
PSY101 General Psychology	3
	14

First Semester

BIO212 Anatomy and Physiology II	4
OTA100 Foundations of Occupational Therapy	3
OTA105 Health Conditions	1
OTA110 Physical Dysfunction in Occupational Therapy	3
OTA111 Physical Dysfunction Performance Skills	2
OTA120 Professional Practice and Management I	1
OTA125 Biomechanical Basis of Performance	3
	17

Summer Term

HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
CIS133 Microcomputer Software Applications	3
PSY205 Human Development	3
	9

Second Semester

OTA130 Psychosocial Occupational Therapy	3
OTA131 Psychosocial Performance Skills	2
OTA140 Professional Practice and Management II	1
OTA145 Applied Neurology	2
OTA150 Level I Fieldwork A	2
PSY225 Abnormal Psychology	3
SPD105 Oral Communication	3
	16

Third Semester

OTA160 Level I Fieldwork B	2
OTA210 Pediatric Occupational Therapy	3
OTA211 Pediatric Performance Skills	2
OTA220 Professional Practice and Management III	1
OTA225 Assistive Technology and Adaptation	2
OTA245 Environments and Occupational Performance	3
	13

Fourth Semester

OTA250 Level II Fieldwork A	6
OTA260 Level II Fieldwork B	6
OTA270 Fieldwork Seminar	1
	13

Total Hours Required for Degree	82
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Respiratory Therapy

(Associate of Applied Science degree only.)

Graduates may potentially be employed in Missouri and throughout the country as: clinicians, air, and/or ground transport teams, hospital administration, medical equipment/pharmaceutical industry leaders, homecare, sleep labs, pulmonary rehabilitation centers, clinical and academic educators, physician offices, consulting, and in community public health.



Entrance into the Respiratory Therapy (RT) Program is by selective admission and is highly competitive. After completion of an application package, students will be interviewed by the Program Admissions Acceptance Committee for RT. Once admitted to the program, core classes must be completed in the sequence shown.

The Respiratory Therapy Program at Jefferson College in Hillsboro, MO, holds a Letter of Review from the Commission on Accreditation for Respiratory Care (www.coarc.com). Upon graduation, students will be eligible to sit for the NBRC-CRT and RRT national exams.

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

Prerequisites for the Program	Hours
COL101 Intro to College: Strategies for Success [▲]	1
BIO113 Microbiology for the Health Sciences	4
BIO211 Anatomy and Physiology I	4
BIO212 Anatomy and Physiology II	4
BIT122 Medical Terminology	3
CIS122 Basic Computer Skills	1
MTH128 Intermediate Algebra	3
	20
First Semester	
RCP100 Introduction to Respiratory Care	4
RCP110 Cardiopulmonary Anatomy and Physiology	4
RCP120 Respiratory Equipment and Noncritical Floor Care	3
RCP125 Respiratory Care Skills Lab I	3
RCP130 Cardiopulmonary Pharmacology	3
	17



Second Semester	Hours
RCP140 Respiratory Care Clinical I	2
RCP145 Respiratory Care Skills Lab II	2
RCP150 Cardiopulmonary Pathophysiology	3
RCP155 Airways	1
RCP160 Arterial Blood Gases	2
RCP200 Respiratory Care Specialties	3
	13

Summer Term	Hours
RCP170 Respiratory Care Clinical II	2
RCP210 Introduction to Mechanical Ventilation	2
RCP225 Respiratory Care Skills Lab III	4
	8

Third Semester	Hours
RCP240 Respiratory Care Clinical III	3
RCP245 Respiratory Care Skills Lab IV	4
RCP250 Advanced Mechanical Ventilation	1
RCP260 Neonatal and Pediatric Respiratory Care	3
RCP265 Respiratory Care Skills Lab V	1
ENG101 English Composition I	3
	15

Fourth Semester	Hours
RCP270 Respiratory Care Clinical IV	3
RCP290 N.B.R.C. Review	1
ENG102 English Composition II or SPD105 Oral Communication	3
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
PSY101 General Psychology	3
	13

Total Hours Required for Degree	86
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[▲] GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.

Veterinary Technology

(Associate of Applied Science degree only.)

This program combines the study of college-level general education courses and extensive course work in science and animal health theory and practice designed to prepare graduates for careers as registered veterinary technicians. Acceptance into the program is competitive; the Veterinary Technology Admission Committee evaluates applicants. For admission procedures, contact either Veterinary Technology or the Office of Admissions and Student Records. All applicants must have completed high school level biology and chemistry with laboratory sessions, or college-level General Biology (BIO101) and college-level Introductory Chemistry (CHM101) with a grade of "C" or better within the previous five years of registration date into the Veterinary Technology program. All Veterinary Technology Program students are required to achieve a "C" or better in all Veterinary Technology course work to advance and complete the program.

First Semester	Hours
COL101 Intro to College: Strategies for Success [▲]	1
VAT101 Introduction to Veterinary Technology	3
VAT113 Principles of Clinical Medicine I	4
BIO207 Vertebrate Anatomy	
or BIO211 Anatomy and Physiology I	4
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3
	15
Second Semester	Hours
VAT106 Applied Pharmacology	3
VAT114 Principles of Clinical Medicine II	4
BIO113 Microbiology for the Health Sciences	
or BIO215 General Microbiology	4-5
BIO208 Vertebrate Physiology	
or BIO212 Anatomy and Physiology II	4
ENG101 English Composition I	3
	18-19
Summer Term	Hours
VAT199 Veterinary Technology Internship	5
Third Semester	Hours
VAT250 Veterinary Hospital Technology I	5
VAT258 Clinical Pathological Techniques	5
VAT263 Equine Technology	2
Computer Literacy Proficiency*	3
Humanities/Communications	3
	18
Fourth Semester	Hours
VAT252 Applied Radiology	2
VAT256 Veterinary Hospital Technology II	5
VAT264 Laboratory Animal Technology	3
VAT265 Food Animal Technology	3
Social/Behavioral Science	3
	16
Total Hours Required for Degree	72

* Choose one from BIT138, CIS125, or CIS133



❖ Dean's Certificate Veterinary Assistant

The Dean's Certificate is designed for individuals interested in hands-on animal experience but not in Veterinary Technology intensive training. All Veterinary Assistant Program students are required to achieve a "C" or better in all Veterinary Assistant course work to advance and complete the program. This certificate is issued by the Dean's office.

First Semester	Hours
COL101 Intro to College: Strategies for Success [▲]	1
VAT102 The Veterinary Profession	5
VAT103 Animal Care	5
	11
Second Semester	Hours
VAT107 Hospital Care	5
VAT108 Clinical Applications	5
	10

Total Hours Required for Dean's Certificate 21



[▲] GUD136, *Mastering the College Experience*, will also fulfill the First Year Experience requirement.

Welding Technology

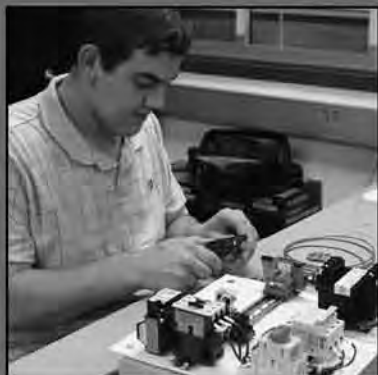
(Associate of Applied Science degree or certificate.
Courses required for the career-technical certificate are indicated by *.)

This curriculum combines advanced welding skills and related technical courses designed to prepare students for employment as welders, welder-fitters, specialist welders, or ultimately, welding supervisors, analysts, inspectors, and welding technicians. The American Welding Society standards are stressed.

First Semester		Hours
COL101 Intro to College: Strategies for Success* [▲]	1	
WLD141 Gas and Beginning Arc Welding*	5	
WLD142 Advanced Arc Welding*	5	
MTH105 Industrial Math*	3	
MTT108 Industrial Blueprint Reading*	3	
		17
Second Semester		
WLD243 Gas Metal Arc Welding (MIG)*	5	
MTT116 Dimensional Metrology*	3	
MTT148 Introduction to Metallurgy*	3	
HST103 U.S History I or PSC102 U.S. and Missouri Governments & Constitutions	3	
Social/Behavioral Science	3	
		17
Third Semester		
WLD244 Gas Tungsten Arc Welding (TIG)*	5	
ENG101 English Composition I	3	
Computer Literacy	1-5	
Math/Natural Science	3	
		12-16
Fourth Semester		
WLD245 Advanced Welding Techniques I	5	
WLD246 Advanced Welding Techniques II	5	
BUS120 Principles of Management	3	
Humanities/Communications	3	
		16
Total Hours Required for Certificate	33	
Total Hours Required for Degree	62	



[▲] GUD136, *Mastering the College Experience*,
will also fulfill the First Year Experience requirement.



Jefferson College

COURSE DESCRIPTIONS



Course Descriptions

Each course has a department reference and a course number. Courses numbered less than 100 produce no credit toward a college diploma. Courses numbered 100-199 are usually freshmen courses. Courses numbered 200 or above are usually sophomore courses. The prefix used for each course is to denote the department offering the course; it is in no way a statement as to the transferability of the course. Students should check with an academic advisor for all transferability issues. Each course description contains designations which indicate when the course is normally offered as well as if the course is offered online at any time during the year. F=Fall, S=Spring, Su=Summer, D=Demand, O=Online

ART101 Art Appreciation 3

Prerequisite: Reading proficiency
Art Appreciation is a study of fine art from many periods, prehistoric through contemporary, with emphasis on seeing and understanding style and technique. (F,S,O)

ART103 Survey of Art I 3

Prerequisite: Reading proficiency
Survey of Art I is a broad survey of the visual arts from the Paleolithic Age, the ancient Near East, Greece, and Rome to the Middle Ages. This course emphasizes the historic, social, and intellectual background of the artistic and architectural masterpieces that comprise the cultural heritage of early western civilization. This course is required for all art majors. (D,O)

ART105 Survey of Art II 3

Prerequisite: Reading proficiency
Survey of Art II surveys the visual arts from the late Middle Ages through the Renaissance to the early 19th century. This course stresses the historic, social, and intellectual background of European masterpieces of art and architecture. This course is required for all art majors. (D,O)

ART107 Modern Art 3

Prerequisite: Reading proficiency
Modern Art is an art history course involving the study of the fine arts of the Western hemisphere dating from the middle of the 19th century to the present day. Students will gain an in-depth understanding of modern painting, sculpture, architecture, and camera arts, in addition to minor arts. This course will allow students in current Survey of Art courses to follow their studies through to contemporary art. This course is required for Fine Arts majors, but non-majors may enroll. (D,O)

ART112 Introduction to Art 3

Prerequisite: None
Introduction to Art enables beginning students to gain experience in a wide variety of studio disciplines such as design, drawing, painting, printmaking, watercolor, and various three-dimensional processes. Historic perspectives on the various media experienced will also be introduced. Introduction to Art is designed for non-art majors. (D)

ART115 Drawing I 3

Prerequisite: None
Drawing I introduces the fundamentals of perceptual drawing. Drawing I students will study still life, landscape, and the figure in various line and value media. This course is required for all art majors. (F,S)

ART117 Watercolor I 3

Prerequisite: ART115
Watercolor I is a studio art course introducing students to the fine art of the transparent water-based media. The theory and practice of watercolor will be studied, with students working from still life, landscape, and figure. Types of pigment, paper, and methods of paint application will be introduced. Students will also learn about the history of the media in this course. Watercolor I is open to both Fine Arts majors and non-majors as well, providing the prerequisite has been met. (F)

ART120 Design I 3

Prerequisite: None
Design I focuses on the formal elements of art, utilizing line, shape, texture, and color to explore two-dimensional design principles. Design I students will gain experience in a variety of media and subject matter. This course is required for all art majors. (F)

ART121 Design II 3

Prerequisite: None
Design II introduces compositional and structural problems of three-dimensional design, emphasizing concepts such as relief, figure-ground relationships, space and volume, texture, light, and environmental issues in the exploration of basic sculpture aesthetics. This course is required for all art majors. (S)

ART123 Ceramics/Pottery I 3

Prerequisite: None
Ceramics/Pottery I introduces basic clay techniques, including coil and slab construction, wheel throwing, glazing, and firing. Ceramics/Pottery I students will gain a strong sense of three-dimensional design and will learn the sculptural aspects of functional pottery. This course is recommended for all art majors. (F,S)

ART141 Painting I **3**

Prerequisite: None

Painting I introduces basic painting skills with acrylic and/or oil paint. Painting I students will study color, line, texture, composition, and technique with still life and landscape. (F,S)

ART142 Painting II **3**

Prerequisite: ART141

Painting II introduces more complex problems in composition and color. A creative approach to subject matter will be stressed. (F,S)

ART146 Drawing II **3**

Prerequisite: None

Drawing II deals with the problem of representing the human figure. Students will work directly from the live model, exploring issues of gesture, balance, proportion, movement, mass, and anatomy. Drawing II is required for all art majors. (S)

ART150 Digital Photography I **3**

Prerequisite: None

Digital Photography I is a studio art course introducing students to fine art digital photography. The theory and practice of traditional photographic techniques and their relationship to evolving digital technology will be studied in this course. Students will create a presentation quality portfolio, working with a variety of techniques, and learn how to present exhibit quality work. While the Mac OS and Adobe Photoshop will be introduced in this course, the emphasis will be on developing photographic vision and producing fine art quality photographs, as opposed to merely mastering software. Students will also learn about the history of photography in this course. Digital Photography I is open to both Fine Arts majors and non-majors. (F,S)

ART151 Printmaking I **3**

Prerequisite: ART121

Printmaking I introduces various types of Printmaking processes. Printmaking I students will gain experience with materials and equipment used in relief and intaglio printing. (S)

ART152 Digital Art Studio **3**

Pre-/corequisite: ART115

Digital Art Studio is an introduction and survey of approaches to creating artwork digitally. Students will be introduced to the Adobe Creative Suite including Illustrator, Photoshop, InDesign, and Acrobat. Students will get a chance to experiment with digital drawing, digital painting, file formats, converting analog artwork to digital format, and printing applications. (F)



ART160 Graphic Design I **3**

Pre-/corequisite: ART115 or ART120

Graphic Design I is a studio art course introducing students to the fundamental elements of graphic design. The theory and practice of traditional graphic design principles and their relationships to evolving digital technology will be studied in this course. Students will study typography and other elements of graphic design, working with a variety of techniques, and learn how to present their work. While the Mac OS and Adobe InDesign and/or Quark Xpress will be introduced in this course, the emphasis will be on developing design vision and producing graphic designs of a commercial nature, as opposed to merely mastering software. Students will also learn about the history of graphic design in this course. Graphic Design I is open to both Fine Arts majors and non-majors, providing the pre-/corequisite has been met. (F,S)

ART170 Graphic Design II **3**

Prerequisite: ART160

Pre-/corequisite: ART146 or ART151

Graphic Design II is a studio art course introducing students to intermediate elements of graphic design. The theory and practice of traditional graphic design principles and their relationship to evolving digital technology will continue to be studied in this course. Students will utilize color and illustration in graphic design, producing a variety of projects, and learn how to better present their work. While the Mac OS, Adobe CS2 Creative Suite, and/or Quark Xpress will be employed in this course, the emphasis will be on developing design vision and producing graphic designs of a commercial nature, as opposed to merely mastering software. Students will also continue to learn about the history of graphic design in this course. This course is open to both Fine Arts majors and non-majors, providing the pre/corequisites have been met. (F,S)

ART217 Watercolor II 3

Prerequisite: ART117

Watercolor II is a studio art course allowing students to continue their study of the fine art of the transparent water-based media. Intermediate theories and practices of watercolor will be studied, with students working with still life, landscape, figure, abstract, and non-objective concerns. Types of pigment, paper, and methods of paint application will continue to be studied. Students will also learn about the history of the media in this course. Watercolor II is open to both Fine Arts majors and non-majors as well, providing the prerequisite has been met. (F)

ART223 Drawing III 3

Prerequisite: ART146

Drawing III emphasizes individual expression and individual drawing problems, which include exploring various media and techniques including the use of color. (S)

ART225 Watercolor III 3

Prerequisite: ART217

Watercolor III is a studio art course allowing students to advance their study of the fine art of the transparent water-based media. Advanced theories and practices of watercolor will be studied, with students working with still life, landscape, figure, abstract, and non-objective concerns. Students will work extensively on developing personal imagery and discovering unique problem solutions. Types of pigment, paper, and methods of paint application will continue to be studied. Students will also learn about the history of the media in this course. Watercolor III is open to both Fine Arts majors and non-majors as well, providing the prerequisite has been met. (F)

ART243 Painting III 3

Prerequisite: ART142

Painting III emphasizes individual expression. Painting III students will be assigned problems to increase awareness of the aesthetics of painting. (F,S)

**ART250 Digital Photography II 3**

Prerequisite: ART150

Digital Photography II is a studio art course introducing students to intermediate techniques in fine art digital photography. The theory and practice of traditional photographic techniques and their relationship to evolving digital technology will continue to be studied in this course. Students will create a presentation quality portfolio, working with a variety of techniques, and learn how to present exhibit quality work. The Mac OS and Adobe Photoshop CS programs will be utilized in this course, with an emphasis on developing personal photographic vision and producing fine art quality photographs. Students will also learn about the history of photography in this course. Digital Photography II is open to both Fine Arts majors and non-majors, providing the prerequisite has been met. (F,S)

ART252 Printmaking II 3

Prerequisite: ART151

Printmaking II emphasizes individual expression, and further problems with relief and/or intaglio printing techniques are assigned. (S)

ART260 Graphic Design III 3

Prerequisite: ART170

Pre-/corequisite: ART117 or ART141

Graphic Design III is a studio art course introducing students to advanced elements of graphic design. The theory and practice of traditional graphic design principles and their relationship to evolving digital technology will be studied in this course. Students will study the relationship between graphic design elements and complex design challenges such as three-dimensional packaging, multi-page layouts, motion graphics, and web design. While the Mac OS, Adobe CS2 Creative Suite, Quark Xpress, and Flash will be employed in this course, the emphasis will be on developing design vision and producing graphic designs of a commercial nature, as opposed to merely mastering software. Students will also take an active role in deepening their understanding of the history of graphic design in this course. This course is open to both Fine Arts majors and non-majors, providing the pre-/corequisites have been met. (F,S)

ART262 Ceramics/Pottery II 3

Prerequisite: ART123

Ceramics/Pottery II continues the study of basic clay techniques, with special emphasis on the use of the wheel, glaze calculation, and kiln functions. Ceramics/Pottery II students will explore clay as a sculptural medium and will deal with special problems involved in creating well designed functional pottery. (F,S)

ART263 Ceramics/Pottery III **3**

Prerequisite: ART262

Ceramics/Pottery III involves individualized projects with emphasis on kiln building and technology, glaze calculation, clay preparation and testing, or exploration of the thrown or hand-built form. (F,S)

ART265 Digital Photography III **3**

Prerequisite: ART250

Digital Photography III is a studio art course introducing students to advanced techniques in fine art digital photography. The theory and practice of traditional photographic techniques and their relationship to evolving digital technology will continue to be studied in this course. Students will create a presentation quality portfolio and a bound book of their own photography, working with a variety of techniques, and learn how to present exhibit quality work. The Mac OS and Adobe Photoshop CS programs will be utilized in this course, with an emphasis on developing personal photographic vision and producing fine art quality photographs. Students will also learn about the history of photography in this course. This course is open to both Fine Arts majors and non-majors, providing the prerequisite has been met. (F,S)

ART270 Graphic Design IV **3**

Prerequisite: ART260

Graphic Design IV is a studio art course designed to give students experience using advanced graphic design principles in relationship with potential clients. The theory and practice of traditional graphic design principles and their relationship to evolving digital technology will be studied in this course. Students will study the relationship between graphic design elements and multimedia applications and create multimedia presentations and advanced web designs. Students will also work with potential clients and learn how to design under direction. While the Mac OS, Adobe CS2 Creative Suite, Quark Xpress, and Flash will continue to be used in this course, the emphasis will be on developing design vision and producing graphic designs of a commercial nature, as opposed to merely mastering software. Students will also learn directly from a professional graphic designer or art director. This course is open to both Fine Arts majors and non-majors, providing the prerequisite has been met. (F,S)

ART281 Studio Art **3**

Prerequisite: ART142, ART146, or ART151

Studio Art is a variable content course consisting of individual studio projects in painting, printmaking, watercolor, and/or mixed media. This course may be repeated. (S)

AUT100 Automotive Shop Safety **1**

Pre-/corequisite: Reading proficiency

Automotive Shop Safety imparts the knowledge necessary to work safely with automotive shop chemicals, basic hand tools, and power tools. Students will learn how to properly raise a vehicle for service with a floor jack and how to safely lift the vehicle. This course will familiarize students with OSHA and the Hazard Communications Standard (HCS) and Material Safety Data Sheets (MSDS). (F)

**AUT105 Auto Collision:
Non-Structural Repair I** **3**

Pre-/corequisite: Reading proficiency

Auto Collision: Non-Structural Repair I teaches students vehicle construction, the fundamentals of collision repair, and the operation of power and hand tools used in the trade. Students will also learn to diagnose and analyze vehicle damage and write a damage report. General safety, the safe use of chemicals, and the legal and regulatory requirements that apply to auto body repair are also covered. ICAR points are available to students after completing selected ICAR categories.* (F)

AUT110 Automotive Engines I **4**

Prerequisite: AUT100

Pre-/corequisite: Reading proficiency

Automotive Engines I is the study of design and construction of automotive engines. The emphasis is on design, theory, and fundamentals of general engine diagnosis and repair. This course will focus on complete engine disassembly and measurement prior to overhaul. Automotive Engines I will incorporate automotive maintenance, such as cooling system flushes, transmission flushes, and related maintenance. Mastery of the fundamentals is necessary for passing the National Institute for Automotive Service Excellence (ASE) A1 engine repair certification test. (F)

AUT120 Automotive Engines II **4**

Prerequisites: AUT100 and AUT110

Pre-/corequisite: Reading proficiency

Automotive Engines II is the study of design and construction of automotive engines. The emphasis is on design, theory, and fundamentals of general engine diagnosis and repair. This course will focus on complete engine assembly of the short block, cylinder head, and camshaft drive. Mastery of the fundamentals is necessary for passing the National Institute for Automotive Service Excellence (ASE) A1 engine repair certification test. (F)

**After completing class assignments, an ICAR points application must be completed by a student, signed by the instructor, and sent to ICAR. A small application fee and purchase of the appropriate ICAR CD are required for each point(s) category. Technicians already employed at a collision/repair business are not eligible for ICAR points.*

AUT125 Auto Collision: Non-Structural Repair II 3

Prerequisite: AUT105

Pre-/corequisite: Reading proficiency

Auto Collision: Non-Structural Repair II teaches students how to remove and replace bolted and welded panels. Removal of welded panels will utilize metal cutting techniques using both oxyacetylene and plasma equipment. Students learn the auto body MIG welding process, the kinds of welds required, and the welding techniques necessary to repair vehicles to industry standards. Upon successful completion of this course, students will be prepared to pass the ICAR welding test. ICAR points are available to students after completing selected ICAR categories.* (F)

AUT130 Automotive Brake Systems 5

Prerequisites: AUT120 and reading proficiency

Automotive Brake Systems involves the study of automotive disc and drum brake systems. The emphasis is placed on the repair of automotive drum and disc brakes, hydraulic systems, power assist units, parking brakes, and antilock brake systems. This course will prepare students for the National Institute for Automotive Service Excellence (ASE) brakes certification test. (S)

AUT140 Automotive Steering and Suspension Systems 4

Prerequisites: AUT130 and reading proficiency

Automotive Steering and Suspension Systems involves the study of automotive steering and suspension system designs. The emphasis is placed on steering and suspension theory, diagnosis, and repair. This course will cover both two wheel thrust and four wheel adjustable alignments. Automotive Steering and Suspension Systems will prepare students for the National Institute for Automotive Service Excellence (ASE) steering and suspension certification test. (S)

AUT201 Basic Electrical Systems 3

Prerequisites: AUT140 and reading proficiency

Corequisite: AUT202

Basic Electrical Systems includes basic electrical theory. This course will cover the battery, starting, charging system functions, and theory as well as reading wiring diagrams and the need for proper routing of wires. Basic lighting circuits, power windows, power door locks, and other power systems will be covered. Completion of this course will prepare students to take the National Institute for Automotive Service Excellence (ASE) A-6 certification test. (F)



AUT202 Basic Electrical Systems Lab 6

Prerequisites: AUT140 and reading proficiency

Corequisite: AUT201

Basic Electrical Systems Lab is an automotive shop experience that will include testing, diagnosis, and repair of electrical systems in a professional shop environment. The systems include battery, starting, charging system, ignition, basic lighting, power windows, power door locks, and various other systems. This course will include the hands-on diagnosis and repair of these systems that are required to be successful in today's shop environment. Wiring repair and replacement will also be covered. Completion of this course prepares students to gain entry level employment in the automotive field and prepares students to take the National Institute for Automotive Service Excellence (ASE) A-6 certification test. (F)

AUT205 Auto Collision: Structural Repair I 3

Prerequisites: AUT125 and reading proficiency

Auto Collision: Structural Repair I teaches students corrosion protection; straightening steel and aluminum; exterior panel repair and replacement; inspection, installation, troubleshooting, and adjustment of moveable and stationary glass; restraint systems including cleanup and replacement of deployed airbags; inspection of seat belt systems, and diagnosis of problems with tensioners; and repair and replacement of various types of plastics including welding and refinishing non-fiber and fiber reinforced plastics. ICAR points are available to students after completing selected ICAR categories.* (S)

**After completing class assignments, an ICAR points application must be completed by a student, signed by the instructor, and sent to ICAR. A small application fee and purchase of the appropriate ICAR CD are required for each point(s) category. Technicians already employed at a collision/repair business are not eligible for ICAR points.*

AUT211 Fuel Systems **2**

Prerequisites: AUT201, AUT202, and reading proficiency

Corequisite: AUT212

Fuel Systems covers combustion theory and chemistry. This course will explain different types of fuel delivery systems, their components, theory, and operation. Fuel Systems also covers emission control systems, why they are necessary, and how they are integrated into modern automobiles. Completion of this course will prepare students to gain entry level employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) A-6, A-8, and L-1 certification tests. (F)

AUT212 Fuel Systems Lab **3**

Prerequisites: AUT201, AUT202, and reading proficiency

Corequisite: AUT211

Fuel Systems Lab includes testing, diagnosis, and repair of fuel systems and emission control devices. Testing procedures will include fuel pressure and volume testing as well as testing fuel pump rpm and waveform testing. Fuel injector waveform analysis and service will be included in this course. Completion of this course will prepare students to gain entry level employment in the automotive field and prepare students for the National Institute for Automotive Service Excellence (ASE) A-6, A-8, and L-1 certification tests. (F)

AUT221 Electronics and Drivability **2**

Prerequisites: AUT211, AUT212, and reading proficiency

Corequisite: AUT222

Electronics and Drivability covers ignition system theory and operation. Function of the Power Train Control Module (PCM), Body Control Module (BCM), and other modules in the vehicle will be studied. This course will cover Universal Asynchronous Receive and Transmit (UART), Class A, Class B, and Class C data buss and how they relate to the computer network in the car. Types of sensors, sensor operation, and theory will also be covered. Electronics and Drivability will prepare students for employment in the automotive field and prepare students to take the National Institute for Automotive Service Excellence (ASE) A-6, A-8, and L-1 certification tests. (S)



AUT222 Electronics and Drivability Lab **3**

Prerequisites: AUT211, AUT212, and reading proficiency

Corequisite: AUT221

Electronics and Drivability Lab covers the diagnosis and repair of ignition systems, data lines, Power Train Control Module (PCM) diagnosis, and the servicing of other modules in the computer system. This course covers the testing, diagnosis, and servicing of sensors. Electronics and Drivability Lab will prepare students for employment in the automotive field and prepare students to take the National Institute for Automotive Service Excellence (ASE) A-6, A-8, and L-1 certification tests. (S)

AUT225 Auto Collision: Structural Repair II **3**

Prerequisites: AUT205 and reading proficiency
Auto Collision: Structural Repair II is the fourth in a series of courses leading to a certificate in auto collision repair that will prepare students for employment in the auto collision repair industry. This course and others that are included in the auto collision repair certificate are ICAR certified. This course covers vehicle measurement, structural straightening of steel and aluminum, and steering and suspension damage and analysis. ICAR points are available to students after completing selected ICAR categories.* (S)

AUT230 Auto Collision: Paint I **3**

Prerequisites: AUT125, AUT225, and reading proficiency

Auto Collision: Paint I is the first of four paint classes complementing the non-structural and structural repair option. This course continues to prepare students for employment in the auto collision repair industry. This ICAR certified course covers air preparation systems; mixing ratios and surface preparation for various body fillers, adhesives, primers, base coats, paints, hardeners, reducers, and sealers; and personal and shop safety regarding use, storage, and disposal of hazardous materials. ICAR points are available to students after completing selected ICAR categories.* (F)

**After completing class assignments, an ICAR points application must be completed by a student, signed by the instructor, and sent to ICAR. A small application fee and purchase of the appropriate ICAR CD are required for each point(s) category. Technicians already employed at a collision/repair business are not eligible for ICAR points.*



AUT231 Driveline Diagnosis and Service 3

Prerequisites: AUT201, AUT202, AUT211, AUT212, and reading proficiency
Corequisite: AUT232

Driveline Diagnosis and Service covers the theory and operation of driveshafts, CV axles, and differentials. This course also covers theory of manual and automatic transmissions as well as clutch operation. Driveline Diagnosis and Service prepares students for employment in the automotive field and prepares students for the National Institute for Automotive Service Excellence (ASE) A-2 and A-3 certification tests. (S)

AUT232 Driveline Diagnosis & Service Lab 6

Prerequisites: AUT201, AUT202, AUT211, AUT212, and reading proficiency
Corequisite: AUT231

Driveline Diagnosis and Service Lab covers the actual diagnosis, service, and repair of driveshafts, CV axles, and differentials. This course also covers in car service of manual and automatic transmissions. Transmission removal and installation as well as clutch service will be covered. Driveline Diagnosis and Service Lab prepares students for employment in the automotive field and prepares students for the National Institute for Automotive Service Excellence (ASE) A-2 and A-3 certification tests. (S)

AUT235 Auto Collision: Paint II 3

Prerequisites: AUT230 and reading proficiency
Auto Collision: Paint II is the second of four ICAR certified paint classes. This course covers basic paint components, paint gun operation, surface treatments, primers and surfacers, and refinishing. ICAR points are available to students after completing selected ICAR categories.* (F)

AUT240 Auto Collision: Paint III 3

Prerequisites: AUT235 and reading proficiency
Auto Collision: Paint III is the third of four ICAR certified paint classes. This course covers final wash and preparation, masking and covering, paint defects, paint mixing, and refinishing. ICAR points are available to students after completing selected ICAR categories.* (S)

AUT245 Auto Collision: Paint IV 3

Prerequisites: AUT240 and reading proficiency
Auto Collision: Paint IV is the fourth of four ICAR certified paint classes. This course covers cleanup; decals and pin stripping; paint finishing using abrasives, compounds, and glazes; finish defect removal; and final detailing. ICAR points are available to students after completing selected ICAR categories.* (S)

AUT251 Automotive Heating and Air Conditioning Systems 2

Prerequisites: AUT201, AUT202, and reading proficiency
Automotive Heating and Air Conditioning Systems involves the study of the heating systems, the mechanical refrigeration systems, and the electrical vacuum control systems used on automobiles. The knowledge gained in this class will help the student prepare for the National Institute for Automotive Service Excellence (ASE) heating and air conditioning test. (S)

AUT258 Automotive Industry Management Fundamentals 2

Prerequisites: AUT120, MTH105, and reading proficiency
Automotive Industry Management Fundamentals teaches the fundamentals of running an automotive business. This course concentrates on the duties of a manager and the fundamentals of forming an automotive business. (F)

BIO101 General Biology 5

Prerequisite: Reading proficiency
General Biology emphasizes the physical, chemical, and functional aspects common to all organisms and presents a general survey of life forms. Laboratory time is required. Students cannot apply both BIO101 and BIO102 toward graduation. (F,S,Su)

**After completing class assignments, an ICAR points application must be completed by a student, signed by the instructor, and sent to ICAR. A small application fee and purchase of the appropriate ICAR CD are required for each point(s) category. Technicians already employed at a collision/repair business are not eligible for ICAR points.*

BIO101H Honors General Biology 5

Prerequisites: Honors Program admission and reading proficiency

Honors General Biology examines the physical, chemical, and functional aspects common to all organisms and presents a general survey of all life forms. Students will have the opportunity to learn and apply scientific processes based on lecture, lab, class discussions, and activities, in addition to presenting and leading discussions on current scientific topics. Laboratory time is required. Honors General Biology fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both BIO101 and BIO101H toward graduation. (F)

BIO102 Concepts in Biology 3

Prerequisite: Reading proficiency

Concepts in Biology is a non-laboratory course covering concepts common to all life forms. This course focuses on structural and functional human systems. Students cannot apply both BIO101 and BIO102 toward graduation. (F,S,Su,O)

BIO109 Ecology and Environmental Conservation 3

Prerequisite: Reading proficiency

Ecology and Environmental Conservation deals with fundamental principles of ecology and how these principles can be applied to the understanding of environmental problems. Areas of application include population, land use, air, wildlife, resources, and pollution control. (F,S)

BIO113 Microbiology for the Health Sciences 4

Prerequisites: High school biology and chemistry or equivalent (BIO101), with a grade of "C" or better within the previous five years of registration date, and reading proficiency

Microbiology for the Health Sciences explores microorganisms associated with health and disease and stresses concepts associated with transmission, infection, control, and the immune system. Laboratory time is required. Students cannot apply both BIO113 and BIO215 toward graduation. (F,S,Su)

BIO116 Anatomy and Physiology for Pre-Hospital Healthcare 3

Prerequisite: Reading proficiency

Anatomy and Physiology for Pre-Hospital Healthcare emphasizes basic human bodily function and associated structures. The relationship between structure and function is examined as well as the concept of homeostasis. (S,Su,O)

BIO120 Human Anatomy and Physiology 5

Prerequisites: High school biology and chemistry or equivalent (BIO101 and CHM101), with a grade of "C" or better within the previous five years of registration date, and reading proficiency

Human Anatomy and Physiology is the study of basic structure and function of the human body and covers fundamental concepts of all organ systems. Interactions of organ systems to maintain homeostasis are explored. Laboratory time is required. Students cannot apply both BIO120 and BIO211 toward graduation. (D)

BIO201 Genetics 4

Prerequisites: BIO101, BIO205, or BIO206;

CHM111; and reading proficiency

Genetics explores the molecular basis for life. The structure/function and means of expression of the gene and its basis as the unit of heredity are included. Classical Mendelian genetics, as well as modern molecular biological techniques and interpretations of genetic data will be considered, particularly as they apply to humans, plants, and animals. Laboratory time is required. (D)

BIO205 General Botany 5

Prerequisites: High school biology and chemistry or equivalent (BIO101), with a grade of "C" or better within the previous five years of registration date, and reading proficiency

General Botany deals with structure, function, and organization of plant life. This course includes a survey of the plant kingdom and identification of common native plants. Laboratory time is required. (F)

BIO206 General Zoology 5

Prerequisites: High school biology and chemistry or equivalent (BIO101), with a grade of "C" or better within the previous five years of registration date, and reading proficiency

General Zoology deals with animal cell structure and chemical processes, the structure and function of various organ systems, and an introduction to animal genetics, evolution, and ecology. Laboratory time is required and consists of classification and identification of representatives of the various animal phyla. (S)

BIO207 Vertebrate Anatomy 4

Prerequisites: High school biology and chemistry or equivalent (BIO101), with a grade of "C" or better within the previous five years of registration date, and reading proficiency

Vertebrate Anatomy compares members of the vertebrate classes in taxonomy, anatomy, and evolutionary relationships. All major organ systems are examined, as are many special modifications for specific life styles. Laboratory time is required. (F)

BIO208 Vertebrate Physiology 4

Prerequisites: BIO207 and reading proficiency
Vertebrate Physiology is the study of function associated with vertebrate organs, organ systems, and integration of these systems for maintaining life. Laboratory time is required. (S)

BIO211 Anatomy and Physiology I 4

Prerequisites: High school biology and chemistry or equivalent (BIO101 and CHM101), with a grade of "C" or better within the previous five years of registration date, and reading proficiency
Anatomy and Physiology I examines the structure and function of cells, tissues, organs, and organ systems. Although all organ systems are introduced, special emphasis is given to the integumentary, skeletal, muscular, nervous, and endocrine systems. Laboratory time is required. Students cannot apply both BIO120 and BIO211 toward graduation. (F,S)

BIO212 Anatomy and Physiology II 4

Prerequisites: BIO211 with a grade of "C" or better or special permission of the Dean and reading proficiency;
BIO120 will not fulfill the prerequisite for BIO212
Anatomy and Physiology II is a continuation of BIO211 with emphasis on cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems. Laboratory time is required. (F,S,Su)

BIO215 General Microbiology 5

Prerequisites: High school biology and chemistry or equivalent (BIO101), with a grade of "C" or better within the previous five years of registration date, and reading proficiency
General Microbiology examines fundamental concepts concerning microorganisms. This course encompasses a wide variety of topics, which illustrate the impact that microbes have on human life. Laboratory time is required. Students cannot apply both BIO113 and BIO215 toward graduation. (D)

BIO224 Field Biology 4

Prerequisites: BIO101, BIO205, or BIO206 and reading proficiency
Field Biology is designed to acquaint the student with the taxonomy, ecology, and life histories of Missouri flora and fauna with an emphasis on local species. Laboratory time and field trips are required. (D)

BIO245 Pathophysiology 3

Prerequisites: BIO212 or PTA105 and reading proficiency
Pathophysiology presents the fundamental mechanisms of human disease including the etiology, diagnosis, pathology, epidemiology, prevention, and treatment of significant human diseases. This course is required for the AAS degree in Health Information Technology. (F,S,Su)

BIT100 Keyboarding I: Skillbuilding 1

Pre-/corequisite: Reading proficiency
Keyboarding I: Skillbuilding teaches the touch method using a computer keyboard. This course is devoted to basic mastery of alphabetic, numeric, punctuation, and symbol keys. Students may test out of this course if they have completed a full year of keyboarding within the last three years with a "C" average and/or can demonstrate their ability to keyboard at speeds of 35 net wpm on three-minute timings with three or fewer errors. (F,S,O)

BIT102 Operating System Applications 1

Pre-/corequisite: Reading proficiency
Operating System Applications emphasizes skills necessary to navigate the operating system of a computer in a Windows environment. Students will learn to launch applications, customize desktop and settings, manage files, and use Help capabilities efficiently. (F,S,O)

BIT105 Business Language Skills 3

Pre-/corequisite: Reading proficiency
Business Language Skills emphasizes the language skills that are commonly applied in the business environment. This course also covers the review and application of English skills for editing letters, memos, and reports. (F,O)

BIT110 Keyboarding II: Speedbuilding 1

Prerequisite: BIT100 with a grade of "C" or better, or instructor approval
Pre-/corequisite: Reading proficiency
Keyboarding II: Speedbuilding provides intensive practice in speed and accuracy development through remediation, reinforcement, and skill building. Students may test out of this course if they have completed a full year of keyboarding within the last three years with a "C" average and/or can demonstrate their ability to keyboard at speeds of 45 net wpm on three-minute timings with three or fewer errors. (F,S,O)

BIT112 Job Search for the Professional	2	BIT125 Spreadsheet Applications	3
Pre-/corequisite: Reading proficiency Job Search for the Professional promotes those skills an individual needs to secure employment. Major areas of study include creating a resume, cover letter, and thank you letter; networking for interview and employment success; preparing for an interview including appropriate business attire and verbal and nonverbal communication skills; participating in a professional interview; and following up the job search process correctly. (F,S,O)		Pre-/corequisite: Reading proficiency Spreadsheet Applications is designed to teach students to learn a powerful spreadsheet program. Students will create and edit spreadsheets and manipulate numerical data to resolve issues related to finance, education, business, and personal numerical data for decision making purposes. (F,O)	
BIT114 Professional Image	1	BIT128 Customer Service	2
Pre-/corequisite: Reading proficiency Professional Image emphasizes the importance and development of those characteristics that enhance one's career image, leading to self-confidence and the ability to impress and influence people. Topics include physical wellness, professional appearance, professional behavior, and virtual image. (F,S)		Pre-/corequisite: Reading proficiency Customer Service teaches skills necessary to satisfy the customer – relative to a product or service. Students will understand the expectation of a quality product, reliable service, and reasonable prices. This foundation is essential for customer-centric businesses. (F)	
BIT120 Human Relations in Business and Industry	3	BIT130 Administrative Business Procedures	3
Pre-/corequisite: Reading proficiency Human Relations in Business and Industry focuses on the development of skills and personality factors essential for success in the workplace. Students will learn about time management and goal setting, human relations skills, business ethics, and business etiquette. (S,O)		Pre-/corequisite: Reading proficiency Corequisite: BIT100 or instructor approval Administrative Business Procedures emphasizes the skills necessary to be successful as an administrative professional – technology, human relations, and critical thinking skills. This course covers topics in the areas of work environment, workplace technologies, communications, customer and employee satisfaction, mail, travel, meetings, conferences, and career. (F,O)	
BIT121 Legal Terminology	3	BIT131 Administrative Procedures for the Legal Professional	3
Pre-/corequisite: Reading proficiency Legal Terminology teaches the student the meaning of legal and Latin terms. This course also covers instruction on the legal system and the legislative process, criminal law, civil law, administrative law, constitutional law, torts, contracts and sales, property, labor and employment law, domestic relations, decedent estates, cyberspace law, and environmental protection. (F,O)		Pre-/corequisite: Reading proficiency Corequisite: BIT100 or instructor approval Administrative Procedures for the Legal Professional teaches that administrative procedures are the responsibility of the legal professional. Students will learn about the management of the law office, working with attorneys and clients, legal ethics, records management, handling all mail, telephone techniques, travel arrangements, scheduling, and establishing priorities. (F,O)	
BIT122 Medical Terminology	3	BIT132 Administrative Procedures for the Medical Professional	3
Pre-/corequisite: Reading proficiency Medical Terminology provides a broad survey of the language of medicine and health technologies. Students learn to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities. This course emphasizes the formation, definition, and pronunciation of medical terms and the use of reference materials. A brief presentation of anatomy and physiology precedes the content concerning disorders. (F,O)		Pre-/corequisite: Reading proficiency Corequisite: BIT100 or instructor approval Administrative Procedures for the Medical Professional teaches that administrative procedures are the responsibility of the medical professional. Students will learn about the duties of the health care team, medical ethics, medicine and the law, insurance reports, billing and coding procedures, making travel arrangements, telephone techniques, medical records management, appointment scheduling, and working with patients. (F,O)	

BIT135 Administrative Financial Procedures 3

Pre-/corequisite: Reading proficiency

Corequisite: BIT100 or instructor approval

Administrative Financial Procedures covers a basic/business math review and teaches the accountant and non-accountant student how to use a computerized accounting package. Lessons will present and reinforce operations in four levels: creating and setting up new company files, recording background information in lists/centers, recording daily business activity, and displaying and printing reports based on information entered in the system. (F,O)

BIT138 Word Processing Applications I 3

Pre-/corequisite: Reading proficiency

Corequisite: BIT100 or instructor approval

Word Processing Applications I introduces entry-level word processing skills used in the creation of many types of personal, educational, and business documents. Introductory coverage includes creating and editing memos, letters, and reports and adding and modifying visual elements to enhance written communications. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,O)

BIT140 Internet Communications 3

Pre-/corequisite: Reading proficiency

Internet Communications provides students with an exploratory platform for many Web and communication tools. This course emphasizes cutting-edge technology and tools for productivity. This exploratory course provides students with an opportunity to connect with global learning communities through the Web and to learn some of the latest communication tools. (S,O)

BIT145 Database Applications 2

Prerequisite: BIT138

Pre-/corequisite: Reading proficiency

Database Applications includes presentation and application of computerized database functions. Students will learn to plan and design tables, query data, design and generate forms and reports, establish relationships, manage multiple databases, and integrate other software applications. (F,O)

BIT150 Proofreading/Editing Essentials 1

Prerequisite: BIT105 or instructor approval

Pre-/corequisite: Reading proficiency

Proofreading/Editing Essentials is designed to assist the student in controlling the quality of business communication through proofreading for accuracy in mechanics; correctness in spelling, grammar, punctuation, and word usage; conciseness in professional tone; and clarity in writing. (F,O)

BIT200 Business Documents Applications 3

Prerequisites: BIT105, and BIT138 or CIS133, and reading proficiency

Business Documents Applications teaches skills for effective writing such as planning, organizing, analyzing, and decision making in business document preparation. This course combines intensive writing and editing of "real-world" communications to produce credible, high quality results in documents. (S)

BIT205 Computers in the Law 3

Prerequisites: CIS133 and reading proficiency

Computers in the Law introduces the fundamentals of how to use computer technology to accomplish tasks performed by legal professionals in the legal environment. (S)

BIT206 Computers in the Medical Profession 3

Prerequisites: CIS133 and reading proficiency

Computers in the Medical Profession prepares students to work with the computer technology used by the medical transcriptionist to accomplish the tasks used in the medical profession. (S)

BIT210 Voice Technology 3

Prerequisites: BIT138 or CIS133 and reading proficiency

Voice Technology teaches students the basics of voice technology. Students will build their voice profile and learn how to use voice commands to create, edit, and print documents. Students will be taught time saving macros, and templates will be created. Stored documents will be retrieved by students and edited by voice. (F)

BIT221 Legal Transcription 3

Prerequisites: BIT105, BIT121, CIS133, and reading proficiency

Legal Transcription is an intensive study of legal terms and document formatting for the production of legal communications and documents. Students will be given a real-life, hands-on opportunity to participate in the document preparation activities of a law office through the use of computer-aided transcription software and voice technology. (S)

BIT222 Medical Transcription 3

Prerequisites: BIT105, BIT122, CIS133, and reading proficiency

Medical Transcription continues the study of medical vocabulary, use of abbreviations, and medical reference books. Students will transcribe medical documents using machine transcription, word processing, and voice technology. (S)

BIT238 Word Processing Applications II 2

Prerequisites: BIT138 and reading proficiency
Word Processing Applications II consists of application of advanced features and document preparation. Students will learn to merge documents, create footnotes/endnotes, insert images/shapes, develop charts and specialized tables, and use forms templates. Specialty documents will be created using desktop publishing features of the word processing program. (S,O)

BIT240 Presentation Software Applications 2

Prerequisite: Reading proficiency
Presentation Software Applications includes presentation and application of advanced functions of current presentation software. Topics include creating effective graphic presentations, organizing and outlining content of presentations, formatting text and graphics, applying tools, correctly charting/graphing information, changing color schemes, and creating customized templates. (F)

BIT242 Legal Research on the Internet 3

Prerequisites: BIT140 and reading proficiency
Legal Research on the Internet provides students with the knowledge, tools, search skills, and methodology necessary for legal professionals to excel at computer-aided legal research for the legal profession. (F,O)

BIT270 Business Information Technology Internship 2

Prerequisites: BIT205, BIT206, or BIT238 and reading proficiency
Business Information Technology Internship consists of a work assignment with an employer which allows students to apply skills learned in the classroom. Students are also able to learn new skills and to explore career possibilities while supervised by the employer and by a faculty member. (F,S)

BIT275 Business Information Technology Capstone 3

Prerequisites: BIT205, BIT206, or BIT238 and reading proficiency
Business Information Technology Capstone prepares students for the contemporary business environment in which they are expected to complete a variety of projects using current computer hardware technology and application software while simulating actual administrative work experiences – attendance policy, office attire, job title/duties, etc. Emphasis is on a mastery of integration of software applications and concepts for the purpose of adding value to realistic consultative and administrative tasks. Problem-based learning methods will be employed throughout this course. (F)



BUS101 Introduction to Business 3

Pre-/corequisite: Reading proficiency
Introduction to Business is a business survey course covering the major business topics of management, marketing, finance, and economics. (F,S,Su,O)

BUS107 Bookkeeping 3

Prerequisite: Reading proficiency
Bookkeeping involves double-entry accounting for students who have never had a bookkeeping or accounting course. This course includes the basic accounting cycle, special journals and ledgers, financial statements, and analysis of business transactions. Bookkeeping will not count toward the Associate of Arts degree at Jefferson College. This course may transfer to a private institution as elective credit. (F,S,O)

BUS120 Principles of Management 3

Pre-/corequisite: Reading proficiency
Principles of Management examines various schools of management and their effect on present-day practices. The study of management functions, planning, organizing, leading, and controlling are included. Emphasis is placed on relationships between superiors and subordinates. (F,S,O)

BUS240 Financial Accounting 3

Prerequisites: BUS101 or BUS107 with a grade of "C" or better and reading proficiency
Financial Accounting represents a first-semester course in accounting, the focus of which lies in the study of various accounting principles, concepts, procedures, and financial statements associated with financial accounting. Financial accounting represents the branch of accounting intended to provide information that is useful for external decision makers (i.e., decision makers who are outside of the business). This course is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor's degree. (F,S,Su)



BUS241 Managerial Accounting 3

Prerequisites: BUS240 with a grade of "C" or better and reading proficiency

Managerial Accounting continues the study of accounting but from the standpoint of management. This course is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor's degree. (F,S)

BUS243 Payroll Accounting 3

Prerequisites: BUS107 or BUS240 and reading proficiency

Payroll Accounting is an in-depth study of payroll accounting and bank reconciliation. This course is required for the one year certificate program in Accounting Technology. Payroll Accounting will not count toward the Associate of Arts degree at Jefferson College. This course may transfer to a private institution as elective credit. (S)

BUS244 Computerized Accounting 3

Prerequisites: BUS107 or BUS240 and reading proficiency

Computerized Accounting is a comprehensive study of accounts receivable, inventory, and accounts payable. This course uses the computer extensively, with the most current software available. Computerized Accounting is required for the one year certificate program in Accounting Technology. This course will not count toward the Associate of Arts degree at Jefferson College. Computerized Accounting may transfer to a private institution as elective credit. (S)

BUS261 Business Communications 3

Prerequisites: ENG101 and reading proficiency
Business Communications examines effective communication skills in business. This course includes grammar usage and memo, letter, press release, business report, and employment writing. (F,S,O)

BUS265 Business Law 3

Prerequisites: BUS101 and reading proficiency
Business Law provides an introduction to the law as it applies to businesses. Emphasis is given to the study of contracts. (F,S)

CDA150 3D Revit Architectural Drafting 3

Prerequisites: CIS122, CIS133, or instructor permission and reading proficiency

3D Revit Architectural Drafting introduces students to the Revit software which develops parametric 3D computer models of buildings and then creates views to use in composing the sheet sets. This software uses the Building Information Model (BIM) concept. The use of this software allows designers to create more freeform buildings. The software can also be used for estimating and phasing construction sequencing referred to as 4D. (F,S)

CDD121 AutoCAD I 3

Prerequisite: Reading proficiency
AutoCAD I introduces the student to CAD hardware and terminology, operating systems, and the basic and intermediate AutoCAD commands necessary to create drawings. (F)

CDD122 AutoCAD II 3

Prerequisites: CDD121 and reading proficiency
AutoCAD II concentrates on the intermediate and advanced AutoCAD commands in order to increase productivity. (S)

CDD226 3D AutoCAD 2

Prerequisites: CDD122 and reading proficiency
3D AutoCAD is a course in which the student will learn the basics of drawing in a three-dimensional CAD environment. The student will learn to construct 3D wire frames, surface models, solid models, and renderings. (F)

CDD227 3D SolidWorks I 2

Prerequisites: CDD122 or equivalent job experience and reading proficiency
3D SolidWorks I is a course in which the student will learn the basics of the SolidWorks 3D parametric solid modeling software. SolidWorks has become a leader in this area and is widely used by manufacturers in their design and documentation process. (F)

CDD247 3D SolidWorks II 2

Prerequisites: CDD227 and reading proficiency
3D SolidWorks II is an intermediate level course that builds on what is learned in 3D SolidWorks I. The student will learn more advanced modeling, assembly, and drawing techniques and will gain experience while drawing more difficult assemblies. (S)

CDM267 Computer Aided Design I 5

Prerequisites: CDD122, CDM123, and reading proficiency

Corequisite: CDD227

Computer Aided Design I allows the student to apply the general drafting techniques, learned in previous courses, to the study of mechanical design components. The CAD system will be used extensively in this course. Computer Aided Design I fulfills the computer literacy graduation requirement for Associate of Applied Science degree-seeking students. (F)

CDM268 Computer Aided Design II 5

Prerequisites: CDD227, CDM267, and reading proficiency

Corequisite: CDD247

Computer Aided Design II allows the student to apply the general drafting techniques and design principles, learned in previous courses, to the study of mechanical design components. The 2-D and 3-D CAD systems will be used extensively in this course. (S)

CHI101 Beginning Chinese 5

Prerequisite: Reading proficiency

Beginning Chinese is an introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension, and reading as well as accompanying culture. This course is intended for students with no prior experience or knowledge of Chinese.

Students will be required to demonstrate competency in vocabulary and pronunciation. Beginning Chinese is the first course in a sequence intended to develop Chinese language skills. This course may be offered using various distance learning systems; students may be required to use web-based activities. (D)

CHM101 Introductory Chemistry 5

Prerequisites: MTH002 with a grade of "C" or better, COMPASS algebra score of at least 42, or ACT math score of at least 18 and reading proficiency

Introductory Chemistry is designed for the student who has had no prior instruction in chemistry. This course explores the fundamental concepts and laws which deal with the composition, structure, and behavior of matter. The relationship of theory to practical applications will be emphasized. Laboratory time is required. Introductory Chemistry carries no credit toward a major in natural science or engineering fields. This course is not recommended for science or engineering majors unless they have had no previous chemistry. Students cannot apply both CHM101 and CHM102 toward graduation. (F,S,Su)

CHM102 Concepts in Chemistry 3

Prerequisite: Reading proficiency

Pre-/corequisite: MTH002 with a grade of "C" or better, COMPASS algebra score of at least 42, or ACT math score of at least 18

Concepts in Chemistry explores the fundamental concepts of chemistry and chemical bases for everyday events. Included are discussions of the scientific method and measurement, the laws of conservation, chemical bonding, chemical reactions, stoichiometry, and how chemistry can be used to understand processes encountered in everyday life and the environment. This course does not fulfill the prerequisite requirements for CHM111 or the Veterinary Technology program. Concepts in Chemistry is not recommended for those pursuing a career in one of the science or technology fields. Students cannot apply both CHM101 and CHM102 toward graduation. (F,S,Su,O)

CHM111 General Chemistry I 5

Prerequisites: Two semesters of high school chemistry with a grade of "C" or better and two years of high school algebra with a grade of "C" or better within the previous five years of registration date, or equivalent (CHM101), and reading proficiency

General Chemistry I is a study of the composition and structure of matter with emphasis on fundamental laws and related computations. The topics covered include stoichiometry, atomic structure, radioactivity, chemical bonding, chemical reactions in aqueous solutions, physical states of matter, and properties of solutions. Laboratory time is required. (F,S,Su)

CHM111H Honors General Chemistry I 5

Prerequisites: Honors Program admission, two semesters of high school chemistry with a grade of "C" or better and two years of high school algebra with a grade of "C" or better within the previous five years of registration date, or equivalent (CHM101), and reading proficiency

Honors General Chemistry I is a study of the composition and structure of matter with emphasis on fundamental laws and related computations. The topics covered include stoichiometry, atomic structure, radioactivity, chemical bonding, chemical reactions in aqueous solutions, physical states of matter, and properties of solutions. Laboratory time is required. Honors General Chemistry I involves three hours of lecture, and laboratory time is required. Honors General Chemistry I fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both CHM111 and CHM111H toward graduation. (F)

CHM112 General Chemistry II 5

Prerequisites: CHM111/111H and reading proficiency
General Chemistry II applies the principles learned in General Chemistry I to more advanced topics. This course covers the stoichiometry of acid-base and oxidation-reduction reactions, chemical thermodynamics, reaction kinetics, chemical equilibrium, and electrochemistry, with special emphasis placed on equilibria in aqueous solutions. Laboratory time is required. (S,Su)

CHM200 Organic Chemistry I 5

Prerequisites: CHM112 and reading proficiency
Organic Chemistry I is the study of the structure, nomenclature, usage, and properties of aliphatic hydrocarbons, alkyl halides, alkenes, and alkynes. Units on organic chemical reactions with their mechanisms and stereochemistry are also included. Laboratory time is required. (F,D)

CHM201 Organic Chemistry II 5

Prerequisites: CHM200 and reading proficiency
Organic Chemistry II is a continuation of Organic Chemistry I with emphasis on alcohols, thiols, ethers, epoxides, aromatic hydrocarbons and their derivatives, and carbonyl compounds (i.e., ketones and aldehydes). Units on spectroscopic methods of structure determination are included. Laboratory time is required. (S,D)

CIM105 Introduction to Machining Procedures 3

Pre-/corequisites: MTH105 and reading proficiency
Introduction to Machining Procedures consists of basic machining and theory using a variety of hand tools and machines. Areas covered will include safety, sawing, drill presses, vertical milling machine, tool room lathe, setup, and operation. (F)

CIM125 CNC Programming I 3

Prerequisite: CIM105
Pre-/corequisite: Reading proficiency
CNC Programming I teaches beginning levels of G & M (EIA) code programming along with basic Computer Numerical Control (CNC) theory. Students will learn tooling options, cutting conditions, and program the Machine Tool to produce a finished part. (F)

CIM150 Machining Procedures 3

Prerequisites: CIM105 and reading proficiency
Corequisite: MTT108
Machining Procedures consists of intermediate machining and theory using a variety of machines. Areas covered will include safety, sawing, drill presses, vertical milling machine, tool room lathe, surface grinding setup, and operation. (S)

CIM155 CNC Programming II 5

Prerequisites: CIM125 and reading proficiency
CNC Programming II teaches intermediate to advanced levels of G & M (EIA) code programming for both CNC turning centers and CNC machining centers. Students will perform tooling selections, part setups, and program the machine tool to produce a finished part. (S)

CIM205 Advanced Machining Procedures 3

Prerequisites: CIM150 and reading proficiency
Advanced Machining Procedures consists of complex high tolerance machining and theory using a variety of machines. Areas covered will include safety, sawing, drill presses, vertical milling machine, tool room lathe, surface grinding setup, and operation. (F)

CIM210 Quality Assurance 3

Prerequisites: MTT116 and reading proficiency
Quality Assurance teaches different types of part inspections. This class will utilize the coordinate measuring machine, surface plate, height gages, and optical comparator to set up and lay out parts for the final inspection process. All measurements and layouts will be compared to precision part blueprints. (F)

CIM225 Advanced CNC Programming 5

Prerequisites: CIM155 and reading proficiency
Advanced CNC Programming teaches different types of conversational programming such as Haas Intuitive programming for both CNC turning centers and CNC machining centers, and Mazatrol programming. Students will perform tooling selections, part setups, and program the machine tool to produce a finished part. (F)

CIM235 Computer Integrated Manufacturing 3

Prerequisites: CIM125 and reading proficiency
Computer Integrated Manufacturing is designed to provide students with a thorough understanding of the integration of computers used in the industry and a thorough understanding of computer aided drafting (CAD) software, specifically AutoCadLite. Students will learn to create, modify, manipulate, and import geometry. Students will ultimately be able to create a CAD drawing, simulate the machining, and generate CNC code to machine an actual part. (S)

CIM240 Computer Aided Manufacturing 5

Prerequisites: CIM225 and reading proficiency
Computer Aided Manufacturing teaches different types of programming processes using the aid of SurfCAM software combined with the CAD drawing produced in AutoCad. Students will perform tooling selection, part setups, and program the machine tool to produce a finished part. (S)

CIM250 Introduction to 3D Contouring 3

Prerequisites: CIM225 and reading proficiency

Pre-/corequisites: CIM235 and CIM240

Introduction to 3D Contouring teaches different types of programming processes using the aid of SurfCAM 3D module, combined with the CAD drawing produced in AutoCad. Students will perform tooling selection, part setups, and program the machine tool to produce a finished part. (S)

CIS122 Basic Computer Skills 1

Prerequisite: Reading proficiency

Basic Computer Skills is designed to provide the student with fundamental computer skills and essential word processing capabilities. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S,Su)

CIS125 Introduction to Information Systems 3

Prerequisite: Reading proficiency

Introduction to Information Systems introduces students to hardware, software, and terminology related to various computers. Additionally, there is the study of various data communications, networks, multimedia, artificial intelligence, operating environments, and future computer uses. This course also gives practical laboratory experiences using Windows and Microsoft Office Professional (an integrated software package for word processing, spreadsheet, database, and presentation). Students may need to work in the computer laboratory outside of class in order to complete the assignments. Introduction to Information Systems fulfills the computer literacy graduation requirement for degree-seeking students. (F,S,O)

CIS129 Programming Logic 3

Pre-/corequisite: Reading proficiency

Programming Logic develops analytical skills using structured programming design methods to solve practical business problems. (F,S,O)

CIS133 Microcomputer Software Applications 3

Pre-/corequisite: Reading proficiency

Microcomputer Software Applications gives practical experiences using widely utilized microcomputer software application programs: word processing (Word), spreadsheet (Excel), database (Access), and presentation (PowerPoint). Students will also learn basic Windows functions and briefly explore the Internet. Students may need to work in the computer laboratory outside of class in order to complete the assignments. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S,Su,O)



CIS135 Introduction to PhotoShop CS 3

Pre-/corequisites: CIS133 and reading proficiency

Introduction to PhotoShop CS allows students to master the skills and techniques to design and construct basic graphics which could be added to web pages or graphics which could be used to work as a form background for a programming project. Students should be able to perform basic editing techniques on photographs for correction, restoration, and color management. This course also teaches students to master tools to alter and apply filters and effects, channels, layers, and text graphic development. In addition, students will develop a basic understanding of InDesign to see how Web integration of various software is performed. (F,S,O)

CIS136 Digital Media I 3

Prerequisite: Reading proficiency

Digital Media I covers the basics of the creation and use of multimedia components. This course includes creating, importing, exporting, and modifying graphics. Digital Media I also includes creating and enhancing animations and videos. (F)

CIS145 Writing for Technology 3

Prerequisites: ENG101 and reading proficiency

Pre-/corequisites: CIS133 and CIS135

Writing for Technology builds skills used to write and communicate technical topics through writing instruction, the explanation of the development of business practices and systems, and other information systems development. The specific skills include researching, editing, documenting, organizing, application software skills, business problem solving, and oral presentation of topics. Students are instructed to express ideas on many levels that are clear to the intended audience. (S)

CIS147 Networking I 3

Pre-/corequisite: Reading proficiency

Networking I teaches students what computer networks are and why they are useful. Activities include designing and building a basic Local Area Network (LAN). The curriculum maps to several Network+ exam objectives. (F)



CIS150 Introduction to Computer Support 3

Prerequisites: CIS133 and reading proficiency
Introduction to Computer Support trains students to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and basic networking. This course prepares students for the A+ 220-701 exam, the first of two exams required for CompTIA A+ certification. (S)

CIS153 Introduction to Visual BASIC Programming 3

Pre-/corequisite: Reading proficiency
Introduction to Visual BASIC Programming is an introductory course in event driven programming in the Microsoft Visual BASIC language, a popular Microsoft Windows based programming language. Students will learn the full range of this language through lectures and programming projects. (F,S,O)

CIS155 Introduction to Computer Programming 3

Prerequisites: MTH134(H) or MTH141 and reading proficiency
Introduction to Computer Programming is an introductory programming course using the C++ programming language. This course is designed for students pursuing a four-year degree in computer science and for the Associate of Science students who need C++ as their programming language. (F,S)

CIS160 Web Development Tools – Dream Weaver and GoLive 3

Pre-/corequisite: Reading proficiency
Web Development Tools - Dream Weaver and GoLive allows students to master these web development tools. The skills in this class provide a method for fast development of web pages and graphics. Students will develop skills to construct basic web design structures, including frames, tables, forms, and graphics. Students will learn master structuring, formatting, file compression, and the theory behind good web site development. GoLive, integration software, will also be used as a package for explanations of rapid development for graphics and animation problems. (S,O)

CIS165 Programming for the Web 3

Prerequisite: CIS133

Pre-/corequisite: Reading proficiency

Programming for the Web builds programming skills used to develop technical skills that include web development and other interactive media. This course uses programming environments such as JavaScript and PHP to make an interactive interface for common business problem-solving. This includes such standard programming ideas as developing shopping carts for the web, customer interaction forms, security, and importing and exporting customer information. The student is challenged to develop technical coding examples that are intended for the medium used. These skills can be used for web, instructional development, graphics, and user interaction. (S)

CIS210 Flash 3

Pre-/corequisite: Reading proficiency

Flash is a hands-on experience with Macromedia Flash MX as used in a typical web/graphics design environment. Students will master the basics of drawing, create animations, and manage Flash tools as well as manage and use libraries, organize projects, create interactive buttons, add sounds, and publish movies. Students will also integrate graphics from other sources, including Fireworks and Freehand. (S,O)

CIS235 Advanced PhotoShop CS and Illustrator 3

Prerequisite: CIS135

Pre-/corequisite: Reading proficiency

Advanced PhotoShop CS and Illustrator is an advanced level of Introduction to PhotoShop CS. Students will successfully learn advanced PhotoShop development of graphics, images, and projects. This course includes mastering the tools to create graphics, icons, multilayered illustrations, and vector graphics for the web. Topics include managing color, image masking, and image compression, using tools to alter photographs, and applying filters and effects. The students will also master Adobe Illustrator to produce vector illustrations. In addition, students will successfully learn PhotoShop construction editing, formatting of graphics, and particularly text used as a graphic. Students will also design and construct advanced graphics which could be added to web pages, or construct graphics which could be used to work background for a programming project. (S,O)

CIS236 Oracle, SQL, and Database Design 3

Pre-/corequisite: Reading proficiency
Oracle, SQL, and Database Design covers the concepts of SQL and relational databases. Students will learn how to create tables, enter and manipulate data, query data in tables, and format the results using SQL commands. Students should be familiar with PC software. This course includes extensive laboratory time, and additional laboratory time may be required. (S)

CIS243 Advanced Computer Support 3

Prerequisites: CIS150 and reading proficiency
Advanced Computer Support trains students to perform tasks such as installation, configuration, diagnosis, preventive maintenance, and basic networking. This course will prepare students for the A+ 220-702 exam, the second of two exams required for CompTIA A+ certification. (F)



CIS247 Networking II 3

Prerequisites: CIS147 and reading proficiency
Networking II teaches advanced concepts in computer networking. Activities include building, troubleshooting, and correcting a complex LAN. The curriculum maps to several Network+ exam objectives. (S)

CIS255 Web/Graphics Project Portfolio Development 3

Prerequisites: CIS135 and CIS160
Pre-/corequisite: Reading proficiency
Web/Graphics Project Portfolio Development teaches students how to develop portfolio projects which will demonstrate their expertise in the skills associated with web development, graphics, web design, and structure. Web enhancement and animation tools will be featured to provide a valid, updated example of industry works and current usage. Construction tools used to create the projects include PhotoShop, Flash, Fireworks, Dream Weaver, and In Design. (F,S,O)

CIS262 Client/Server Management 3

Prerequisites: CIS147 and reading proficiency
Client/Server Management allows students to learn how to set up and manage a client server network using Windows clients and server operating systems. Server roles to be covered include file/printer server, domain controller, and Web/FTP server. Students will also learn how to manage a client-server environment using role-based policies. (F)

CIS275 Linux OS 3

Prerequisites: CIS150 and reading proficiency
Linux OS introduces students to the Linux operating system and how to install, maintain, and troubleshoot Linux workstations and servers. (S)

CIS281 Introduction to Web Development 3

Prerequisites: CIS125 or CIS133 and reading proficiency
Introduction to Web Development explores the concepts of web page development and deployment. Topics focus on Hypertext Markup Language (HTML), browsers, and web servers. Additional material addresses interactive web page development using scripting languages. (S)

CIS282 Networking/Support Projects 3

Prerequisites: CIS150, CIS243, CIS247, CIS262, and reading proficiency
Pre-/corequisite: CIS275
Networking/Support Projects focuses on installing, configuring, and supporting a computer network based on "client" needs. (S)

CIS283 Advanced Visual BASIC Programming 3

Prerequisite: CIS153
Pre-/corequisite: Reading proficiency
Advanced Visual BASIC Programming explores the principles and implementations of client/server computing architectures. Topics include mainframe, microcomputer, and database server techniques. Students will design a client/server prototype using microcomputers or a database server. (F,S)

CIS285 e-Commerce Concepts 3

Prerequisites: CIS160 or CIS281 and reading proficiency
e-Commerce Concepts explores the concepts, methods, and technologies of conducting electronic business. Issues covered include marketing, planning, design, development, and maintenance of the site as well as payment processing, security, and customer service. (F,O)

CIS287 Advanced Web Development 3

Prerequisite: CIS160 or CIS281

Pre-/corequisite: Reading proficiency

Advanced Web Development teaches students, through lecture and laboratory experiences, the tools and methods to develop a web-based system, which interfaces with core business systems. (S)

CIS290 Certification Preparation 1

Prerequisites: CIS150, CIS243, CIS247, CIS262, and reading proficiency

Pre-/corequisite: CIS275

Certification Preparation reviews prior Networking and A+ courses to help students prepare for the Network+ and A+ certification exams. Students will review textbooks and take practice exams to prepare for the official CompTIA certification exams. (S)

COL101 Introduction to College: Strategies for Success 1

Pre-/corequisite: Reading proficiency

Introduction to College: Strategies for Success introduces students to college life. This course emphasizes orientation to college, behavioral expectations of college students, required skills for academic success, Jefferson College resources, and essential college/workplace issues such as time management, decision making, and goal setting. (F,S,Su,O)

CRJ105 Introduction to Search and Rescue 1

Prerequisite: Reading proficiency

Introduction to Search and Rescue studies basic information about the public service discipline of wilderness search and rescue. The student will gain awareness level knowledge and skills for responding to lost person incidents. This course will prepare the student to take the National Association for Search and Rescue SARTECH III examination. Introduction to Search and Rescue is offered for Law Enforcement Academy students only. (F,S)

CRJ110 Introduction to Criminal Justice 3

Prerequisite: Reading proficiency

Introduction to Criminal Justice is the basic course that explores the historical development, present structure, function, and philosophy of criminal justice. This course includes ethical considerations, crime definitions by nature and impact as well as an overview of criminal justice as a system. The system components are the court system, prosecution and defense, trial process, corrections, and juvenile justice. (F,S,Su,O)

CRJ112 Criminal Law 3

Prerequisite: Reading proficiency

Criminal Law studies criminal, common, and statutory law within the context of enforcement and the administration of justice, including the hierarchy and function of the courts, other organizations, and officials. (F,S,O)

CRJ114 Rules of Criminal Evidence 3

Prerequisite: Reading proficiency

Rules of Criminal Evidence studies the basic rules of evidence applicable to criminal and other related police activities. Emphasis is placed on admissibility of evidence and the practical application of procedural and constitutional guarantees. (F,S,O)

CRJ120 Juvenile Justice System 3

Prerequisite: Reading proficiency

Juvenile Justice System examines the historical development, present structure, function, and philosophy of the juvenile justice overall system. This course explores ethical considerations, juvenile crime definitions by nature and impact as well as an overview of the intent, application, and procedures of the Missouri Juvenile Code. Juvenile case disposition, crime prevention methods, and reporting procedures and the organization and functions of jurisdiction of juvenile agencies are also explored. (F,S,O)

CRJ130 Introduction to Corrections 3

Prerequisite: Reading proficiency

Introduction to Corrections includes an introduction to corrections, correctional theory, and correction policy through the in-depth study of key areas in corrections, including correctional history, systems, policy, treatment programs, prison life, community-based corrections, probation and parole, and juvenile corrections. (F,S,O)

CRJ135 Terrorism 3

Prerequisite: Reading proficiency

Terrorism studies sophisticated theories by the best terrorist analysts in the world, while still focusing on the domestic and international threats of terrorism and the basic security issues surrounding terrorism today. This course includes a historical overview of terrorism including the formation of terrorist groups throughout history including the Assassins, Hezbollah, IRA, and al Qaeda. There will be a detailed examination of strategic planning and decision making as it relates to Fourth Generation Warfare, strategic threats in the post-9/11 world, and its effects on the Criminal Justice profession. (F)



CRJ140 Ethics in Criminal Justice 3

Prerequisite: Reading proficiency

Ethics in Criminal Justice provides the student with the information needed to solve ethical dilemmas within the complicated criminal justice system. This course begins with a straightforward presentation of the major ethical systems and leadership styles followed by a discussion of moral development and the ideal of justice. Ethics in Criminal Justice will include not only philosophical information but practical applications as well, allowing each student to make individual decisions. (S)

CRJ150 Criminal Justice Report Writing 3

Prerequisite: Reading proficiency

Pre-/corequisites: CRJ110, CRJ215, and CRJ222

Criminal Justice Report Writing teaches the study and application of the process of effective criminal justice report writing. Proper formal written communications formats with an emphasis on report writing techniques will also be studied, including the latest electronic formats used by law enforcement agencies. Criminal Justice Report Writing is offered for Law Enforcement Academy students only. (F,S)

CRJ212 Criminal Justice Instructor Development 3

Prerequisites: Instructor approval and reading proficiency

Criminal Justice Instructor Development studies some of today's most important training issues and prepares the students to meet the demands of instruction in the field of Criminal Justice and academy training. During this course, the student will study and demonstrate techniques used in the training of law enforcement and correction officers including public speaking, course development, lesson plan development, and learning environments. The focus of this course will be on the adult learning methods of instruction. This course meets the requirements for POST instructor certification for the state of Missouri and the Department of Corrections Instructor Development programs. Criminal Justice Instructor Development is offered for Law Enforcement Academy students only. (F,S)

CRJ215 Patrol Operations and Tactics 3

Prerequisites: CRJ110 and reading proficiency
Patrol Operations and Tactics teaches students the foundations of police operations, providing patrol coverage and called-for-service, as well as the principle of conspicuous presence as a means of crime prevention and preservation of the peace. This course also includes an understanding of basic police responsibilities. Patrol Operations and Tactics is offered for Law Enforcement Academy students only. (F,S)

CRJ220 Criminal Justice Internship 3

Prerequisites: CRJ110, instructor approval, and reading proficiency
Criminal Justice Internship is a supervised work experience in three to four criminal justice settings, minimum of 250 contact hours. Work periods will be arranged. Students will write a brief report on their experiences at each criminal justice setting, including a daily log book. (F,S,Su)

CRJ222 Criminal Investigation 3

Prerequisite: Reading proficiency
Criminal Investigation studies 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 are also examined. (F,S,O)

CRJ224 Criminal Justice Organizational Leadership 3

Prerequisite: Reading proficiency
Criminal Justice Organizational Leadership is a study of organization and administration systems used in modern criminal justice agencies. Emphasis will be on the characteristics of organizations and personnel, budgeting, control and responsibility of a cohesive working structure, and general principles of public administration. (S,Su,O)

CRJ230 Correctional Institutions 3

Prerequisite: Reading proficiency
Correctional Institutions studies prisons and other correctional institutions. This course will trace the history, development, types, objectives, and organization and administration of penal systems. (F)

CRJ242 Advanced Criminal Investigation 3

Prerequisites: CRJ222 and reading proficiency
Advanced Criminal Investigation further studies 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 are also examined. The student takes an active part in the study of criminal investigation by participating in mock crime scene investigations. Advanced Criminal Investigation is offered for Law Enforcement Academy students only. (F,S)



CUL100 ServSafe Sanitation 1

Prerequisite: None

ServSafe Sanitation is designed for the student who wishes to enter or is already involved in the food and beverage industry. Areas of study include the sanitation challenge, the flow of food through the operation, sanitary facilities and pest management, and sanitation management. Instruction stresses safe food receiving, storage, and preparation techniques. Students who successfully complete the program will test for sanitation certification through the National Restaurant Association. (F,S)

CUL101 Culinary Arts I 4

Pre-/corequisite: Reading proficiency

Culinary Arts I surveys the basic skills in quantity food production. Topics examined include basic preparation techniques, standardized recipes, recipe conversion, and kitchen mathematics. The class format includes both lecture and laboratory sessions. (F)

CUL102 Culinary Arts II 4

Prerequisites: CUL101 and reading proficiency

Culinary Arts II is a continuation of Culinary Arts I. The emphasis is on preparation techniques as they apply to various food groups as well as techniques of garnishment, plating, and service. Students will be required to plan, cost, prepare, and serve an actual banquet. (S)

CUL103 Culinary Arts III 4

Prerequisites: CUL102 and reading proficiency

Culinary Arts III re-emphasizes the key areas in professionalism and leadership. Students will be introduced to elements of nutrition, food classification, menu etiquette, and the business aspects of the culinary arts, including banquets and catering, cost control, and management. Students will learn basic Garde Mange, baking, and soups as a part of a total menu preparation. (F)

CUL104 Culinary Arts IV 4

Prerequisites: CUL103 and reading proficiency

Culinary Arts IV re-emphasizes the key areas in professionalism and leadership. Students are introduced to essential elements of sanitary management, accident prevention, and front of house duties. Students will learn advanced Garde Mange, advanced baking, and pastry. (S)

CUL106 Baking 2

Prerequisite: None

Baking is a hands-on laboratory process in which students explore the process of baking, its diverse potential, and experimentation in the various methods and techniques used in all parts of the world. Baking involves actual production of breads and baked products, including tarts, cakes, cupcakes, muffins, and cookies. Students learn the fundamentals of baking and their uses. This course covers the basics of Puff Pastry, Choux Paste, Sweet Dough, and Brioche and also special dough with non dairy and whole wheat ingredients. (F,D)

CUL108 Pastry 2

Prerequisite: None

Pastry is designed to develop the knowledge, techniques, and skills necessary for the production and presentation of basic pastry products. Students are introduced to a variety of techniques and methods and have lab time to practice the recipes and prepare quality cakes, pastries, and desserts with a focus on individual and plated desserts. A wide range of fillings is also studied and applied. Each class includes a critical tasting of the featured dessert. (S,D)

CUL110 Professional Cake Decorating I 2

Prerequisite: None

Professional Cake Decorating I is the first of two courses. This course covers basic concepts of cake decorating design as well as planning and introduction to fondant techniques. This course also focuses on the preparation of royal icing, butter cream, and whipped cream necessary to ice and decorate a cake. Students learn basic piping skills including borders, garlands, flowers, and writing. At the end of the semester, students work on individual projects and decorate a theme cake. This course may transfer to a private institution. (F)

CUL120 Professional Cake Decorating II 2

Prerequisite: CUL110

Professional Cake Decorating II is the advanced class which covers the actual baking of the cake and advanced types and variations of cakes used in the theme cake trade. This course focuses on the skills of piping acquired in the first class and builds the skill to create decorative floral and writing applications. Professional Cake Decorating II includes the very latest advanced decorative and baking applications. This course may transfer to a private institution. (S)

ECE102 Introduction to Early Childhood Education **4**

Pre-/corequisite: Reading proficiency
Introduction to Early Childhood Education is an introduction to the field of early childhood education including historical foundation, familiarity with the broad range of current programs and trends, and an examination of the skills required of the teacher of young children. Also, three hours of weekly observation put theories into action. (F,O)

ECE103 Child Health, Nutrition, and Safety **3**

Prerequisite: Reading proficiency
Child Health, Nutrition, and Safety is a study of the factors affecting children's health including nutritional needs, childhood diseases, and a safe but challenging learning environment. (F,S,O)

ECE107 School Age Child Care **3**

Prerequisite: Reading proficiency
Corequisite: ECE102
School Age Child Care includes the growth, development, and special needs of children ages six through 12 years. Students will learn to plan and implement developmentally appropriate programs for school-agers before and after school, during summer camps, and school holidays. Students will explore constructivist theory as applied to school age programs and will investigate the growing needs of families in providing for the care and development of their school-age children. (F,O)

ECE108 Infant/Toddler Care **3**

Prerequisite: Reading proficiency
Infant/Toddler Care incorporates understanding the development and needs of infants and toddlers (birth to three years) and how to meet these needs in a child care setting. (F,S,O)

ECE120 Integrating Children with Special Needs **3**

Prerequisites: ECE102 and reading proficiency
Integrating Children with Special Needs is an examination of special education foundations, adaptations of daily activities in inclusive classrooms, and the collaboration of an Early Childhood Special Education Team with emphasis on utilization of developmentally appropriate practices and constructivist theory for all children. (F,O)

ECE122 Behavior Management **3**

Prerequisites: ECE102 and reading proficiency
Behavior Management is an examination of the guidance approach to discipline. Traditional disciplinary procedures of classroom behavior management will be evaluated up through the current evolution and emphasis on developmentally appropriate guidance techniques. (S,O)

ECE201 Early Childhood Education Laboratory **2**

Pre-/corequisite: ECE102
Early Childhood Education Laboratory consists of six hours per week of direct interaction with young children in a child care setting under qualified supervision and a bi-weekly one-hour seminar. (F,S,Su)

ECE202 Early Childhood Education Practicum I **2**

Prerequisite: ECE201
Early Childhood Education Practicum I involves six hours weekly of supervised, directed experiences with children in a child care setting and a bi-weekly one-hour seminar. (F,S,Su)

ECE205 Early Childhood Education Practicum II **2**

Prerequisite: ECE202
Early Childhood Education Practicum II is a continuation of Practicum I but with more specific responsibility for planning and implementing curriculum components in an early childhood setting. (F,S,Su,O)

ECE210 Curriculum Strategies for Preschool Classrooms **3**

Prerequisites: ECE102 and reading proficiency
Curriculum Strategies for Preschool Classrooms is an examination of techniques, learning activities, and materials used to teach young children with an emphasis on planning and implementing a developmentally appropriate curriculum utilizing constructivist theory. (F)

ECE212 Family, School, and Community Relations **3**

Prerequisites: ECE102 and reading proficiency
Family, School, and Community Relations stresses the importance of parent involvement in a child's education and examines strategies to promote this. Community agencies and their benefits for parents and programs will also be discussed. (S,O)

ECE214 Early Childhood Education Administration 3

Prerequisites: ECE102 and reading proficiency
Early Childhood Education Administration is an examination of methods for organizing and managing child care centers including legal responsibilities, program development, personnel management, facilities/equipment concerns, parent involvement, and community relations. (S,O)

ECO100 Introduction to Economics 3

Prerequisite: Reading proficiency
Introduction to Economics is a survey course that covers both macroeconomics and microeconomics. Students seeking a bachelor's degree in business should take Macroeconomics and Microeconomics. (F,S,Su,O)

ECO101 Macroeconomics 3

Prerequisite: Reading proficiency
Macroeconomics explains the organization and goals of the U.S. economic system and how it operates. Macroeconomics is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor's degree. (F,S,Su)

ECO102 Microeconomics 3

Prerequisite: Reading proficiency
Microeconomics is a study of economics from the individual producer's and consumer's standpoint. Microeconomics is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor's degree. (F,S)

EDU105 Exploring the Field of Education 1

Pre-/corequisite: Reading proficiency
Exploring the Field of Education is an introductory course designed to assist students in determining whether teaching is an appropriate career choice for them to pursue. This course discusses characteristics and responsibilities of teachers; teacher education, preparation, and certification requirements; and state standards for teachers and for P-12 students. The required field experience is a minimum of five (5) hours in P-12 classrooms. After students have successfully completed this course, ENG101, and an F.B.I background check, they may register for additional education courses. (F,S,Su,O)

EDU205 Technology for Teachers 3

Prerequisites: ENG101 with a grade of "C" or better and reading proficiency; EDU105 recommended
Technology for Teachers teaches students how to integrate instructional technology into P-12 classrooms. Students will study a variety of software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. (F,S,Su,O)

EDU210 Foundations of Education 3

Prerequisites: EDU105 and ENG101 (both courses must be completed with a grade of "C" or better) and reading proficiency
Foundations of Education is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system. Students will explore the nature of school environments, design, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied. The required field experience is a minimum of six (6) hours. (F,S,Su,O)

EDU225 Educational Psychology 3

Prerequisites: EDU105 and ENG101 (both courses must be completed with a grade of "C" or better) and reading proficiency
Pre-/corequisite: PSY201, PSY202, or PSY205
Educational Psychology is designed to help students relate the application of psychological principles to teaching, learning, and assessment and the educational practice in P-12 classrooms. This course will focus on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. (F,S,Su,O)

EDU230 Teaching Profession with Field Experience 3

Prerequisites: EDU105, EDU205, EDU210, and ENG101 (all courses must be completed with a grade of "C" or better) and reading proficiency
Pre-/corequisites: EDU225 with a grade of "C" or better and PSY201, PSY202, or PSY205
Teaching Profession with Field Experience provides students an opportunity to observe teaching and learning for thirty (30) hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Students will have the opportunity to teach Junior Achievement lessons to K-6 students and serve as a classroom teaching assistant in P-12 classrooms. (F,S)

EDU235 Education of the Exceptional Learner 3

Prerequisites: EDU105 and ENG101 (both courses must be completed with a grade of "C" or better), PSY101, and reading proficiency

Pre-/corequisite: PSY201, PSY202, or PSY205

Education of the Exceptional Learner is an introduction to exceptional learners and their education in grades P-12. Students will attain knowledge, skills, and dispositions that will enable them to work effectively with exceptional learners in general education or special education. (F,S,Su,O)

EGR101 Computer Aided Engineering Design 4

Prerequisites: High school geometry and reading proficiency

Computer Aided Engineering Design is a course which teaches the skills of sketching and computer aided drafting, including the theory of descriptive geometry. Students will be expected to apply the design process to a design problem which will consist of a solution, documentation, and construction of the solution. This course is required for the Associate of Science degree. (F,S)

EGR228 Engineering Mechanics-Statics 3

Prerequisites: MTH180 and reading proficiency

Pre-/corequisite: MTH185

Engineering Mechanics-Statics is a course which applies principles of mechanics to engineering problems of equilibrium. There is a heavy emphasis on three-dimensional problems and vector methods to deal with the conditions for equilibrium. This course is required for the Associate of Science degree. (F)

EGR250 Engineering Mechanics-Dynamics 3

Prerequisites: PHY223, EGR228, MTH185, and reading proficiency

Engineering Mechanics-Dynamics is a course which applies principles of mechanics to engineering problems of accelerated motion. Emphasis is given to three dimensional problems using the concepts of force, mass, acceleration, work, energy, impulse, and momentum. (S)

EGR261 Circuit Analysis I 3

Prerequisite: Reading proficiency

Corequisite: MTH205

Circuit Analysis I is a beginning course in the mathematical modeling of an electrical circuit. Emphasis is placed on circuit elements, Kirchoff's laws, mesh and nodal analysis, and the response of resistors, inductors, and capacitors to various signals. (S)



EMT111 Emergency Medical Technology I 10

Prerequisites: High school diploma or GED certificate; COMPASS writing skills score of at least 70, ACT English score of at least 18, or ENG099; COMPASS pre-algebra score of at least 33, ACT math score of at least 16, or MTH001; reading proficiency; and current Healthcare Provider CPR certification. A criminal background check must also be completed and the following immunizations are required: MMR and PPD.

Emergency Medical Technology I prepares an individual in all phases of emergency care with the focus on general emergency care, patient transport, and patient handling. (F,S)

EMT206 Pre-Paramedic Training 3

Prerequisites: High school diploma or GED certificate, current or pending Missouri EMT License, and reading proficiency

Pre-Paramedic Training is directed toward exposing the EMT to the concepts and techniques of pre-hospital care at the paramedic level. This course allows those pre-hospital providers with little or no working experience in EMS to be evaluated in their performance as well as their knowledge. This evaluation will allow the student to consider if he/she is competent to pursue a career in EMS as a paramedic. All students must complete 120 hours of Ambulance Internship ride time during the class. The ride time must be scheduled on days that the class does not meet. This is to give the student experience on an ambulance along with patient care experience. (Su)

EMT235 EMT Paramedic I 20

Prerequisites: EMT206; ENG101; BIO116 or BIO212; COMPASS pre-algebra score of at least 33, ACT math score of 16 or higher, or MTH001; reading proficiency; and current Missouri EMT license

Immunizations: MMR, PPD, DPT, Hepatitis B series
The EMT Paramedic program, consisting of EMT235, Paramedic I, and EMT236, Paramedic II, is designed to meet the professional expectations of the paramedic in the emergency field. The paramedic will be prepared to effectively handle all types of medical and trauma emergencies. These courses consist of 40 weeks of instruction, flexible schedule of two days per week, and arranged clinical and internship experiences. (F)

EMT236 EMT Paramedic II 20

Prerequisites: EMT235 and reading proficiency
EMT Paramedic II is a continuation of EMT Paramedic I. Successful completion of these courses will enable the student to take the practical and written examinations with the NREMT for certification as an Emergency Medical Technician-Paramedic. This certification will then be recognized by the Missouri Department of Health–Bureau of Emergency Medical Services for licensure as a Paramedic. (S)

ENG005 Basic Grammar and Punctuation 1

Prerequisite: COMPASS writing skills score of 18-69 within the past two years

Basic Grammar and Punctuation is an individualized review of the basics of grammar, punctuation, usage, sentence building, and capitalization. This course is not applicable toward the associate degree. (F,S,Su)

ENG017 Spelling/Vocabulary Skills 1

Prerequisite: None
Spelling/Vocabulary Skills is a combined spelling and vocabulary course, which offers essential tips and techniques for any college student interested in improving writing quality and reading comprehension. This course is not applicable toward the associate degree. (F,S,Su)

ENG031 English as a Second Language I 5

Prerequisite: Compass ESL grammar/usage score of 42-62 within the past two years, reading score of 38-64 within the past two years, and listening score of 42-66 within the past two years

English as a Second Language I (ESL) is a beginning ESL class designed for the non-native speaker of English to develop basic reading, writing, listening, speaking, and grammar skills. Multimedia lab work is required. This course is not applicable toward the associate degree. (D)

ENG032 English as a Second Language II 5

Prerequisite: Compass ESL grammar/usage score of 63-83 within the past two years, reading score of 65-79 within the past two years, and listening score of 67-81 within the past two years, or ENG031 with a grade of “C” or better

English as a Second Language II (ESL) is a low-intermediate ESL class designed for the non-native speaker of English to develop low-intermediate reading, writing, listening, speaking, and grammar skills. Multimedia lab work is required. This course is not applicable toward the associate degree. (D)

ENG033 English as a Second Language III 3

Prerequisite: COMPASS ESL grammar/usage score of 84-93 within the past two years, reading score of 80-91 within the past two years, and listening score of 82-91 within the past two years; 475 TOEFL (computer 150) score within the past two years; or ENG032 with a grade of “C” or better

English as a Second Language III (ESL) is an intermediate ESL class designed for the non-native speaker of English to improve basic reading and writing skills. Students will become familiar with the American style of writing, with emphasis on grammar, organization, and reading comprehension skills. This course is not applicable toward the associate degree. (D)

ENG034 English as a Second Language IV 3

Prerequisite: COMPASS ESL grammar/usage score of 94-99 within the past two years, reading score of 92-99 within the past two years, and listening score of 92-99 within the past two years; 500 TOEFL (computer 173) score within the past two years; or ENG033 with a grade of “C” or better

English as a Second Language IV (ESL) is an advanced ESL class designed to prepare the non-native speaker of English to enter ENG101. Students will study the writing process and rhetorical types, with emphasis on grammar, organization, and composition skills. This course is not applicable toward the associate degree. (D)

**ENG098 Basic Writing Skills I:
Sentence to Paragraph 2**

Prerequisite: COMPASS writing skills score of 0-30 within the past two years or ACT English score of 0-13 within the past two years

Basic Writing Skills I: Sentence to Paragraph prepares students to enter Basic Writing Skills II: Paragraph to Essay by reviewing grammar, punctuation, proper sentence structure, and topic sentences as the students complete exercises and write sentences and short paragraphs. A post COMPASS test is administered. Basic Writing Skills I: Sentence to Paragraph is not applicable toward the associate degree. (F,S,Su)

**ENG099 Basic Writing Skills II:
Paragraph to Essay** **3**

Prerequisite: COMPASS writing skills score of 31-69 within the past two years, ACT English score of 14-17 within the past two years, or ENG098 with a grade of "B" or better

Pre-/corequisite: Reading proficiency

Basic Writing Skills II: Paragraph to Essay prepares students for English Composition I through comprehensive review and intensive drill in grammar, punctuation, and the fundamentals of English sentences and paragraphs. This course concludes with an introduction to the academic essay. Minimum Essentials Test modules and a final paragraph writing assessment are administered. Basic Writing Skills II: Paragraph to Essay is not applicable toward the associate degree. (F,S,Su)

ENG101 English Composition I **3**

Prerequisites: COMPASS writing skills score of 70 or higher within the past two years, ACT English score of 18 or higher within the past two years, ENG099 with a grade of "C" or better, or ENG034 with a grade of "C" or better and reading proficiency

English Composition I offers the student the opportunity to learn to write competent expository essays and to do preliminary research. Students will review grammar and mechanics, but the emphasis is on the writing process. English Composition I is required for all degrees.

Non-native speakers of English who do not qualify for ENG101, based on the required test scores, must take ENG031, English as a Second Language I; ENG032, English as a Second Language II; ENG033, English as a Second Language III; and/or ENG034, English as a Second Language IV. (F,S,Su,O)

ENG101H Honors Composition I **3**

Prerequisites: Honors Program admission; COMPASS writing skills score of 70 or higher within the past two years, ACT English score of 18 or higher within the past two years, ENG099 with a grade of "C" or better, or ENG034 with a grade of "C" or better; and reading proficiency

Honors Composition I is a writing workshop utilizing readings, discussion, conferences, and research. Students will review some basic communication skills, but the course will emphasize sharing ideas through essay writing. Honors Composition I meets the ENG101 requirement for all degree programs and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG101 and ENG101H toward graduation. (F)

ENG102 English Composition II **3**

Prerequisites: ENG101/101H with a grade of "C" or better and reading proficiency

English Composition II continues the study of the writing process stressed in Composition I. Students will practice reading and writing critically and analytically, writing exposition, persuasion/argumentation, and the research paper. (F,S,Su,O)

ENG102H Honors Composition II **3**

Prerequisites: Honors Program admission, ENG101/101H with a grade of "C" or better, and reading proficiency

Honors Composition II teaches methods for writing clear exposition and techniques for reading the writings of great thinkers of the world. Students will be given the opportunity to define their values and to discover their unique voices as writers. Honors Composition II fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG102 and ENG102H toward graduation. (F,S)

ENG104 Creative Writing **3**

Prerequisites: ENG101/101H and reading proficiency
Creative Writing deals with creating poems or short stories. The student will be given the opportunity to study appropriate, effective writing techniques. (F,S,O)

**ENG105 Literature Appreciation:
Poetry/Short Story** **3**

Prerequisite: Reading proficiency
Literature Appreciation: Poetry/Short Story deals with essential elements of poetry and the short story. Students will explore poetic terms, language, and meaning and will study the thematic purpose of short stories. (F,S,O)

**ENG106 Literature Appreciation:
Drama/Short Novel** **3**

Prerequisite: Reading proficiency
Literature Appreciation: Drama/Short Novel explores basic elements of drama and the short novel. Students will trace drama from Greek origins to modern times with emphasis on structure and theme. Students will study the author's technique and theme in the short novel. (F,S,O)

ENG110 Journalism I **3**

Prerequisites: ENG101/101H and reading proficiency
Journalism I analyzes the forms, purposes, and ethics of journalistic communications with practical work in writing and editing copy for the College newspaper. (F,S)

ENG111 Journalism II **1**

Prerequisites: ENG110 and reading proficiency
Journalism II continues the work of Journalism I including writing for the student newspaper. The students will receive formal instruction in a writing laboratory environment. (F,S)

**ENG122 Film Appreciation:
Introduction to Cinema** 3

Prerequisite: Reading proficiency
Film Appreciation examines the history and basic elements of world film. Students will study film's images, sound, editing, and aesthetics. This course contains important communications-media influences and so critical essays and research papers are often required. (F,S)

ENG143 Literature for Children 3

Prerequisites: ENG101/101H and reading proficiency
Literature for Children introduces students to methods of sharing quality literature for young children. Students will learn criteria for evaluating literature, enrichment activities, and storytelling techniques. Literature for Children is required for the Early Childhood Education degree and is recommended for Elementary Education majors. (F,S,O)

ENG210 Journalism III 1

Prerequisites: ENG111 and reading proficiency
Journalism III is a continuation of Journalism II. (F,S)

ENG211 Journalism IV 1

Prerequisites: ENG210 and reading proficiency
Journalism IV is a continuation of Journalism III. (F,S)

ENG215 World Literature: Before 1650 3

Prerequisite: Reading proficiency
World Literature: Before 1650 examines historical, social, and philosophical thought as reflected in the literature of Western culture from the Hebrews and ancient Greeks through the Renaissance. In this course, students will study representative works of major authors including Homer and Sophocles, Virgil, and Dante. (F,O)

**ENG215H Honors World Literature:
Before 1650** 3

Prerequisites: Honors Program admission and reading proficiency
Honors World Literature: Before 1650 explores historical, social, and philosophical thought as reflected in the literature of Western Culture from the Ancient World through the Renaissance. Students will have the opportunity to design individualized research projects. Honors World Literature: Before 1650 fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG215 and ENG215H toward graduation. (D)

ENG216 World Literature: After 1650 3

Prerequisite: Reading proficiency
World Literature: After 1650 examines representative European authors from the Renaissance to the contemporary literary world. The student will study fiction, drama, poetry, and critical approaches to literature. (S)

**ENG216H Honors World Literature:
After 1650** 3

Prerequisites: Honors Program admission and reading proficiency
Honors World Literature: After 1650 examines representative European authors from the Renaissance to the contemporary literary world in a global context. The student will study fiction, drama, poetry, and critical approaches to literature. Honors World Literature: After 1650 fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG216 and ENG216H toward graduation. (S)

ENG225 English Literature: Before 1800 3

Prerequisite: Reading proficiency
English Literature: Before 1800 explores selected British works from Beowulf through the prose, poetry, and plays of Middle and early Modern English. Students will have the opportunity to study the relationships of philosophy, history, and literature. (F)

ENG226 English Literature: After 1800 3

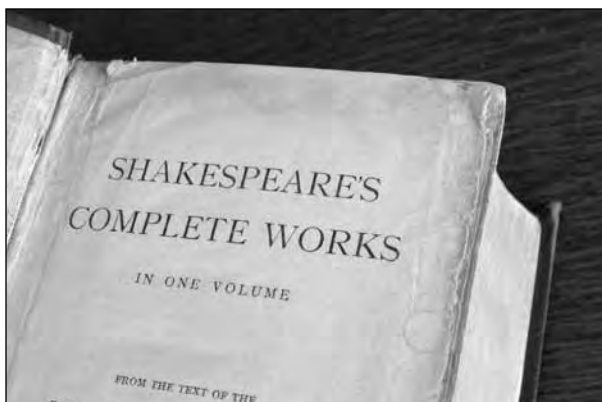
Prerequisite: Reading proficiency
English Literature: After 1800 examines selected British works from the Romantic Period through the prose, poetry, and plays of the Victorian and Modern Periods. Students will have the opportunity to study one novel of their choice. (S)

ENG228 American Literature: Before 1865 3

Prerequisite: Reading proficiency
American Literature: Before 1865 examines American writers from pre-colonial and Puritan times through the Civil War era. Students will study the historical, philosophical, and cultural influences on American writers from our early explorers to Whitman. (F,O)

ENG229 American Literature: After 1865 3

Prerequisite: Reading proficiency
American Literature: After 1865 examines American writing from the post-Civil War era to the present. Students will study the historical, philosophical, and cultural influences on American writers from Whitman and Dickinson to post-World War II moderns. (S,O)



ENG235 The Shakespeare Plays 3

Prerequisite: Reading proficiency
The Shakespeare Plays examines selected works of Shakespeare as they reveal the world of Elizabethan England and Shakespeare's mastery of dramatic technique. Students will view film versions as they read and study representative plays. (D)

ENG235H Honors Shakespeare 3

Prerequisites: Honors Program admission and reading proficiency
Honors Shakespeare is a combination literature and film course. Students will read representative Shakespearean plays, design paper projects, and conduct class discussion of a selected play. Honors Shakespeare fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG235 and ENG235H toward graduation. (F)

ENG250 Mythology 3

Prerequisite: Reading proficiency
Mythology offers the student a cross-cultural study of mythology ranging from classical Greek and Roman to American Indian, Asian, and African. Mythology students will study major cultural works such as The Odyssey, Gilgamesh, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. (D)

ENG250H Honors Mythology 3

Prerequisites: Honors Program admission and reading proficiency
Honors Mythology offers the student a cross-cultural study of mythology ranging from classical Greek and Roman to American Indian, Asian, and African. Honors Mythology students will study major cultural works such as The Odyssey, Gilgamesh, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. Honors Mythology fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG250 and ENG250H toward graduation. (S)

ENG255H Honors Literary Types: Poetry 3

Prerequisites: Honors Program admission and reading proficiency
Honors Literary Types: Poetry includes the lives of influential American modernists from Whitman to Plath. Students relate essential elements that contribute to poetry's insights and possibilities, with Voices and Visions sources. Honors Literary Types: Poetry fulfills part of the requirement for an Honors Certificate or Honors Diploma. (D)

ETC101 Fundamentals of Electricity 5

Pre-/corequisite: Reading proficiency
Fundamentals of Electricity is a lecture/laboratory class including electron theory, component identification, series and parallel circuits, test equipment, single and three phase motors, and an introduction to generators, photovoltaic systems, and household wiring. (F,S)

ETC103 DC Circuits 5

Prerequisite: One year of high school algebra with a grade of "C" or better, COMPASS algebra score of at least 42, ACT math score of 18 or higher, or MTH002 with a grade of "C" or better
Pre-/corequisite: Reading proficiency
DC Circuits is a study of electrical units of measure, direct current theory, circuit theorems and analysis techniques, and equipment and procedures common to the analysis of DC circuits. (F,D)

ETC104 AC Circuits 5

Prerequisites: ETC103 and reading proficiency
AC Circuits is a study of time constants, alternating current theory, waveform parameters, reactive components, circuit analysis techniques, transformers, resonance, and filters, and equipment and procedures common to the analysis of AC circuits. (F,D)

ETC120 Fiber Optics Technology 3

Pre-/corequisite: Reading proficiency
Fiber Optics Technology includes an introduction to fiber optics theory, a history of the development of fiber optics, and primarily focuses on the practical aspects of designing, installing, testing, and troubleshooting fiber optic systems. This course also prepares the student to take the FOA (Fiber Optics Association) certification exam. (F)

ETC132 Semiconductors I 5

Prerequisites: ETC104 and reading proficiency
Semiconductors I is a study of basic semiconductor physics, diode applications, bipolar transistors, transistor biasing techniques, transistor amplifiers, field transistors, FET biasing techniques, FET amplifiers, and frequency analysis. (S,D)

ETC133 Semiconductors II 5

Prerequisites: ETC132 and reading proficiency
Semiconductors II is a study of semiconductor devices and circuits to include operational amplifiers, active filters, oscillators, regulated power supplies, and thyristors. (S,D)

ETC255 Introduction to Digital Circuits 6

Prerequisites: ETC132 and reading proficiency
Introduction to Digital Circuits involves a study of basic logic circuit design and specific operating characteristics of commonly used integrated circuit technologies. Sequential and combinational logic circuits are developed, implemented, and analyzed in detail. (F,D)

ETI130 Fundamentals of Alternative Energy 2

Prerequisites: ETC101, ETC104, or HRA101 and reading proficiency
Fundamentals of Alternative Energy provides an introductory hands-on approach to the key fundamentals of alternative energy. Topics include: wind turbines, photovoltaic panels, and fuel cells. (F,S)

ETI225 Introduction to the National Electrical Code 3

Prerequisites: ETI221, ETI236, or instructor approval and reading proficiency
Introduction to the National Electrical Code is a course designed to provide the students with a working knowledge of the National Electrical Code (NEC) and some hands-on experience in industrial electrical wiring to NEC standards. This course also covers installation and maintenance of solid state devices and controls, DC and three phase motors, and motor controllers. (S)



ETI236 Industrial Control 4

Prerequisite: Reading proficiency
Corequisite: ETC255
Industrial Control involves a study of AC motor and DC motor theory as well as control devices and symbols, ladder diagrams, common motor control circuits, sensors and transducers, closed-loop process control, synchro components, and servo systems. (F,D)

ETI260 Advanced Control and Maintenance 4

Prerequisites: ETI236, MTT147, and reading proficiency
Corequisites: ETI225 and ETI263
Advanced Control and Maintenance expands on the knowledge gained in the Industrial Control and PLCs for Automation courses. Students will have more opportunities for hands-on activities. They will develop skills in mechanical maintenance, process control loop calibration, advanced Programmable Logic Controller (PLC) programming, and PLC communications. (S)

ETI263 PLCs for Automation 4

Prerequisites: ETI236 and reading proficiency
PLCs for Automation is a study of Programmable Logic Controllers (PLCs), their hardware components, and programming methods. Basic and advanced programming procedures are studied and applied. Safe installation and troubleshooting practices are studied and applied. Process control, data acquisition, and computer-controlled machines and processes are also studied. (S)

ETI277 Servicing Robotic Systems 5

Prerequisite: Reading proficiency
Corequisite: ETI260
Servicing Robotic Systems is a project-oriented course involving the interaction and interfacing of the elements of automation. This course includes automation safety, installation, system analysis, integration, and system documentation. Servicing Robotic Systems fulfills the computer literacy graduation requirement for Associate of Applied Science degree-seeking students. (S)

ETI299 Robotics Automation Internship 3

Prerequisite: Reading proficiency
Pre-/corequisites: ETI260, ETI263, and ETI277
Robotics Automation Internship provides on-the-job experience in the field of automation. The student is required to work approximately 120 hours with an approved and cooperating industry. The internship is usually completed during the last three weeks of the spring semester and is open to second year robotics technology students. (S)

ETT235 Cabling and Equipment Installation **3**

Prerequisite: Reading proficiency
Cabling and Equipment Installation provides knowledge of a structured cabling system at a customer site. This course includes the study of safety requirements, transmission lines, cabling, connectorization, power, TIA/EIA standards, and the use of tools and test equipment. (D)

FRN101 Beginning French **5**

Prerequisite: Reading proficiency
Beginning French allows the students to develop fundamental oral and written skills in French. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (F)

FRN102 Intermediate French **5**

Prerequisites: FRN101 or equivalent skills and reading proficiency
Intermediate French students learn how to express themselves and communicate effectively in French. Labs are conducted online. Students who complete this course with a "C" or higher as their first French course at Jefferson College will be eligible to receive five hours retroactive credit for the course bypassed (Beginning French). Students who have completed two to four years of high school French should inquire with the foreign language instructor for further details. Note: Many transfer institutions require three semesters of foreign language. (S)

FRN201 French Grammar and Composition **3**

Prerequisites: FRN102 or equivalent skills and reading proficiency
French Grammar and Composition consists of a progressive review of grammatical constructions. The students will continue to develop their linguistic skills through both oral and written exercises. Note: Many transfer institutions require three semesters of foreign language. (D)

FRN253 French Reading **3**

Prerequisites: FRN201 or equivalent skills and reading proficiency
French Reading students will expand their reading skills and vocabulary and will be introduced to French literature. Note: Many transfer institutions require three semesters of foreign language. (D)



FST101 Introduction to the Fire Service **3**

Pre-/corequisite: Reading proficiency
Introduction to the Fire Service provides a detailed look and explanation into the fire service by examining educational expectations, fire department administration and operations, professional requirements, and the general public's expectations of today's fire service professional. (F,S)

FST103 Fire Prevention **3**

Pre-/corequisite: Reading proficiency
Fire Prevention studies the fundamental principles, theory, techniques, and procedures of fire prevention, organization of fire prevention programs, conduction of fire prevention inspections, and fire hazards and causes. (D)

FST105 Rescue Practices **3**

Prerequisites: FST101 and reading proficiency
Rescue Practices is an introductory level course which leads individuals through the stages of technical rescue disciplines relating to emergency services. This course will give emergency personnel the ability to recognize technical aspects in securing and stabilizing technical rescue incidents and the forethought in maintaining scene safety. (D)

FST110 Fire Fighter I and II **8**

Prerequisites: FST101 and reading proficiency
Pre-/corequisite: FST116
Fire Fighter I and II covers fire protection characteristics, behavior of fire, chemistry of fire, extinguishing agents, water supply, in-depth fire streams, auto extrication, and fire theory. Successful completion of this course and FST116, Hazardous Materials Awareness and Operations, and subsequent passing of state exams connected with each course, will certify an individual to the NFPA 1001-1997 Fire Fighter Professional Qualification Standards. This is a state certification course. (F,S)

FST116 Hazardous Materials**Awareness and Operations 2**

Prerequisite: Reading proficiency

Corequisite: FST110

Hazardous Materials Awareness and Operations consists of an awareness section and an operations section. The awareness portion of this course educates and trains emergency responders in hazardous materials recognition and identification, in how to assess whether to intervene, and in the background of laws and regulations affecting the standard of care for hazardous materials emergency responders. The operations portion of this course is designed to enable emergency first responders to operate in a defensive mode, minimizing harm to people, property, and the environment while maintaining their own safety. Both portions are designed to provide first responders with the cognitive knowledge and hands-on skill required by OSHA 1910.120 (q), NFPA 472, and the Hazardous Materials Emergency Preparedness (HMEP) Guidelines for Public Sector Hazardous Materials Training. (F,S)

FST125 Fire Suppression and Management 3

Prerequisites: FST110 and reading proficiency

Fire Suppression and Management is a survey of fire suppression organizations, water supply systems, fire apparatus, manpower and equipment utilization, fire defense and insurance rates, budgeting, and general fire management. (D)

FST127 Building Construction 3

Prerequisites: FST110 and reading proficiency

Building Construction includes an analysis of various methods of building construction, various types of construction materials, and basic principles of construction design. Also covered are the fire resistant features of materials, life safety methods of construction, and an introduction to fire codes and laws. (D)

FST205 Incident Management System 3

Prerequisites: FST110, FST116, and reading proficiency

Incident Management System provides a detailed examination and explanation of the National Incident Management System (NIMS), which all Emergency and Law Enforcement Services are required to conform. (D)

FST220 Driver/Operator - Pumper 3

Prerequisites: FST110 and reading proficiency

Driver/Operator - Pumper provides a detailed look at the duties and responsibilities of a fire apparatus driver, with emphasis placed on apparatus classification, maintenance, fire pump procedures, water supply, and deployment. Students will also operate a fire truck in various situations demonstrating how to safely drive, position, and pump a fire apparatus. (D)

FST229 Fire Fighting Tactics and Strategy 4

Prerequisites: FST110 and reading proficiency

Fire Fighting Tactics and Strategy emphasizes utilization of manpower, equipment and apparatus, preplanning and fire ground decision-making, techniques of fire control in general, and an application of these techniques to fires. Also included are a survey of fire apparatus, extinguishing agents, ventilation, and the incident command system. (D)

FST231 Hazardous Materials I 3

Prerequisite: Reading proficiency

Hazardous Materials I is a study of chemical characteristics and reactions related to storage, transportation, handling of hazardous materials, i.e., flammable liquids, combustible solids, oxidizing, and corrosive materials. Emphasis is placed on emergency situations and fire fighting control. (D)

FST232 Hazardous Materials II 3

Prerequisites: FST231 and reading proficiency

Hazardous Materials II is a study of hazards related to storage, handling, and transportation of explosives, poisons, corrosive materials, water-reactive materials, and radioactive substances. Emphasis is placed on fire fighting methods as well as personal and public safety. (D)

FST233 Hydraulics and Equipment 4

Prerequisites: FST110 and reading proficiency

Hydraulics and Equipment studies the application of the laws of mathematics and physics to properties of fluid states, force pressure, and flow velocities. Emphasis is placed on applying principles of hydraulics to fire fighting problems. (D)

FST235 Fire Protection Systems 3

Prerequisite: Reading proficiency

Fire Protection Systems is an introduction to fire protection systems including standpipe and hose, automatic sprinkler, dry powder, CO₂, foam, smoke detecting, and heat actuating systems. Emphasis is placed on the need for design, installation, and fire department inspection of the various types of systems. (D)

FST251 Fire and Arson Investigation and Detection 3

Prerequisites: Authorization from fire district administrator and reading proficiency

Fire and Arson Investigation and Detection is for employed or volunteer fire fighters only and includes fundamental principles, theory, techniques, and procedures of arson investigation and detection. Preparation of reports, evidence, and interviews to prepare for actual court cases is covered. (D)

FST253 Codes, Laws, and Ordinances for Company Officers 3

Prerequisites: FST103 and reading proficiency
Codes, Laws, and Ordinances for Company Officers explores the fundamental principles of codes, laws, and ordinances relating to the fire service. (D)

FST254 Fire Officer I 4

Prerequisites: FST110 and reading proficiency
Fire Officer I studies the requirements, responsibilities, and skills required to become an effective company officer. This course is subdivided into five sections consisting of: fitting into the organization, handling interpersonal relationships, managing individual performance, managing pre-incident and fire ground procedures, and administration of safety, health, and legal guidelines. Fire Officer I prepares the student for state certification. (D)

FST255 Fire Officer II 3

Prerequisites: FST254 and reading proficiency
Fire Officer II targets administrative and operational aspects of the daily routine of a company level officer. This course takes the component structures of the incident command system and develops tactics and strategies necessary to conclude a successful emergency incident. Fire Officer II prepares the student for state certification. (D)

FST256 Fire Suppression and Management II 3

Prerequisites: FST125 and reading proficiency
Fire Suppression and Management II explores the advanced principles of fire department management pertaining to budgets, manpower, specifications, and apparatus. (D)

FST275 Fire Science Internship 3

Prerequisites: FST110 and reading proficiency
Fire Science Internship is a supervised work experience in three to four fire fighting settings, minimum of 250 contact hours. Work periods will be arranged. Students will write a brief report on their experiences at each fire science setting, including a daily log book. (F,S,Su)

GEO103 World Regional Geography 3

Prerequisite: Reading proficiency
World Regional Geography is an introduction to the academic discipline of Geography including a world survey, presenting the essential physical and cultural characteristics, key issues, and problems of the major regions of the world: the Americas, Europe, Russia, North Africa, Southwest Asia, Subsaharan Africa, South Asia, East Asia, and the Pacific. Special attention is given to selected countries. (F,S,O)

GEO120 Seminar in Global Studies 1

Prerequisite: Reading proficiency
Seminar in Global Studies consists of a seminar, team-taught by a number of instructors who teach courses, predominantly global in subject and scope, within the Global Studies program, and other instructors and guest speakers with particular global interests and information. This seminar forms an integral unit of the Global Studies program and must be completed by all program enrollees. (F,S)

GRM101 Beginning German 4

Prerequisite: Reading proficiency
Beginning German allows the student to develop the fundamental oral and written communication skills in German. This course is an introduction to listening, speaking, reading, writing, and the German culture. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (F,S)

GRM102 Intermediate German 4

Prerequisites: GRM101 or equivalent skills and reading proficiency
Intermediate German builds on the skills acquired in Beginning German. This course encompasses listening, speaking, reading, writing, and the German culture. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (F,S)

GUD101 Career Planning and Exploration 2

Pre-/corequisite: Reading proficiency
Career Planning and Exploration is an orientation to personal and career decision-making. This course explores personal values, needs, and skills; provides an overview of the world of work; and reviews majors and occupational fields. (F,S,Su,O)

GUD136 Mastering the College Experience 3

Pre-/corequisite: Reading proficiency
Mastering the College Experience is a course based on research on the learning and thinking skills of effective learners. This course emphasizes the development of effective academic skills including the structure of learning, problem solving, critical reading, and utilizing campus and community resources. Students will also assess their current academic skills and identify changes appropriate for academic success. This course fulfills the First Year Experience requirement. (F,S,O)

GUD140 Community Exploration: Understanding Diversity Through Service 3

Prerequisites: Reading proficiency and active Project SUCCESS participant in good academic standing
Community Exploration: Understanding Diversity Through Service is designed to expose students to human diversity and various cultures and to encourage critical thinking about personal and culturally perpetuated biases. Through participation in a Service-Learning project, students will apply textbook concepts to real-life situations. Students will be exposed to community service opportunities with diverse groups and will apply the servant-leadership model to their communities. This course will use knowledge and awareness of diversity as a mechanism for change and appreciation of cultural differences as well as understanding the role of leaders in community development. (F,S)

HIT100 Introduction to Health Information Technology 3

Prerequisite: Reading proficiency
Pre-/corequisite: BIT122
Introduction to Health Information Technology provides an introduction to health information technology and the organization of healthcare delivery in the acute care setting. Analysis of health records in paper, hybrid, and electronic formats will form the basis of classroom discussion. Emphasis is on the documentation requirements for licensure, accreditation, and certification. Other topics include data sets, storage and retrieval and the use and structure of healthcare data, record assembly and analysis, chart location, master patient index, physician documentation, and release of information. (F,S)

HIT110 Healthcare Quality and Performance Improvement 3

Prerequisites: HIT100 with a grade of "C" or better and reading proficiency
Healthcare Quality and Performance Improvement introduces students to the theory, practice, and management of quality performance and improvement. Examination of peer review processes, collection tools, data analysis, and reporting techniques will be reviewed. Utilization, risk, and case management are blended concepts used throughout this course. Regulatory quality monitoring requirements and outcome measures monitoring are addressed. (S)

HIT120 Healthcare Privacy and Security 3

Prerequisites: HIT100 with a grade of "C" or better and reading proficiency
Healthcare Privacy and Security will focus on the privacy and security of protected health information in the medical field. HIPAA standards and security measures will be reviewed in an acute and outpatient setting. Case studies will be utilized to give real world examples. (S)

HIT200 Coding I 3

Prerequisites: BIO245 with a grade of "C" or better and reading proficiency
Coding I introduces the theory, structure, and organization of the International Classification of Disease (ICD)-9-Clinical Modification (CM) coding system. The principles, guidelines, and conventions utilized to accurately assign codes to diagnoses and procedures with ICD-9-CM are examined in detail. The role of ICD-9-CM codes in billing and reimbursement will be included. (F)

HIT210 Healthcare Statistics 3

Prerequisites: HIT110 and MTH128 or higher (both courses must be completed with a grade of "C" or better) and reading proficiency
Healthcare Statistics entails a study of healthcare statistics with a focus on the commonly used rates and percentages computed principally on hospital inpatients. This course will also include an in-depth study of hospital statistics, sources, definitions, collection, reporting, and presentation of data. Non-acute care data and examples will also be included in the lessons. (F)

HIT220 Electronic Health Systems 3

Prerequisites: HIT110 and ENG101 (both courses must be completed with a grade of "C" or better) and reading proficiency
Electronic Health Systems emphasizes the role of information technology in healthcare, describes key elements of health information systems, defines the electronic health record (EHR), and establishes the context of the EHR within the scope of health information technology (HIT). (F)

HIT230 Coding II 3

Prerequisites: HIT200 with a grade of "C" or better and reading proficiency
Coding II introduces the theory, structure, and organization of the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) Level II coding systems. The application of coding principles used to accurately assign CPT and HCPCS Level II codes to health records forms the basis of class discussion. The role of CPT and HCPCS Level II in billing and reimbursement will be included. (S)

HIT240 Healthcare Legal and Ethical Issues 3

Prerequisites: HIT120 with a grade of “C” or better and reading proficiency

Healthcare Legal and Ethical Issues investigates ethical issues in healthcare while examining the procedures and laws that regulate the content, confidentiality, disclosure, use, and retention of health information. Patient rights/advocacy, advanced directives, privacy, release of information, and security policies and procedures of healthcare organizations will be emphasized. (S)

HIT250 Healthcare Billing and Reimbursement 3

Prerequisites: HIT210 with a grade of “C” or better and reading proficiency

Healthcare Billing and Reimbursement prepares students to review health care payment, illustrate the reimbursement cycle, and comply with regulatory guidelines. Chargemaster maintenance and reimbursement monitoring and reporting are emphasized. Ambulatory Payment Classification Systems and other prospective payment systems, the revenue cycle, chargemaster, Resource Based Relative Value Scale, regulatory guidelines, and billing processes will be covered. (S)

HIT260 Health Information Technology Professional Practice 3

Prerequisites: HIT200, HIT210, and HIT220 (all courses must be completed with a grade of “C” or better) and reading proficiency

Health Information Technology Professional Practice is designed to help the student gain the entry-level competencies as set forth by the American Health Information Management Association (AHIMA). The student can utilize health information technology experiences both in an acute care facility and alternate health care settings, such as nursing homes, ambulatory clinics, physician offices, and hospice agencies. The Jefferson College HIT Faculty and the health care facility staff will guide the students during this offsite learning experience. All students will participate in a mandatory orientation provided by the Jefferson College HIT Faculty before beginning their coursework outside the college. During the course, a review regarding the components for the Registered Health Information Technician Exam will be covered. (S)

HLT006 Certified Nurse Assistant 9

Prerequisites: Must be 18 years of age or older. Must pass Missouri State Highway Patrol background check and be eligible for Missouri State Family Care Registry. Certified Nurse Assistant is designed to teach the student basic nursing care skills. Upon completion, the student is qualified to assist LPNs or RNs in direct patient care. Successful completion of this course enables the student to take the Missouri state written and practicum examination for certification with the Missouri Division of Health and Senior Services. Students may not use Title IV funds (Pell grants or student loans) to pay for this course. (F,S,Su)

HLT016 Certified Medication Technician 6

Prerequisites: High school diploma or GED; a minimum score of 8.9 on both vocabulary and comprehension tests and a minimum score of 7.0 on mathematics concepts and application and mathematics computation on the D level of the Test of Adult Basic Education (TABE) or passing the COMPASS test with pre-algebra score of at least 27 and reading and writing scores each of at least 69; six month employment as a certified nurse assistant with a recommendation letter by director of nurses or sponsoring educational agency; currently employed in a long-term care facility. If unemployed at the present time, need a letter of recommendation from a former employer. Certified Medication Technician teaches the certified nurse assistant to prepare, administer, and chart medications in a long-term care facility. This course includes 60 hours of classroom instruction, plus requires at least eight hours of clinical experience. Successful completion of this course enables the student to receive certification with the Missouri Division of Health and Senior Services. Students may not use Title IV funds (Pell grants or student loans) to pay for this course. (F,S)

HPE101 Physical Fitness I 1

Prerequisite: None
Physical Fitness I promotes overall personal physical fitness. Students may select a fitness program geared for their particular needs. (F,S,Su)

HPE102 Volleyball I 1

Prerequisite: None
Volleyball I reviews techniques, fundamental skills, and basic rules of the game through participation. Students will explore the benefits of a lifestyle that includes exercise. (F,S)

HPE105 Basketball 1

Prerequisite: None
Basketball reviews techniques, fundamental skills, and basic rules of the game through participation. Students will explore the benefits of a lifestyle that includes exercise. (F,S)

HPE106 Weight Training I 1

Prerequisite: None
Weight Training I introduces students to various weight training exercises that develop muscular strength, muscular endurance, cardiovascular fitness, and flexibility. Additional topics will include proper weight room etiquette, safety, and issues involving weight management. Students will be encouraged to make intelligent decisions concerning a healthy lifestyle that will enhance their own individual fitness now and in the future. (F,S,Su)

HPE107 Aerobics I 1

Prerequisite: None
Aerobics I offers a figure-shaping fitness workout that combines aerobic exercises with vigorous dance movements. Students will explore the benefits of a lifestyle that includes exercise and proper nutrition. (F,S)

HPE109 Beginning Golf 1

Prerequisite: None
Beginning Golf is an activity course providing students with a life-long recreational activity that is fun and that helps create a healthy lifestyle. Basic fundamentals will be taught so a student may go to a golf course and know the basics of the game. (S)

HPE110 Recreational Shooting I 1

Prerequisites: Admission to the Jefferson College Law Enforcement Academy and reading proficiency
Recreational Shooting I addresses safe gun handling, legal aspects of firearms, fundamentals of marksmanship, and shooting stance/loading/dry firing. Introduction, skill development and qualification with the handgun and shotgun, stress combat courses, and night fire with the handgun and shotgun are included. (F)

HPE111 Recreational Shooting II 1

Prerequisites: Admission to the Jefferson College Law Enforcement Academy and reading proficiency
Recreational Shooting II covers advanced training devoted to stress combat, shooting decisions utilizing the Firearms Training Simulator, night fire with the handgun and shotgun, and care and cleaning of firearms. (S)

HPE122 Water Fitness 1

Prerequisite: None
Water Fitness teaches the principles, mechanics, safety, and benefits of aquatic exercise. Students will participate in a water exercise program specific to their individual needs and abilities and will gradually increase their physical efficiency and capacity to complete aquatic exercises. (F,S,Su)

HPE124 Recreational Water Activities 1

Prerequisite: None
Recreational Water Activities is an arranged course where students independently complete 30 hours in the pool during open swim hours. This course provides students the opportunity to design and tailor an exercise program specific to their individual needs and abilities. An orientation will be scheduled during the first week of classes. (F,S)

HPE130 Personal Health 3

Pre-/corequisite: Reading proficiency
Personal Health explores health problems relevant to the past, present, and the future. The student will have the opportunity to learn stress management, nutrition, health behaviors, and weight control through study and practice. (F,S,Su,O)

HPE132 First Aid and C.P.R. 3

Pre-/corequisite: Reading proficiency
First Aid and C.P.R. covers the necessary First Aid and Cardiopulmonary Resuscitation skills required to give proper care for someone who experiences injury or sudden illness. Students will learn how to recognize, respond to, and give appropriate care during an emergency. The skills covered in this class will enable the student to earn certification cards in First Aid and C.P.R./A.E.D. for Adult and Child and C.P.R. for the infant. Students must purchase Red Cross certification cards. (F,S,Su)

HPE135 Coaching Baseball 2

Pre-/corequisite: Reading proficiency
Coaching Baseball reviews the theories and techniques of coaching and officiating. Students will be given opportunities to conduct drills and participate in the various officiating roles. Essential strategies for developing an athlete, such as principles of conditioning and the role of nutrition in training and play, will be discussed. (S)

HPE138 Lifetime Fitness and Wellness	2	HPE207 Aerobics II	1
Pre-/corequisite: Reading proficiency Lifetime Fitness and Wellness is a lab and lecture-based course that will encourage students to make positive decisions about a healthy lifestyle that will enhance their own individual wellness now and in the future. Students will develop their own personal exercise regimen that is in line with their own philosophy of fitness and wellness. Course topics discussed will include consequences of an unhealthy lifestyle that are prevalent in a sedentary society and how to develop healthy habits. (F,S)		Prerequisite: HPE107 Aerobics II offers a figure-shaping fitness workout that combines aerobic exercises with vigorous dance movements. Students will explore the benefits of a lifestyle that includes exercise and proper nutrition. (F,S)	
HPE140 Foundations of Sport Management	3	HPE225 Lifeguard Training	3
Pre-/corequisite: Reading proficiency Foundations of Sport Management introduces students to basic concepts of sports administration, professional preparation, and professional opportunities. (F,O)		Prerequisite: Permission of instructor Pre-/corequisite: Reading proficiency Lifeguard Training deals with the development of knowledge and skills necessary for saving a life in the event of an emergency. This course meets all of the requirements for the American Red Cross Lifeguard Certificate. (Su)	
HPE150 Care and Prevention of Athletic Injuries	3	HPE230 Tournament and Event Management	3
Prerequisite: Reading proficiency Care and Prevention of Athletic Injuries is designed for future athletic trainers, physical educators, coaches, physical therapists, pre-med majors, and anyone else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries. (F,S)		Prerequisites: HPE140 and reading proficiency Tournament and Event Management examines the processes, methods, and practices involved in event management, including sport tournaments, sport team events, and individual sporting events. (S)	
HPE201 Physical Fitness II	1	HPE235 Sport Management Practicum	3
Prerequisite: HPE101 Physical Fitness II is a continuation of Physical Fitness I at an advanced level, promoting overall personal physical fitness and emphasizing knowledge pertinent to cardiorespiratory fitness. Advanced training techniques are included. The student selects a fitness program geared for his/her particular needs. (F,S)		Prerequisites: HPE140 and reading proficiency Sport Management Practicum allows students to complete practical experiences while working as an active member of a sport-related enterprise. For a minimum of 200 contact hours, students will function under the direct guidance of a site supervisor and classroom instructor. Student experiences can involve any combination of tasks including completing duties/jobs as assigned by the field supervisor, shadowing a supervisor to learn about job performance, and training relative to certain aspects of the supervisor's job. Both the supervisor and instructor are involved in evaluating the student. (S)	
HPE202 Volleyball II	1	HRA101 Electricity for HVAC	5
Prerequisite: HPE102 Volleyball II reviews techniques, fundamental skills, and basic rules of the game through participation. Students will explore the benefits of a lifestyle that includes exercise. (F,S)		Pre-/corequisite: Reading proficiency Electricity for HVAC is a lecture/laboratory class including electron theory, series and parallel circuits, test equipment, single and three phase motors, and an introduction to household wiring. (F,S,Su)	
HPE206 Weight Training II	1	HRA105 Principles of Refrigeration	5
Prerequisite: HPE106 Weight Training II introduces students to various weight training exercises that develop muscular strength, muscular endurance, cardiovascular fitness, and flexibility. Additional topics will include proper weight room etiquette, safety, and issues involving weight management. Students will be encouraged to make intelligent decisions concerning a healthy lifestyle that will enhance their own individual fitness now and in the future. (F,S,Su)		Pre-/corequisite: Reading proficiency Principles of Refrigeration is a lecture/laboratory course including the study of basic refrigeration theory, use of hand tools and test equipment, soldering and brazing, and evacuating and charging systems. (F,S,Su)	

**HRA125 Refrigeration and
Air Conditioning Mechanical Systems 5**

Prerequisites: HRA101, HRA105, and reading proficiency

Refrigeration and Air Conditioning Mechanical Systems covers various refrigeration systems and the components thereof. Emphasis is on EPA regulations, system evacuation, recovery, and charging methods. (F,S)

**HRA135 Introduction to
International Mechanical Code 3**

Prerequisites: HRA101, HRA105, and reading proficiency

Introduction to International Mechanical Code prepares students to properly determine ductwork sizing and installation, venting, gas and refrigerant piping, and electrical requirements, as well as to apply fresh air requirements to meet mechanical code. (F,S)

**HRA145 Piping Design, Sizing, and
Installation for Heating, Refrigeration,
and Air Conditioning 2**

Prerequisites: HRA101, HRA105, and reading proficiency

Piping Design, Sizing, and Installation for Heating, Refrigeration, and Air Conditioning teaches students to identify pipe fittings, size gas and Freon lines, and properly assemble pipe fittings for heating, refrigeration, and air conditioning systems. (F,S)

**HRA150 Customer Relations and
Record Keeping 2**

Prerequisites: HRA101, HRA105, and reading proficiency

Customer Relations and Record Keeping prepares students for interaction with customers and employers in the workplace. Oral and written communication skills will be practiced in the HRA setting with emphasis on service ticketing, maintenance recording, and EPA record keeping procedures. (F,S)

**HRA160 Sheet Metal Design, Sizing,
and Installation for Heating, Refrigeration,
and Air Conditioning 3**

Prerequisites: HRA101, HRA105, and reading proficiency

Sheet Metal Design, Sizing, and Installation for Heating, Refrigeration, and Air Conditioning introduces students to different types of ductwork and their appropriate uses and installation methods. (F,S)

**HRA216 Residential Air Conditioning
Systems 5**

Prerequisites: HRA101, HRA105, and reading proficiency

Residential Air Conditioning Systems covers the theory, installation, diagnosis, and service of residential air conditioning systems including heat pumps. (F,D)

HRA225 Residential Heating Systems 5

Prerequisites: HRA101, HRA105, and reading proficiency

Residential Heating Systems studies the theory, installation, diagnosis, and service of residential heating systems. This course covers high efficiency gas heating systems, heat loss and heat gain, necessary calculations, and duct sizing and layout. (F,D)

**HRA249 Commercial Refrigeration
Systems 5**

Prerequisites: HRA101, HRA105, and reading proficiency

Commercial Refrigeration Systems covers large and small commercial applications, including high pressure systems, low pressure systems, lithium bromide systems, and ammonia systems. (F,S)

**HRA290 North American Technician
Excellence Certification 1**

Prerequisite: Reading proficiency

North American Technician Excellence (NATE) Certification is designed to aid students in preparing to take NATE exams. (F,S)

HST103 U.S. History I to Reconstruction 3

Prerequisite: Reading proficiency

U.S. History I shows the development of the United States from Columbian contact through post Civil War reconstruction. This course is designed to help students understand and function in their society. (F,S,O)

**HST103H Honors U.S. History I
to Reconstruction 3**

Prerequisites: Honors Program admission and reading proficiency

Honors U.S. History I shows the development of the United States from Columbian contact through post Civil War reconstruction. This course is designed to help students understand and function in their society. Honors U.S. History I fulfills the Missouri and U.S. Constitution requirements and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HST103 and HST103H toward graduation. (F)

HST104 U.S. History II from Reconstruction 3

Prerequisite: Reading proficiency
U.S. History II shows the development of the United States reconstruction to the present. This course is designed to help students understand and function in their society. This course does not meet Constitution requirements. (F,S,O)

HST104H Honors U.S. History II from Reconstruction 3

Prerequisites: Honors Program admission and reading proficiency
Honors U.S. History II shows the development of the United States reconstruction to the present. This course is designed to help students understand and function in their society. This course does not meet Constitution requirements. Honors U.S. History II fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HST104 and HST104H toward graduation. (S)

HST130 American Studies 3

Prerequisite: Reading proficiency
American Studies is designed to encourage the study and understanding of the United States and its culture through personal contact with historic areas. American Studies includes an extensive tour, study sessions, and a research project. (D)

HST201 Ancient and Medieval Civilization 3

Prerequisite: Reading proficiency
Ancient and Medieval Civilization is a general introduction to the political, social, economic, and cultural history of western civilization. Beginning with Prehistory and continuing through the Ancient Middle East, this course concludes with the beginnings of the early modern world. (F,S,O)

HST202 Renaissance to Early Modern Europe 3

Prerequisite: Reading proficiency
Renaissance to Early Modern Europe is a general survey course that examines the political, social, economic, and cultural aspects of the second third of the western civilization sequence. Beginning with the Renaissance and continuing to the cusp of the 20th century, this course analyzes the creation and the evolution of the western tradition. (F,S,Su,O)

HST203 Modern Europe 3

Prerequisite: Reading proficiency
Modern Europe is a general survey course that examines the political, social, economic, and cultural aspects of the 20th century. Starting at the cusp of the 20th century and continuing to the present, this course continues to analyze the evolution of the western tradition. (F,S,Su,O)

HST205 African-American History 3

Prerequisite: Reading proficiency
African-American History is a general survey of the major political, economic, social, and cultural themes in the African-American experience from the 1500's with the beginning of the African Diaspora to modern, contemporary times. (S)

HST210 Asian Civilization 3

Prerequisite: Reading proficiency
Asian Civilization is a general introduction to the political, social, religious, and cultural history of the Indian subcontinent, China, and other countries of Asia. This course traces development from the beginning of civilization to the present. Asian Civilization is a "nonwestern" history course. (F,S)

HST230 Women in American History 3

Prerequisite: Reading proficiency
Women in American History is a history of women in American society from colonial times to the present. Emphasis is on the roles, status, and achievements of American women and their contribution and relationship to American traditions. (S)

HST235 Women in History 3

Prerequisite: Reading proficiency
Women in History is a general introduction to the history of women and their roles in and contributions to society, literature, and art. This course begins with prehistory and continues to the present. (D)

HST240 Missouri History 3

Prerequisite: Reading proficiency
Missouri History provides an introduction to the history of Missouri emphasizing economic, political, and social growth. Students are encouraged to specialize in topics of personal interest. This course is especially of interest to those majoring in secondary social studies and elementary education. (S)

HUM125 Seminar in World Cultures 1-6

Prerequisite: Reading proficiency
Seminar in World Cultures may be repeated for a maximum of six credit hours. Each course offering of Seminar in World Cultures will vary in terms of countries and cultures studied and may include, at various times, selected countries of Europe, Africa, Latin America, and Asia. Length of course will vary between 3 ½ and 6 ½ weeks abroad and will meet three or more classroom hours prior to travel. Classroom sessions will introduce students to each country's history, culture, art, architecture, customs, and other significant contributions to world civilization. Specific course objectives, strategies and evaluation procedures, and specific credit hours designation will be outlined in a learning agreement with the instructor of record. (D)

HUM250H Honors Humanities 3

Prerequisites: Honors Program admission and reading proficiency
Honors Humanities draws together the main themes of a liberal arts education; therefore, topics may change semester by semester. Students will study varied topics including myth, religion, literature, science and technology, and the humanities and their impact on societies past and present. Honors Humanities fulfills part of the requirement for an Honors Certificate or Honors Diploma. (D)

HUM260 Liberal Arts Seminar 3

Prerequisite: Reading proficiency
Liberal Arts Seminar draws together the main themes of a liberal arts education: the consideration of the impact of science, technology, and the humanities on societies over time, values and ethics appropriate to a new age, the future consequences of present policies, as well as the enjoyment and importance of both the arts and the sciences. The theme may change semester by semester. This course synthesizes the historical and cultural traditions. (D)

HUM260H Honors Liberal Arts Seminar 3

Prerequisites: Honors Program admission and reading proficiency
Honors Liberal Arts Seminar draws together the major themes of a liberal arts education: the consideration of the impact of science, technology, and the humanities on societies over time, values and ethics appropriate to a new age, the future consequences of present policies, as well as the enjoyment and importance of both the arts and the sciences. The theme may change semester by semester. This course synthesizes the historical and cultural traditions. Honors Liberal Arts Seminar fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HUM260 and HUM260H toward graduation. (S)

HUM270 Leadership Development Studies through the Humanities 3

Prerequisite: Reading proficiency
Leadership Development Studies through the Humanities is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. This course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. (D)

HUM270H Honors Leadership Development Studies through the Humanities 3

Prerequisites: Honors Program admission and reading proficiency
Honors Leadership Development Studies through the Humanities is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. This course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Honors Leadership Development Studies through the Humanities fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HUM270 and HUM270H toward graduation. (S)

MGT103 Business Mathematics 3

Prerequisite: None
Business Mathematics deals with applying math to business situations. Topics covered include trade and cash discounts, merchandise pricing, depreciation, financial statement analysis, and simple and compound interest. Business Mathematics will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,Su,O)

MGT132 Salesmanship 3

Pre-/corequisite: Reading proficiency
Salesmanship examines selling as a process that provides benefits to both buyers and sellers. This course places emphasis on retail and industrial presentations. Salesmanship will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,O)

MGT133 Advertising	3	MGT199 Business Internship I	4
Pre-/corequisite: Reading proficiency Advertising is a study of the advertising industry in relation to our economy. The student will explore advertising's impact on buying habits, communication styles, and media usage. Advertising will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,O)		Prerequisites: MGT150 and reading proficiency Business Internship I involves supervised paid work experience in marketing, merchandising, retailing, and management. The student is required to work within an approved and cooperating industry. Business Internship I will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,Su)	
MGT145 Entrepreneurship	3	MGT245 QuickBooks	3
Pre-/corequisite: Reading proficiency Entrepreneurship introduces the concept of entrepreneurship and its relationship with small business. The course focuses on activities involved in planning, organizing, establishing, and controlling a small business. Entrepreneurship includes procedures and problems in starting a business, managerial functions, marketing, and financing a new enterprise as well as governmental regulation. Entrepreneurship will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,O)		Prerequisites: BUS107 or BUS240, CIS133, and reading proficiency QuickBooks familiarizes students in the Business Management A.A.S. degree program with QuickBooks software for daily bookkeeping. Mastery of this course will allow students to effectively utilize QuickBooks software in the small-business environment. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,O)	
MGT150 Marketing	3	MGT262 Financial Management	3
Pre-/corequisite: Reading proficiency Marketing is an introduction to marketing as a social process. This course considers "marketing mix" elements as human activities directed at satisfying the needs and wants of consumers and industrial users through the exchange processes. Marketing will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,O)		Prerequisites: MGT151 and reading proficiency Financial Management develops a conceptual understanding of investment and financial decisions toward maximizing the business owner's wealth. The students are exposed to the environment in which financial decisions are made and examine the analytical techniques used in finance. Financial Management will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,O)	
MGT151 Retailing	3	MGT299 Business Internship II	4
Prerequisites: MGT103, MGT150, and reading proficiency Retailing deals with organization, management, and operation of retail institutions. Emphasis is placed on merchandising for improved inventory and financial control covering both dollar control and unit control methods of retail planning. Retailing will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,O)		Prerequisites: MGT199 and reading proficiency Business Internship II is a continuation of supervised paid work experience in marketing, merchandising, retailing, and management. The student is required to work within an approved and cooperating industry. Business Internship II will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,Su)	

MSA001 Recital and Concert Attendance 0

Corequisite: MSA100 or higher
Recital and Concert Attendance requires students to attend at least 12 recitals, concerts, seminars, or workshops sponsored by the music department. The fulfillment of any part of these requirements by nondepartmental events must be approved by the student's applied teacher or the course coordinator. (F,S)

MSA071 Prep Voice Lessons (Applied Music) 1

Prerequisite: MSC103 or permission of instructor
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

MSA072 Prep String Lessons (Applied Music) 1

Prerequisite: Permission of instructor
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. (F,S)

MSA073 Prep Woodwind Lessons (Applied Music) 1

Prerequisite: MSC103 or permission of instructor
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. (F,S)

MSA074 Prep Brass Lessons (Applied Music) 1

Prerequisite: Permission of instructor
Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

MSA075 Prep Percussion Lessons (Applied Music) 1

Prerequisite: Permission of instructor
Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. (F,S)

MSA076 Prep Piano Lessons (Applied Music) 1

Prerequisite: MSC103 or permission of instructor
Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. (F,S)

MSA171 Voice Lessons I (Applied Music) 1

Prerequisite: MSC103 or permission of instructor
Corequisite: MSA001
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA172 String Lessons I (Applied Music) 1

Prerequisite: Permission of instructor
Corequisite: MSA001
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA173 Woodwinds Lessons I (Applied Music) 1

Prerequisite: MSC103 or permission of instructor
Corequisite: MSA001
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA174 Brass Lessons I (Applied Music) 1

Prerequisite: Permission of instructor
Corequisite: MSA001
Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA175 Percussion Lessons I (Applied Music) 1

Prerequisite: Permission of instructor
Corequisite: MSA001
Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA176 Piano Lessons I (Applied Music) 1

Prerequisite: MSC103 or permission of instructor
Corequisite: MSA001
Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA181 Voice Lessons II (Applied Music) 1

Prerequisite: MSA171

Corequisite: MSA001

Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA182 String Lessons II (Applied Music) 1

Prerequisite: MSA172

Corequisite: MSA001

Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA183 Woodwinds Lessons II (Applied Music) 1

Prerequisite: MSA173

Corequisite: MSA001

Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA184 Brass Lessons II (Applied Music) 1

Prerequisite: MSA174

Corequisite: MSA001

Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA185 Percussion Lessons II (Applied Music) 1

Prerequisite: MSA175

Corequisite: MSA001

Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA186 Piano Lessons II (Applied Music) 1

Prerequisite: MSA176

Corequisite: MSA001

Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA271 Voice Lessons III (Applied Music) 1

Prerequisite: MSA181

Corequisite: MSA001

Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA272 String Lessons III (Applied Music) 1

Prerequisite: MSA182

Corequisite: MSA001

Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA273 Woodwinds Lessons III (Applied Music) 1

Prerequisite: MSA183

Corequisite: MSA001

Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA274 Brass Lessons III (Applied Music) 1

Prerequisite: MSA184

Corequisite: MSA001

Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA279 Percussion Lessons III (Applied Music) 1

Prerequisite: MSA185

Corequisite: MSA001

Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA280 Piano Lessons III (Applied Music) 1

Prerequisite: MSA186

Corequisite: MSA001

Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA281 Voice Lessons IV (Applied Music) 1

Prerequisite: MSA271

Corequisite: MSA001

Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA282 String Lessons IV (Applied Music) 1

Prerequisite: MSA272

Corequisite: MSA001

Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA283 Woodwinds Lessons IV (Applied Music) 1

Prerequisite: MSA273

Corequisite: MSA001

Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA284 Brass Lessons IV (Applied Music) 1

Prerequisite: MSA274

Corequisite: MSA001

Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA285 Percussion Lessons IV (Applied Music) 1

Prerequisite: MSA279

Corequisite: MSA001

Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA286 Piano Lessons IV (Applied Music) 1

Prerequisite: MSA280

Corequisite: MSA001

Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSC101 Fundamentals of Music 3

Prerequisite: Reading proficiency

Fundamentals of Music involves the notation of melody, rhythm, and basic harmony, including scales, intervals, triads, and harmonization of simple melodies. This course is for both non-music majors and those preparing for Music Theory I. (F,S,Su,O)

MSC103 Music Theory I 4

Prerequisites: High school music theory or MSC101 and reading proficiency

Music Theory I begins sight singing and aural training and introduces rhythm, intervals, scales, melody, harmony, triads and their inversions, and non-harmonic tones. This course is required for music majors. (F)

MSC104 Music Theory II 4

Prerequisites: MSC103 and reading proficiency

Music Theory II continues development in sight singing and aural perception. This course also studies secondary triads, seventh chords, and harmonic analysis and introduces secondary dominant chords and elementary modulation. Music Theory II is required for music majors. (S)

MSC105 Introduction to Music Technology 1

Prerequisite: Reading proficiency

Pre-/corequisite: MSC101 or MSC103

Introduction to Music Technology introduces the use of music notation software, which will be used throughout the student's course work, and music accompaniment software as well as develops an understanding of music through composition and arranging. (F)

MSC126 Community Chorale 1

Prerequisite: None

Community Chorale serves the community by providing a place for singers to perform a variety of choral literature, learn to sing better, learn better reading and listening skills, work toward singing in a more advanced choir, accumulate performance points, belong to a group which sponsors some choral and social activities for its members, and enjoy choral music. Community Chorale performs a public concert each semester. No audition required. (F,S)

MSC127 Starlight Chorus 1

Prerequisite: None

Starlight Chorus is a large mixed chorus that meets during the summer term one evening per week. Music from two Broadway musicals is performed on the outdoor Fine Arts Theatre stage. (Su)

MSC128 Starlighters 1

Prerequisite: None

Starlighters is a group of 20-30 mixed voices that performs a choreographed medley of Broadway selections in conjunction with the Starlight Chorus during the summer. They rehearse one evening per week. (Su)

MSC131 Music Appreciation 3

Prerequisite: Reading proficiency

Music Appreciation is a study of selected composers and representative examples of their music from the medieval period to the present with emphasis on active listening to enable understanding, appreciation, and discussion of music. Music Appreciation is designed for non-music majors. (F,S,Su,O)

MSC133 Jazz Appreciation 3

Prerequisite: Reading proficiency

Jazz Appreciation is a survey of the stylistic and historical elements of jazz. This course is also the aural analysis of significant musical qualities and influential musicians of the different periods of jazz. Jazz Appreciation is designed for non-music majors. (F,S,O)

MSC135 History of Rock and Roll 3

Prerequisite: Reading proficiency

History of Rock and Roll is a survey of the major trends, styles, and genres of rock music from 1945 to the present day. This course will also focus on concurrent historical and cultural influences that shaped the music, with attention given to those artists and groups who have proven to be of the most enduring significance. History of Rock and Roll is designed for non-music majors. (F,S)

MSC137 World Music 3

Prerequisite: Reading proficiency

World Music involves the study of international music introducing students to the music of high cultures outside the limits of urban European art music through discussion, performance, and observation. The emphasis is on developing listening skills. This class is directed to non-majors, but music majors may enroll. (F)

MSC144 Woodwind Ensemble 1

Prerequisite: Proficiency in playing at least one woodwind instrument and audition during or before the first week of classes

Woodwind Ensemble involves performance of literature for small combinations of woodwind instruments and usually draws on members of the Band. (F,S)



MSC145 Brass Ensemble 1

Prerequisite: Proficiency in playing at least one brass instrument and audition during or before the first week of classes

Brass Ensemble involves performance of literature for small combinations of brass instruments and usually draws on members of the Band. (F,S)

MSC146 Percussion Ensemble 1

Prerequisite: Proficiency in playing at least one percussion instrument; audition required

Percussion Ensemble studies and performs on a variety of percussion instruments using various ethnic, classical, and contemporary percussion ensemble repertoires. Percussion Ensemble is open to all students. (F,S)

MSC152 Concert Band 1

Prerequisite: Proficiency in playing at least one band instrument; no audition required

Concert Band involves the study and public performance of band literature at school and community functions. Concert Band is open to all students. (F,S)

MSC161 Class Piano I 2

Prerequisites: Permission of instructor and reading proficiency

Class Piano I is for the beginner and includes note reading, scales, and music theory designed to build basic piano proficiencies for music majors. This course is required for all music majors, except piano majors. Class Piano I is open to non-music majors with instructor approval. (F,S)

MSC162 Class Piano II **2**

Prerequisites: MSC161 or instructor approval and reading proficiency
Class Piano II is a continuation of Class Piano I and continues to build basic proficiencies for music majors. Class Piano II adds chord reading and transposition. This course is required for all music majors, except piano majors. Class Piano II is open to non-music majors with instructor approval. (F,S)

MSC163 Class Voice **2**

Prerequisite: Reading proficiency
Class Voice is a methods course including a study of the basics of singing, posture, breath control, tone development, technique, and diction; knowledge of these areas is applied through the singing of various songs. Class Voice is required for all music majors, including voice majors, but is also open to those interested in improving the solo voice. (D)

MSC167 Class Percussion **2**

Prerequisites: MSC103 or instructor approval and reading proficiency
Class Percussion is a methods course including a study of the major orchestral percussion instruments and the techniques necessary to play them. Students also develop rhythm skills. Class Percussion is required for all music majors but is also open to non-majors. (F)

MSC168 Jazz Improvisation I **2**

Prerequisites: Understanding of basic music theory, proficiency at playing a musical instrument, and reading proficiency
Jazz Improvisation I introduces materials and practices in extemporaneous performance. This course introduces aural and analytical approaches in the standard jazz repertoire. (F,S)

MSC169 Jazz Improvisation II **2**

Prerequisites: MSC168 or equivalent and reading proficiency
Jazz Improvisation II is a continuation of Jazz Improvisation I. This course studies jazz improvisatory playing with increased concentration on performance and includes detailed harmonic analysis of standard jazz literature. Jazz Improvisation II also introduces advanced melodic concepts. (F,S)

MSC203 Music Theory III **4**

Prerequisites: MSC104 and reading proficiency
Music Theory III further develops sight singing and aural skills. This course continues the study of secondary dominant chords with introduction to altered dominant, augmented sixth chords, and other chromatic harmony. Music Theory III also covers harmony through its application to music literature of various style periods. Music Theory III is required for all music majors. (F)

MSC204 Music Theory IV **4**

Prerequisites: MSC203 and reading proficiency
Music Theory IV is advanced study in sight singing and aural perception. This course also further studies chromatic harmony, contemporary musical practice and techniques, and elementary formal analysis. Music Theory IV is required for all music majors. (S)

MSC231 Music Literature: Before 1750 **3**

Prerequisites: MSC103 or equivalent and reading proficiency
Music Literature: Before 1750 covers the development of Western Civilization music from the time of the ancient Greeks through the Baroque and Pre-Classical periods. This course is required for all music majors. (S)

MSC232 Music Literature: After 1750 **3**

Prerequisites: MSC103 or equivalent and reading proficiency
Music Literature: After 1750 covers the musical literature of the Classical, Romantic, and Modern eras. This course is required for all music majors. (S)

MSC241 Small Jazz Combo **1**

Prerequisite: Proficiency at playing a musical instrument common to the small jazz idiom; an audition may be required
Small Jazz Combo is the study and performance of the small jazz group repertoire. Concurrent enrollment in Jazz Improvisation I or Jazz Improvisation II is encouraged. Small Jazz Combo is open to all students. (F,S)

MSC248 Madrigal/Contempo Ensemble **1**

Corequisite: MSC259
Madrigal/Contempo Ensemble provides a choir for singers to perform in a smaller choral ensemble, learn to sing better, learn better reading and listening skills, work toward singing in a more advanced choir, accumulate performance points, belong to a group which sponsors some choral and social activities for its members, and enjoy choral music. It is recommended that members also enroll in Chamber Choir. Madrigal/Contempo Ensemble performs a public concert each semester. Audition required. (F,S)

MSC251 Jazz Lab Band **1**

Prerequisite: Proficiency at playing a musical instrument common to the big band idiom
Jazz Lab Band is the study and performance of big band jazz literature. The group usually performs in at least one out-of-state festival each year and appears at several local schools. (F,S)

MSC259 Chamber Choir 1

Prerequisite: Audition during or before the first week of classes

Chamber Choir provides a choir for singers to perform a variety of choral literature, learn to sing better, learn better reading and listening skills, work toward singing in a more advanced choir, accumulate performance points, belong to a group which sponsors some choral and social activities for its members, and enjoy choral music. Chamber Choir performs a public concert each semester. Audition required. (F,S)

MTH001 Basic Mathematics 3

Pre-/corequisite: Reading proficiency

Basic Mathematics deals with the development of arithmetic skills. The student will have the opportunity to learn arithmetic operations with whole numbers, fractions, and decimals. Basic Mathematics is not applicable toward the associate degree. (F,S,Su)

MTH002 Beginning Algebra 3

Prerequisite: COMPASS pre-algebra score of at least 33 within the past two years, ACT math score of 16 or higher within the past two years, or MTH001 with a grade of "B" or better

Pre-/corequisite: Reading proficiency

Beginning Algebra is designed for the student who has had no prior instruction in algebra. The student will work with operations of signed numbers, exponents, rational expressions, graphs, and linear equations. Beginning Algebra is not applicable toward the associate degree. (F,S,Su,O)

MTH009 Geometry 1

Pre-/corequisite: Reading proficiency

Geometry is designed as an introduction to basic Euclidean Geometry. This course is intended for those students who feel they need to review or to learn geometry in preparation for further mathematics courses. Geometry is not applicable toward the associate degree. (F,S,Su)

MTH105 Industrial Math 3

Pre-/corequisite: Reading proficiency

Industrial Math examines basic math skills including fractions, decimals, and trigonometric functions. Industrial Math is not applicable toward the Associate of Arts degree. (F,S)

MTH113 Mathematics for Health Sciences 3

Prerequisites: COMPASS pre-algebra score of at least 33 or MTH001 with a grade of "B" or better, reading proficiency, and admission into the nursing program

Mathematics for Health Sciences provides a review of basic math skills, principles, and concepts. This course also teaches the student systems of measurement and conversion for dosage calculations in medication administration. Mathematics for Health Sciences fulfills the mathematics requirement for the Associate of Applied Science degree in Nursing and the Certificate requirement for Practical Nursing. (F)

MTH121 Technical Mathematics I 3

Prerequisites: COMPASS algebra score of at least 42, ACT math score of 18 or higher, or MTH002 with a grade of "C" or better

Pre-/corequisite: Reading proficiency

Technical Mathematics I is a study of selected topics from algebra and trigonometry with technical applications. Technical Mathematics I is only applicable toward the Associate of Applied Science degree. (D)

MTH128 Intermediate Algebra 3

Prerequisites: COMPASS algebra score of at least 42 within the past two years, ACT math score of 18 or higher within the past two years, or MTH002 with a grade of "C" or better and reading proficiency

Intermediate Algebra continues the development of the algebraic skills introduced in Beginning Algebra. This course counts as an elective toward the Associate of Arts degree. (F,S,Su,O)

MTH130 Structure of the Real Number System 3

Prerequisites: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 23 or higher within the past two years, or MTH128 with a grade of "C" or better and reading proficiency

Structure of the Real Number System presents topics from algebra within the context of the whole numbers, integers, rational numbers, and real numbers. Students will study topics from algebra which are appropriate for elementary education majors. This course fulfills the mathematics requirement for the Associate of Arts in Teaching degree. (F,S,Su)

MTH131 Survey of College Mathematics 3

Prerequisites: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 23 or higher within the past two years, or MTH128 with a grade of “C” or better and reading proficiency

Survey of College Mathematics deals with several advanced mathematical topics, many of which are included in College Algebra. This course is not a prerequisite for any mathematics course. A scientific calculator is required. (D,O)

MTH133 Trigonometry 3

Prerequisites: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 23 or higher within the past two years, or MTH128 with a grade of “C” or better and reading proficiency

Trigonometry deals with angles, trigonometric and inverse trigonometric functions, solving triangles, vectors, polar coordinates, and complex numbers. Students may not apply both MTH133 and MTH141 toward graduation. A graphing calculator is required. (F,S)

MTH134 College Algebra 3

Prerequisites: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 23 or higher within the past two years, or MTH128 with a grade of “C” or better and reading proficiency

College Algebra consists of several non-sequential algebraic topics. The student will explore these topics within the realms of both the real number system and the complex number system. This course fulfills the mathematics requirement for the Associate of Arts degree. Students may only apply one of MTH134/134H or MTH141 toward graduation. A graphing calculator is required. (F,S,Su,O)

MTH134H Honors College Algebra 3

Prerequisites: Honors program admission and COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 23 or higher within the past two years, or MTH128 with a grade of “C” or better and reading proficiency

Honors College Algebra consists of several non-sequential algebraic topics. The student will actively explore these topics within the realms of both the real number system and the complex number system through discussion and presentations. Students may only apply one of MTH134/134H or MTH141 toward graduation. A graphing calculator is required. (F,S)

MTH141 Precalculus 5

Prerequisites: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 23 or higher within the past two years, or MTH128 with a grade of “C” or better and reading proficiency

Precalculus covers the College Algebra and Trigonometry topics required for the Calculus I, II, III sequence.

Students may not apply both MTH141 and MTH133 or both MTH141 and MTH134/134H toward graduation. A graphing calculator is required. (F,S)

MTH161 Calculus for Business and the Social Sciences 3

Prerequisites: COMPASS college algebra score of at least 46 or COMPASS trigonometry score of at least 31 within the past two years, ACT math score of 25 or higher within the past two years, or MTH134/134H with a grade of “C” or better and reading proficiency

Calculus for Business and the Social Sciences is an intuitive approach to that part of the calculus that deals with instantaneous rate of change and area under a curve. This course will not serve as a substitute for Calculus I. Students cannot apply both MTH161 and MTH180 toward graduation. A graphing calculator is required. (S)

MTH168 Probability and Statistics 3

Prerequisites: COMPASS college algebra score of at least 46 or COMPASS trigonometry score of at least 31 within the past two years, ACT math score of 25 or higher within the past two years, or MTH134/134H with a grade of “C” or better and reading proficiency

Probability and Statistics covers descriptive statistics, probability, probability distributions, sampling distributions, and hypothesis testing. A graphing calculator is required. (F,S)

MTH172 Linear Algebra 3

Prerequisites: COMPASS college algebra score of at least 46 or COMPASS trigonometry score of at least 31 within the past two years, ACT math score of 25 or higher within the past two years, MTH134/134H with a grade of “C” or better, or MTH141 with a grade of “C” or better and reading proficiency

Linear Algebra is concerned with the study of matrices, vectors, vector spaces, linear transformations, Eigenvalues, and Eigenvectors. Properties of the matrix and matrix operations are studied to develop it as a means to solve mathematical problems from a linear algebra point of view. This course also covers the matrix as an application to solve problems that arise in other disciplines including Physics, Chemistry, Natural Sciences, and Social Sciences. A graphing calculator is required. (F)

MTH180 Calculus I	5	MTT147 Hydraulics and Pneumatics I	2
Prerequisites: Reading proficiency and any one of the following: COMPASS trigonometry score of at least 46 within the past two years; ACT math score of at least 27 within the past two years plus either high school trigonometry or precalculus with a grade of “C” or better; MTH141 with a grade of “C” or better; MTH133 and MTH134/134H, both with a grade of “C” or better Calculus I covers limits, continuity, differentiation, and integration. Students cannot apply both MTH180 and MTH161 toward graduation. A graphing calculator (TI-83 recommended) is required. (F,S,Su)		Prerequisite: Reading proficiency Hydraulics and Pneumatics I is a study of basic components of hydraulic and pneumatic systems. Included is an examination of how components are combined to build up various circuits for control and power transmission. (D)	
MTH185 Calculus II	5	MTT148 Introduction to Metallurgy	3
Prerequisites: MTH180 with a grade of “C” or better and reading proficiency Calculus II is a continuation of Calculus I. The student will study transcendental functions, techniques of integration, infinite series, and conic sections. A graphing calculator is required. (F,S)		Prerequisite: Reading proficiency Introduction to Metallurgy is a study of physical metallurgy from an engineering point of view. This course covers modern ferrous and nonferrous metal heat treatment operations and the basic principles underlying them. Also considered are the effects of thermal and mechanical operations on micro structure and attendant mechanical properties. (D)	
MTH201 Calculus III	5	OTA100 Foundations of Occupational Therapy	3
Prerequisites: MTH185 with a grade of “C” or better and reading proficiency Calculus III is a continuation of Calculus II. The student will study vectors in two and three dimensions and calculus of several variables. A graphing calculator is required. (F,S)		Prerequisites: Acceptance into the OTA Program with documented completion of observation hours, satisfactory completion of prerequisites with a minimum grade of “C,” a cumulative GPA of 2.5 or better, and reading proficiency Foundations of Occupational Therapy includes the history of Occupational Therapy, philosophical base, and core concepts related to various practice areas: psychosocial dysfunction, physical disabilities, cognitive dysfunction, pediatrics, productive aging and quality of life. Human Occupations across the life span will be investigated. Students will study theory and models guiding occupational therapy practice with an overview of the occupational therapy process and OTA roles in clinical settings and in the community. The Occupational Therapy Practice Framework: Domain and Process will be introduced along with the concepts of client centered practice, therapeutic use of self and the OTA role in advocacy. The Person-Environment-Occupation-Performance model (PEOP) will be introduced as a foundation for the curriculum. (S)	
MTH205 Differential Equations	3	OTA105 Health Conditions	1
Prerequisites: MTH185 with a grade of “C” or better and reading proficiency Differential Equations covers various classical methods for solving differential equations. This course is designed for students pursuing a degree in Mathematics or Engineering. A graphing calculator is required. (S)		Prerequisites: BIT122 with a grade of “C” or better and reading proficiency Health Conditions includes an overview of disease conditions commonly seen for treatment by occupational therapy practitioners. Etiology, symptoms, and physical and psychological reactions to these conditions are explored. Topics cover basic influences contributing to healthy living. The course incorporates medical terminology and procedures commonly used in occupational therapy. (S)	
MTT108 Industrial Blueprint Reading	3		
Pre-/corequisite: Reading proficiency Industrial Blueprint Reading examines how to accurately read a variety of blueprint types and to select, sketch, and dimension views needed by the manufacturer, toolmaker, or machinist. (D)			
MTT116 Dimensional Metrology	3		
Prerequisites: MTH105 with a grade of “C” or better and reading proficiency Dimensional Metrology develops dimensional measurement ability in students. They will learn how to use measuring equipment and instruments, including scales, micrometers, calipers, gage blocks, indicators, and production gages. Basic statistics, probability, and acceptance sampling are also covered in this course. (D)			



OTA110 Physical Dysfunction in Occupational Therapy **3**

Prerequisite: Reading proficiency

Corequisites: BIO212, OTA111, and OTA125

Physical Dysfunction in Occupational Theory includes an introduction to OT theory and foundations for occupational therapy practice in physical dysfunction. Examination of current models and evidence for practice, standardized and non-standardized tests, and evaluations for physical dysfunction will be addressed. Additionally, activity analysis, documentation, formulation of goals and objectives for collaboration with occupational therapist, and treatment implementation will be discussed. Additional topics covered include interventions in self-care, therapeutic exercise, home management, environmental barriers, work/productive activities, and play/leisure skills as related to physical dysfunction. (S)

OTA111 Physical Dysfunction Performance Skills **2**

Prerequisite: Reading proficiency

Corequisites: BIO212, OTA110, and OTA125

Physical Dysfunction Performance Skills provides hands-on laboratory experience, with emphasis on current models of practice for aspects of physical dysfunction including those that address sensory motor, cognitive, and psychosocial performance components. Continuation of therapeutic media used in OT practice will be discussed. Acquisition of entry level OTA skills required for activity analysis, problem solving, adapting activities evaluation and treatment with emphasis on performance areas of work, activities of daily living, wheel chair seating and positioning, splinting, functional tasks, functional mobility, and environmental barriers will be included. (S)

OTA120 Professional Practice and Management I **1**

Prerequisite: Reading proficiency

Professional Practice and Management I topics include: professional behaviors, OTR-OTA role delineation, cultural diversity, supervision, HIPAA, universal precautions, group leadership and facilitation, family and care giver issues, community resources, current and emerging OT practice areas, multi-disciplinary teams and approach to treatment. Students will begin to develop a competency document. This course also prepares students for Level I and Level II fieldwork. (S)

OTA125 Biomechanical Basis of Performance **3**

Prerequisite: Reading proficiency

Corequisites: BIO212, OTA110, and OTA111

Biomechanical Basis of Performance focuses on the study of movement of the human body in the context of occupational performance. Emphasis is on the elements of the musculoskeletal system and body movements during functional activity. Coordination of body movement, pathokinesiology, and biomechanics with OT applications are examined in this course. Lab course provides hands-on experience in the study of human body movement. (S)

OTA130 Psychosocial Occupational Therapy **3**

Prerequisites: OTA110, OTA111, and OTA125 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisites: OTA131, OTA150, and PSY225

Psychosocial Occupational Theory includes an introduction to OT theory and foundations for occupational therapy practice in psychosocial dysfunction. The following topics will be addressed: Exploration of major theories and evidence guiding occupational therapy practice in psychosocial treatment; development of communication and observation skills, and use of self as a therapeutic modality; examination of issues related to social culture, death, and dying; introduction to the occupational therapy process of assessment, treatment planning and treatment implementation using the Person-Environment-Occupation-Performance model (PEOP); exploration of the relationship of OTA psychosocial interventions in emerging practice areas; and role of the OTA in prevention, health maintenance, and quality of life of the individual with psychosocial dysfunction. (F)

OTA131 Psychosocial Performance Skills **2**

Prerequisites: OTA110, OTA111, and OTA125 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisites: OTA130, OTA150, and PSY225

Psychosocial Performance Skills provides hands-on laboratory experience based on current models of practice with emphasis on psychosocial dysfunction addressing sensory motor, cognitive, and psychosocial performance components. The following topics will be addressed: Continued exposure to therapeutic media used in OT practice; acquisition of intermediate skills for activity analysis, problem-solving, adaptive activities, strategies, and techniques that use purposeful activities and occupation to enhance role function; exposure to standardized and non-standardized evaluations in psychosocial dysfunction and mental health diagnoses; and continued skill building for grading and adapting purposeful activities and instructing individuals and groups for therapeutic interventions. (F)

OTA140 Professional Practice and Management II **1**

Prerequisites: OTA120 with a grade of “C” or better and reading proficiency

Professional Practice and Management II topics include: Standards of practice, legal and ethical components of practice, Medicare system, documentation and reimbursement, finding evidence for practice, and community partners. The importance of involvement in professional organizations and political advocacy will be introduced. Students will continue work on a competency document and begin to develop a professional resume. This course also prepares students for Level I and Level II fieldwork. (F)

OTA145 Applied Neurology **2**

Prerequisites: BIO212 with a grade of “C” or better and reading proficiency

Applied Neurology focuses on foundations of neuroscience for occupational therapy assistant practice. Principles of neurology as they relate to functioning, motor learning, reflex development and integration, and the impact of illness and disease on occupational performance will be addressed. Students examine common pathology of the nervous system with correlation of clinical presentation and related performance issues across the life span. (F)

OTA150 Level I Fieldwork A **2**

Prerequisites: Free of infectious diseases, current certification in CPR and First Aid, proof of personal accident insurance, completed universal precautions training, and reading proficiency

Level I Fieldwork A provides opportunities to apply basic occupational therapy principles and techniques, and students observe roles of OTs and other allied health professionals. Fieldwork experiences in the treatment of geriatric clients, children or adults will be included in a variety of settings. (S)

OTA160 Level I Fieldwork B **2**

Prerequisites: OTA150 (students must pass Level I Fieldwork A to be eligible to take Level I Fieldwork B), free of infectious diseases, current certification in CPR and First Aid, proof of personal accident insurance, completed universal precautions training, and reading proficiency

Level I Fieldwork B provides opportunities to apply basic occupational therapy principles and techniques, and students observe roles of OTs and other allied health professionals. Fieldwork experiences in the treatment of geriatric clients, children, or adults will be included in a variety of settings. (S)

OTA210 Pediatric Occupational Therapy **3**

Prerequisites: OTA110, OTA111, OTA125, OTA130, OTA131, OTA140, OTA145, OTA150, and SPD105 (all courses must be completed with a grade of “C” or better) and reading proficiency

Corequisites: OTA160 and OTA211

Pediatric Occupational Theory includes an introduction to OT theory and foundations for Occupational Therapy practice in pediatrics as well as an exploration of models and evidence for practice in evaluation and treatment of the pediatric population appropriate to the role of OTA. Child development, perceptual motor skills, self-care, design and use of adaptive equipment, and play/leisure issues are explored in relation to normal sensory motor, psychosocial, and cognitive development. Critical thinking and reasoning through the occupational therapy process of assessment, treatment planning, and treatment implementation using the PEO model will be included. (S)

OTA211 Pediatric Performance Skills **2**

Prerequisites: OTA110, OTA111, OTA125, OTA130, OTA131, OTA140, OTA145, OTA150, and SPD105 (all courses must be completed with a grade of “C” or better) and reading proficiency

Corequisites: OTA160 and OTA210

Pediatric Performance Skills provides hands-on laboratory experience, with emphasis on current models of practice in Pediatrics, as well as play and leisure activities. The following topics will be addressed: Introduction to therapeutic media used in OT practice; acquisition of basic skills for activity analysis, problem-solving, adaptive activities, strategies, and techniques that use purposeful activities and occupation to enhance role function; introduction to standardized and non-standardized evaluations in pediatric OT; and development of basic skills that focus on grading and adapting purposeful activities and use of groups for therapeutic interventions. Laboratory experiences are arranged at an on-site daycare center for typically developing and special needs children. (S)

OTA220 Professional Practice and Management III **1**

Prerequisites: OTA140 with a grade of “C” or better and reading proficiency

Professional Practice and Management III includes integration of research and evidence for practice, program development, quality assurance and treatment outcomes, national and state credentialing requirements, preparing to sit for the National Board Certification Exam, professional organizations, and political advocacy. Students will finalize a competency document, professional resume, and cover letter for employment. This course also prepares students for Level II fieldwork. (S)

OTA225 Assistive Technology and Adaptation **2**

Prerequisites: OTA130, OTA131, OTA140, OTA145, OTA150, PSY225, and SPD105 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisite: OTA160

Assistive Technology and Adaptation includes fundamentals of designing and fabricating adaptive equipment, elements of wheel chair seating and positioning, switches, ergonomic interventions, environmental controls, adapted exercise/leisure equipment, voice controls, vendor resources, community resources, adapted driving, low-vision aids, accessibility solutions in the home and community, and low-tech and high-tech options to enhance ADL and IADL performance. (S)

OTA245 Environments and Occupational Performance **3**

Prerequisites: OTA130, OTA131, OTA140, OTA145, OTA150, PSY225, and SPD105 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisite: OTA160

Environments and Occupational Performance focuses on understanding the concept of disability as a result of environmental barriers. Topics will cover the social, political, physical, psychological, and cultural elements of the environment that influence performance, participation, and quality of life. Students will explore the relationship between the person, environment, and occupational performance across the life span and in a variety of areas: in-home, school, workplace, and the community. (S)

OTA250 Level II Fieldwork A **6**

Prerequisites: Satisfactory completion of all OTA courses, prerequisites, and all Level I Fieldworks A and B through the third semester with a grade of "C" or better and cumulative GPA of 2.5; free of infectious diseases; current certification in CPR and First Aid; proof of personal accident insurance; and reading proficiency

Level II Fieldwork A includes the development of professional skills through supervised application of treatment principles. Fieldwork experience includes the treatment of geriatric clients, children, or adults. Students will be under direct supervision from an occupational therapy practitioner in all aspects of occupational therapy practice. This experience requires at least 37 hours per week for eight weeks. Completion of at least one fieldwork practicum in a physical disability site and the second in any of the following: physical disability, psychosocial, pediatric, hand therapy, work hardening, or a combination of sites. (F)

OTA260 Level II Fieldwork B **6**

Prerequisites: Satisfactory completion of all OTA courses, prerequisites, and all Level I Fieldworks A and B through the third semester with a grade of "C" or better and cumulative GPA of 2.5; free of infectious diseases; current certification in CPR and First Aid; proof of personal accident insurance; and reading proficiency

Level II Fieldwork B provides a second fieldwork experience under the supervision of an occupational therapist. Students increase their experience in the treatment of geriatric clients, children, or adults. Students are expected to build on their first fieldwork by assuming increasing responsibilities related to patient or client care. This experience requires at least 37 hours per week for eight weeks. Completion of at least one fieldwork practicum in a physical disability site and the second in any of the following: physical disability, psychosocial, pediatric, hand therapy, work hardening, or a combination of sites. Note: Fieldwork II must be completed within 18 months following completion of academic coursework. All academic and Level I and Level II Fieldwork must be completed before the student is eligible for graduation. Graduation from an accredited OTA program is a prerequisite for submitting an application to sit for the national certification examination. (F)

OTA270 Fieldwork Seminar **1**

Prerequisites: Satisfactory completion of all OTA courses, prerequisites, and all Level I Fieldworks A and B through the third semester, a cumulative GPA of 2.5, and reading proficiency

Fieldwork Seminar is the culmination of entry level knowledge, skills, and professional competence required of the occupational therapy assistant. It provides an opportunity for students to apply and integrate academic course work through fieldwork experiences. Requirements include reflection of how the role of occupational therapy and the occupational therapy assistant are demonstrated and delineated in each fieldwork facility, how they are applying the PEOP problem-solving approach to treatment in a variety of settings, providing and handling feedback from supervisors, case management issues, and current evidence for best practice relative to interventions used at the fieldwork site. (F,O)

PHL101 Logic **3**

Prerequisite: Reading proficiency

Logic is an introduction to critical reasoning. This course covers both informal and formal logic. Informal logic involves advertising techniques, political speech, critical analysis of research sources, and decision-making theory. Formal logic involves long and short truth tables and formal systems of deductive reasoning. (F,S,O)

PHL102 Introduction to Philosophy 3

Prerequisite: Reading proficiency

Introduction to Philosophy is a historical survey of major Western thinkers beginning with the Ancient Greeks.

This course looks at timeless questions concerning truth, beauty, reality, justice, logic, ethics, and the existence of God. (F,S,O)

PHL102H Honors Introduction to Philosophy 3

Prerequisites: Honors Program admission and reading proficiency

Honors Introduction to Philosophy is a historical survey of major Western thinkers beginning with the Ancient Greeks. This course looks at timeless questions concerning truth, beauty, reality, justice, logic, ethics, and the existence of God. As an Honors course, extensive in-class participation is required of all students. Honors Introduction to Philosophy fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PHL102 and PHL102H toward graduation. (S)

PHL201 World Religions 3

Prerequisite: Reading proficiency

World Religions is a comparative religions course which considers the major faiths of the world: Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Daoism. (F,S)

PHL202 Ethics 3

Prerequisite: Reading proficiency

Ethics examines theoretical and practical questions of right and wrong. This course includes a survey of major theories of ethics as well as an examination of contemporary ethical issues such as censorship, animal rights, warfare, the death penalty, affirmative action, and economic justice. (F,S)

PHL202H Honors Ethics 3

Prerequisites: Honors Program admission and reading proficiency

Honors Ethics stresses the nature of moral argumentation and the structure of moral reasoning. Background material on contemporary moral issues is provided for the student, and the student is then required to articulate well-structured moral positions. As an Honors course, extensive in-class participation is required of all students. Honors Ethics fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PHL202 and PHL202H toward graduation. (S)

PHL203 Medical Ethics 3

Prerequisite: Reading proficiency

Medical Ethics is a study of contemporary issues in health care ethics. Students will become familiar with major theories of ethics and justice. They will learn about health care code of ethics, classic cases in the recent history of medical ethics, and ongoing disputes about topics such as abortion, euthanasia, resource allocation, patient rights, research on human subjects, and reproductive technologies. (F,S,O)

PHY101 Survey of Physical Science 5

Prerequisite: Reading proficiency

Survey of Physical Science is a general education course which is designed to acquaint students with basic scientific concepts and their application to the physical universe. Laboratory time is required. Students cannot apply both PHY101 and PHY102 toward graduation. (F,S,O)

PHY102 Topics in the Physical Sciences 3

Prerequisite: Reading proficiency

Topics in the Physical Sciences is a lecture-discussion course which focuses on application of scientific principles to current human concerns and interests. Students cannot apply both PHY101 and PHY102 toward graduation. (F,S,Su,O)

PHY105 Physical Geology 4

Prerequisite: Reading proficiency

Physical Geology is a general education course which is designed to acquaint students with the geologic processes that affect the surface and interior of the earth. Laboratory time is required. Two Saturday six-hour field trips are included as part of the laboratory. (S)

PHY106 Introduction to Astronomy 4

Prerequisite: Reading proficiency

Introduction to Astronomy is a general education course which is designed to acquaint students with the structure of our solar system and the universe. Laboratory time is required. Two Saturday four-hour observation nights are included as part of the laboratory. (F,O)

PHY108 Technical Physics 5

Prerequisites: MTH121 and reading proficiency

Technical Physics is a course designed for career-technical students that covers topics in mechanics, heat, electricity, magnetism, light, and atomic physics. This course carries no credit toward a major or minor in any science field. Technical Physics is required in a number of Associate of Applied Science curricula. This course is not applicable toward the Associate of Arts or Associate of Arts in Teaching degrees. (D)

PHY111 Elementary College Physics I 5

Prerequisites: Satisfactory completion of three units of high school mathematics, or MTH121, or MTH133 and MTH134/134H, or MTH141, and reading proficiency

Elementary College Physics I is a fundamental course dealing with mechanics, sound, electricity, magnetism, light, and the structure of matter. This course is an algebra-based course required of students majoring in health professions, agriculture, forestry, and architecture. Laboratory time is required. (F)

PHY112 Elementary College Physics II 4

Prerequisites: PHY111 with a grade of "C" or better and reading proficiency

Elementary College Physics II is an advanced study of topics from Elementary College Physics I. This course is algebra-based and is designed to meet requirements of students majoring in health professions including pre-medicine. Laboratory time is required. (S)

PHY118 Introduction to Physics 2

Prerequisite: Reading proficiency

Pre-/corequisite(s): MTH133 and MTH134/134H, or MTH141

Introduction to Physics is the beginning course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors. This course is a study of the development, philosophy, and methods of physics. Introduction to Physics is required for the Associate of Science degree. (S)

PHY223 General Physics I 4

Prerequisites: PHY118 and reading proficiency

Pre-/corequisite: MTH180

General Physics I, which is calculus-based, is the second course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors and is a rigorous study of topics in kinematics, dynamics, fluid mechanics, and thermodynamics. Laboratory time is required. This course is required for the Associate of Science degree. General Physics I fulfills the computer literacy graduation requirement for degree-seeking students. (F)

PHY224 General Physics II 4

Prerequisites: PHY223 with a grade of "C" or better and reading proficiency

Pre-/corequisite: MTH185

General Physics II, which is calculus-based, is the third course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors and is an in-depth study of electricity, magnetism, light, and atomic physics. Laboratory time is required. This course is required for the Associate of Science degree. (S)

PNE041 PNE Clinical 1

Prerequisite: Reading proficiency

Corequisite: PNE141

PNE Clinical involves instructor supervised, off-campus clinical experiences providing nursing care to patients across the life span in various hospital and community settings. (F)

PNE042 PNE Clinical 4

Prerequisites: Faculty approval and reading proficiency

Corequisites: PNE171, PNE172, PNE174, and PNE175

PNE Clinical involves instructor supervised, off-campus clinical experiences providing nursing care to patients across the life span in various hospital and community settings. (S,Su)

PNE141 Fundamentals of Nursing 3

Prerequisites: Admission to Bi-Level Nursing program and reading proficiency

Fundamentals of Nursing introduces the student to fundamental concepts and scientific principles that underlie nursing care. This course consists of classroom, clinical laboratory, and geriatric clinical components. Upon completion of this course, the student will be prepared to function at a beginning level of nursing and provide a foundation for nursing education. (F)

PNE143 Nutrition 3

Prerequisites: PNE145 with a grade of "C" or better and reading proficiency

Corequisites: PNE141 and PNE167

Nutrition provides the student with a background of sound nutritional principles and their application to social, physiological, economic, and cultural factors. Basic therapeutic nutrition is also introduced. (F)

PNE145 Personal Vocational Concepts 1

Prerequisites: Admission to Bi-Level Nursing program and reading proficiency

Personal Vocational Concepts introduces the beginning student to nursing as a profession and explores the stressors inherent to entry into the role of a practical nurse. This course includes historical aspects, ethical and legal aspects, professional organizations, and career opportunities of practical nursing. (F)

PNE148 Mental Health 1

Prerequisites: PNE145 with a grade of "C" or better and reading proficiency

Corequisites: PNE141, PNE143, and PNE167

Mental Health discusses basic human needs, growth and development, and their relationship to mental health. Reactions to stress, anxiety, physical, and psychological trauma are examined. Students increase their knowledge and understanding of human relations to assist in providing holistic patient care. (F)

PNE162 Drugs and Their Reactions 1

Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, and MTH113 (all courses must be completed with a grade of “C” or better), BIO211 and BIO212 (both courses must be completed with a grade of “B” or better), and reading proficiency

Corequisites: PNE171 and PNE172

Drugs and Their Reactions presents basic principles of pharmacodynamics while the student learns to administer commonly prescribed drugs in the clinical setting. Major drug classifications are introduced as well as usual and idiosyncratic effects and precautions with administration. Mathematics of drugs and solutions are emphasized. (S)

PNE163 Pharmacology I .5

Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, PNE174, MTH113, and PSY101 (all courses must be completed with a grade of “C” or better), BIO211 and BIO212 (both courses must be completed with a grade of “B” or better), and reading proficiency

Pharmacology I presents basic principles of pharmacodynamics while the student learns to administer commonly prescribed drugs in the clinical setting. Major drug classifications are introduced as well as usual and idiosyncratic effects and precautions with administration. Mathematics of drugs and solutions are emphasized. (F)

PNE164 Pharmacology II .5

Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE163, PNE167, PNE174, MTH113, and PSY101 (all courses must be completed with a grade of “C” or better), BIO211 and BIO212 (both courses must be completed with a grade of “B” or better), and reading proficiency

Pharmacology II presents basic principles of pharmacodynamics while the student learns to administer commonly prescribed drugs in the clinical setting. Major drug classifications are introduced as well as usual and idiosyncratic effects and precautions with administration. Mathematics of drugs and solutions are emphasized. (S)

PNE167 Growth and Development Across the Life Span 3

Prerequisites: Admission to Bi-Level Nursing Program and reading proficiency

Corequisite: PNE141

Growth and Development Across the Life Span introduces the student to patterns of growth and normal developmental stages across the life span. Family relationships, health maintenance, and health problems are discussed for each developmental stage. Reflecting the aging population, emphasis will be placed on the elderly client and the role of the nurse providing care in a variety of settings. (F)

PNE171 Medical-Surgical Nursing I 4

Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, and MTH113 (all courses must be completed with a grade of “C” or better), BIO211 and BIO212 (both courses must be completed with a grade of “B” or better), and reading proficiency

Corequisite: PNE162

Medical-Surgical Nursing I is designed to provide the nursing student with the knowledge and skills to prioritize and implement nursing care toward a select group of patients according to Maslow’s Hierarchy of Needs. Emphasis will be placed on providing total care on a continuum from prevention through rehabilitation of the various dysfunctions. Career development and job placement are incorporated into this course. (S)

PNE172 Medical-Surgical Nursing II 3

Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, and MTH113 (all courses must be completed with a grade of “C” or better), BIO211 and BIO212 (both courses must be completed with a grade of “B” or better), and reading proficiency

Corequisites: PNE162 and PNE171

Medical-Surgical Nursing II is designed to provide the Level I Nursing student with the knowledge and skills to prioritize and implement nursing care toward a select group of patients according to Maslow’s Hierarchy of Needs. Emphasis will be placed on providing total care on a continuum from prevention through rehabilitation of the various dysfunctions. Management and leadership skills are incorporated into the course. (S)

PNE174 Maternal and Child Nursing 1

Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE162, PNE167, PNE171, PNE172, and MTH113 (all courses must be completed with a grade of “C” or better), BIO211 and BIO212 (both courses must be completed with a grade of “B” or better), and reading proficiency

Maternal and Child Nursing is designed to assist the student in utilizing a family-centered approach to focus on the child bearing family. Human sexuality, reproduction, and common childhood disease processes are explored. The clinical component provides the students the opportunity to care for the child bearing family, with experience during labor and delivery, postpartum, and newborn periods. (Su)

PNE175 Medical-Surgical Nursing III 1

Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE162, PNE167, PNE171, PNE172, and MTH113 (all courses must be completed with a grade of "C" or better), BIO211 and BIO212 (both courses must be completed with a grade of "B" or better), and reading proficiency

Corequisite: PNE174

Medical-Surgical Nursing III is designed to provide the nursing student with the knowledge and skills to prioritize and implement nursing care toward a select group of patients according to Maslow's Hierarchy of Needs. Emphasis will be placed on providing total care on a continuum from prevention through rehabilitation of the various dysfunctions. Team management theory and clinical experience are also incorporated into this course. (Su)

PSC100 Missouri Constitutional Government 1

Prerequisite: Reading proficiency

Missouri Constitutional Government is a study of the U.S. and Missouri Constitutions. The focus is on the principles and government institutions of both the State and Federal Constitution. (F,S,Su,O)

PSC102 U.S. and Missouri Governments and Constitutions 3

Prerequisite: Reading proficiency

U.S. and Missouri Governments and Constitutions examines the U.S. and Missouri Constitutions including their impact on federal, state, and local government structure and power. Focus is on citizen and group efforts to influence government policies. This course fulfills the Missouri and U.S. Constitutions requirements. (F,S,Su,O)

PSC102H Honors U.S. and Missouri Governments and Constitutions 3

Prerequisites: Honors Program admission and reading proficiency

Honors U.S. and Missouri Governments and Constitutions examines the U.S. and Missouri Constitutions including their impact on federal, state, and local government structure and power. Focus is on citizen and group efforts to influence government policies. This course fulfills the Missouri and U.S. Constitutions requirements. Honors U.S. and Missouri Governments and Constitutions fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PSC102 and PSC102H toward graduation. (S)

PSC103 Current Political Issues 3

Prerequisite: Reading proficiency

Current Political Issues focuses on government policies in a variety of areas and their impact on individuals. Policies will include environmental, civil liberties, civil rights, economic, tax, business-government relations, foreign policy, and domestic issues such as health, welfare, education, crime, and others. (F,S,Su,O)

PSC155 International Relations 3

Prerequisite: Reading proficiency

International Relations is a survey of current international politics including economic, military, and other relations between nations. This course also includes the role of international organizations, multinational corporations, and other non-government actors emphasizing the analysis of why nations and other actors pursue particular policies. (S,O)

PSC250 Independent Study: Model United Nations 3

Prerequisites: Instructor approval and reading proficiency

Model United Nations emphasizes the origins, structure, and functions of the United Nations in the contemporary international arena. This course is an independent study course, running from October to February, which includes participation in the Midwest Model United Nations where students will represent a country in a simulation. (S)

PSC250H Independent Study: Model United Nations Honors 3

Prerequisites: Honors Program admission and reading proficiency

Model United Nations Honors emphasizes the origins, structure, and functions of the United Nations in the contemporary international arena. This course is an independent study course, running from October to February, which includes participation in the Midwest Model United Nations where students will represent a country in a simulation. Honors students will be expected to take leadership roles and accept spokesperson responsibilities in the simulation. Model United Nations Honors fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PSC250 and PSC250H toward graduation. (S)

**PSC290 Public Service
Government Internship** **1**

Prerequisites: Sophomore standing, PSC102/102H and PSC103 (both courses must be completed with a grade of "B" or better), cumulative GPA of 2.75 or higher, and reading proficiency

Public Service Government Internship combines academic work with practical work experience in a federal, state, or local government office. Students will work approximately five hours per week with supervision by a faculty member and a government official. This is a public/community service course and may be repeated for a maximum of three credit hours. (F,S)

PSY101 General Psychology **3**

Prerequisite: Reading proficiency
General Psychology deals with the scientific study of behavior and mental processes found in humans and animals. (F,S,Su,O)

PSY101H Honors General Psychology **3**

Prerequisites: Honors Program admission and reading proficiency
Honors General Psychology, taught in a seminar format, deals with the scientific study of behavior and mental processes found in humans and animals. This course fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PSY101 and PSY101H toward graduation. (F)

PSY120 Applied Psychology **3**

Prerequisites: PSY101 and reading proficiency
Applied Psychology is a class which discusses the adjustments which individuals must accomplish as they live their lives. (F,S,O)

PSY201 Child Development **3**

Prerequisites: PSY101 and reading proficiency
Child Development reviews the scientific information (empirical, theoretical, and applied) regarding the development of children from birth to the beginning of adolescence. (S,O)

PSY202 Adolescent Psychology **3**

Prerequisites: PSY101 and reading proficiency
Adolescent Psychology studies the scientific information (empirical, theoretical, and applied) regarding human development from puberty to young adulthood. (F,O)

PSY205 Human Development **3**

Prerequisites: PSY101 and reading proficiency
Human Development examines the development of the individual from conception through adulthood. The physical, cognitive, and psychosocial development of the individual is described for each period of life. (F,S,Su,O)

PSY225 Abnormal Psychology **3**

Prerequisites: PSY101 and reading proficiency
Abnormal Psychology includes a survey of psychological disorders to include diagnostic descriptions, prevalence, etiology, prevention, and treatment. This course includes an overview of historical/sociocultural definitions, research methods, ethical/legal issues, assessment, and classification of abnormal behavior. (F,S,O)

**PTA100 Anatomy and Physiology I for
Physical Therapist Assistants** **5**

Prerequisite: Reading proficiency
Anatomy and Physiology I for Physical Therapist Assistants begins with an introduction to basic concepts in biology and chemistry, including cellular components and division, genetics and inheritance, molecular transport, tissue types, atom structure, ions, pH, and use of the scientific method, before moving on to organ system level of organization of the human body. While each organ system will be presented, the skeletal, muscular, and nervous systems will be studied in greatest depth. Laboratory time is required. This course is limited to students applying to the Physical Therapist Assistant Program. (F,S,Su)

**PTA105 Anatomy and Physiology II for
Physical Therapist Assistants** **4**

Prerequisite: BIO211 or PTA100 with a grade of "B" or better
Anatomy and Physiology II for Physical Therapist Assistants is a continuation of Anatomy and Physiology I for Physical Therapist Assistants with emphasis on the sensory, integumentary, endocrine, circulatory, respiratory, lymphatic, digestive, and genitourinary systems. This course will also present additional information on metabolism, energy, fluid and electrolyte balance, and the acid-base balance within the body and how each works to maintain homeostasis. Laboratory time is required. This course is limited to students admitted to the Physical Therapist Assistant Program. (F,S,Su)

RCP100 Introduction to Respiratory Care **4**

Prerequisites: Admission to the program and reading proficiency
Introduction to Respiratory Care discusses the history of respiratory care and organizations relevant to the field as well as the ethical issues involved in patient care and treatment. This course will also introduce applied mathematics, chemistry, statistics, and health care physics. (F)

RCP110 Cardiopulmonary Anatomy and Physiology 4

Prerequisites: Admission to the program and reading proficiency

Cardiopulmonary Anatomy and Physiology provides a detailed discussion of the normal physiologic principles utilized by the cardiopulmonary system, to include: anatomy and physiology of the upper and lower airway, neurogenesis of breathing, reflexes governing respiration, properties of elastance, resistance, compliance, and conductance, physiologic properties of the pulmonary and systemic vascular systems. The application of mathematics to physiologic principles with a focus on the sciences used in the practice of respiratory care will be practiced. Emphasis will be placed upon physics, chemistry, nutrition, and microbiology as related to the cardiopulmonary system. (F)

RCP120 Respiratory Equipment and Noncritical Floor Care 3

Prerequisites: Admission to the program and reading proficiency

Respiratory Equipment and Noncritical Floor Care includes theory and application of equipment for cylinders, regulators, flow meters, analyzers, blenders, oxygen administration devices, chest physiotherapy, aerosol and humidity therapy, and nebulizers and includes the principles of physics, as they apply to respiratory equipment. Modalities will be presented along with the technical components of intermittent positive pressure breathing and non-invasive positive pressure ventilation. (F)

RCP125 Respiratory Care Skills Lab I 3

Prerequisites: Admission to the program and reading proficiency

Respiratory Care Skills Lab I includes hospital and departmental organization, medical ethics, patients' rights, legal responsibilities, report writing, and hospital etiquette. Theory, application, and equipment will be presented for patient cardiopulmonary assessment, medical gas administration, oxygen therapy, infection control, equipment maintenance, chest physiotherapy, chest expansion therapy, and administering medicated aerosol therapy. Students practice entry level respiratory care procedures in the clinical laboratory under simulated patient situations. (F)

RCP130 Cardiopulmonary Pharmacology 3

Prerequisites: Admission to the program and reading proficiency

Cardiopulmonary Pharmacology covers basic pharmacologic principles, classification of drugs, the effects, side-effects, and hazards of the medications used in cardiopulmonary medicine. (F)

RCP140 Respiratory Care Clinical I 2

Prerequisites: RCP100, RCP110, RCP120, RCP125, and RCP130 (all courses must be completed with a grade of "C" or better) and reading proficiency

Respiratory Care Clinical I introduces basic procedures and application of respiratory care principles in the hospital setting. (S)

RCP145 Respiratory Care Skills Lab II 2

Prerequisites: RCP100, RCP110, RCP120, RCP125, and RCP130 (all courses must be completed with a grade of "C" or better) and reading proficiency

Respiratory Care Skills Lab II provides students the opportunity to practice basic entry level respiratory therapy procedures in a laboratory setting with simulated patient situations. (S)

RCP150 Cardiopulmonary Pathophysiology 3

Prerequisites: RCP100, RCP110, RCP120, RCP125, and RCP130 (all courses must be completed with a grade of "C" or better) and reading proficiency

Cardiopulmonary Pathophysiology covers the etiology, pathology, symptomology, and treatment of various lung diseases, to include: C.O.P.D., asthma, restrictive lung disorders, infectious lung diseases, occupational lung diseases, pulmonary neoplasm, and pulmonary manifestations of other disease states. This course covers cardiopulmonary abnormalities and corrective techniques as related to respiratory therapy. Included are the concepts of the cardiovascular system, ventilation, diffusion of pulmonary gases, hemodynamic measurements, ventilation perfusion relationships, oxygen and carbon dioxide transport, acid base balance, and arterial blood gas analysis. (S)

RCP155 Airways 1

Prerequisites: RCP100, RCP110, RCP120, RCP125, and RCP130 (all courses must be completed with a grade of "C" or better) and reading proficiency

Airways includes the application and equipment for the management of the airway for the conscious and unconscious patient. Topics include: artificial airways, resuscitation devices, and secretion removal. (S)

RCP160 Arterial Blood Gases 2

Prerequisites: RCP100, RCP110, RCP120, RCP125, and RCP130 (all courses must be completed with a grade of "C" or better) and reading proficiency

Arterial Blood Gases covers the theory and application of the Henderson-Hasselbach Equation, oxygen dissociation curve, oxygen uptake, transport, consumption, oxygen and carbon exchange, renal physiology, and arterial and venous gas tensions. Clinical application for obtaining arterial samples and interpretation of results will be covered. (S)



RCP170 Respiratory Care Clinical II 2

Prerequisites: RCP140, RCP145, RCP150, RCP155, RCP160, and RCP200 (all courses must be completed with a grade of "C" or better) and reading proficiency
Respiratory Care Clinical II provides opportunities to achieve competency in provision of basic procedures and to acquire experience in patient and professional interpersonal skills and accessing and entering medical record information. Application of respiratory care principles in the hospital setting will be covered. (Su)

RCP200 Respiratory Care Specialties 3

Prerequisite: Reading proficiency

Corequisites: RCP140, RCP145, RCP150, RCP155, and RCP160

Respiratory Care Specialties presents information relevant to: the theory application and equipment for the purpose of diagnosing respiratory pathologies through the measurement of lung gas volumes, capacities, and flows. This course also includes evaluation through stress (exercise) testing, cardiac stress testing, bronchoscopy, and polysomnography. Students will study specialized procedures including but not limited to chest tubes, bronchoscopy, and invasive cardiac monitoring. This course will also explore the field of respiratory care in the home patient environment and pulmonary rehabilitation. Specialty areas that are explored include: rehabilitation, critical care, geriatrics, ground and air transport, laboratories, quality control, research, asthma education, disaster planning, education, and management. (S)

RCP210 Introduction to Mechanical Ventilation 2

Prerequisites: RCP140, RCP145, RCP150, RCP155, RCP160, and RCP200 (all courses must be completed with a grade of "C" or better) and reading proficiency

Introduction to Mechanical Ventilation presents information relevant to positive pressure techniques and how they apply in mechanical ventilation. Basic indications and hazards of positive pressure therapies will be presented along with the technical components of intermittent positive pressure breathing, non-invasive positive pressure ventilation, and adult mechanical ventilators. Students will utilize case studies and clinical problem based learning sessions to reinforce key principles. (Su)

RCP225 Respiratory Care Skills Lab III 4

Prerequisites: RCP140, RCP145, RCP150, RCP155, RCP160, and RCP200 (all courses must be completed with a grade of "C" or better) and reading proficiency
Respiratory Care Skills Lab III allows practice of advanced respiratory therapy procedures of mechanical ventilation. Students practice advanced level respiratory care procedures as encountered in the ICU under simulated patient situations. This laboratory session will enable the learner to observe and practice the principles of operation of mechanical ventilators prior to their hospital experience. Practice in the patient simulator laboratory is mandatory. (Su)

RCP240 Respiratory Care Clinical III 3

Prerequisites: RCP170, RCP210, and RCP225 (all courses must be completed with a grade of "C" or better) and reading proficiency

Respiratory Care Clinical III provides opportunities to achieve competency in provision of advanced level respiratory care procedures in a variety of hospital settings allowing students to become comfortable in the practice of respiratory therapy competencies. (F)

RCP245 Respiratory Care Skills Lab IV 4

Prerequisites: RCP170, RCP210, and RCP225 (all courses must be completed with a grade of "C" or better) and reading proficiency

Respiratory Care Skills Lab IV allows practice of advanced respiratory therapy procedures of advanced mechanical ventilation in the clinical laboratory under simulated patient situations. Practice in the patient simulator laboratory is mandatory. (F)

RCP250 Advanced Mechanical Ventilation 1

Prerequisites: RCP170, RCP210, and RCP225 (all courses must be completed with a grade of "C" or better) and reading proficiency

Advanced Mechanical Ventilation covers the clinical applications of mechanical ventilation, to include: ventilator commitment, discontinuance and weaning techniques, and the maintenance of a long-term patient on a mechanical ventilator. The hazards and side effects of positive and negative pressure mechanical ventilation and the management of chronic ventilator-dependent patients will be covered. Recent development in mechanical ventilation such as inverse-ratio ventilation, APRV, and the interpretation of waveforms graphics will be covered. (F)

RCP260 Neonatal and Pediatric

Respiratory Care 3

Prerequisites: RCP170, RCP210, and RCP225 (all courses must be completed with a grade of "C" or better) and reading proficiency

Neonatal and Pediatric Respiratory Care provides a presentation on pediatric and neonatal respiratory care to include: embryonic development of the cardiopulmonary system, cardiopulmonary malformations, and lung disease as well as treatment modalities. This course will also cover the technical aspects of assessment including gestational age, APGAR scoring, Silverman scoring, equipment, and maintenance of pediatric/neonatal respiratory care devices, including mechanical ventilator systems. (F)

RCP265 Respiratory Care Skills Lab V 1

Prerequisites: RCP170, RCP210, and RCP225 (all courses must be completed with a grade of "C" or better) and reading proficiency

Respiratory Care Skills Lab V offers a skills laboratory session to enable the learner to observe and demonstrate the skills essential to pediatric and neonatal respiratory care. Students practice advanced level respiratory care procedures, with emphasis on special techniques used in the pediatric and neonatal populations in the clinical laboratory under simulated patient situations. Practice in the patient simulator laboratory is mandatory. (F)

RCP270 Respiratory Care Clinical IV 3

Prerequisites: RCP240, RCP245, RCP250, RCP260, and RCP265 (all courses must be completed with a grade of "C" or better) and reading proficiency

Respiratory Care Clinical IV includes application of respiratory care principles in the hospital setting. Competency in specialty areas such as homecare, PFT, EKG, cardiac stress testing, polysomnography, and neonatal and pediatric care practice will be covered. Students will practice advanced level respiratory care procedures in a variety of hospital settings. (S)

RCP290 N.B.R.C. Review 1

Prerequisites: RCP240, RCP245, RCP250, RCP260, and RCP265 (all courses must be completed with a grade of "C" or better) and reading proficiency

N.B.R.C. Review offers a comprehensive review of the major components of respiratory care as they apply to the National Board for Respiratory Care (N.B.R.C.) matrix for the entry-level and advanced practitioner exams. This course includes testing methodologies, strategies, evaluations, and simulated testing experiences; extensive simulated testing for entry-level, written, and clinical simulations is included. There will be an exit exam that must be passed with at least a grade of "C" before successful course completion and graduation from the program. (S)

RDG010 Basic Reading 2

Prerequisite: None. Mandatory placement for students who have a COMPASS reading score between 18-44. Students with no ACT score or those testing below 18 on the ACT reading placement test must take the COMPASS reading placement test. The ACT measures college-level achievement only, so it cannot place for remedial courses.

Basic Reading is an initial reading course with emphasis on word attack skills, basic reading comprehension skills, and basic vocabulary development. This course is a scheduled, individualized course requiring Learning Center attendance. (F,S,Su)

RDG020 Introduction to Reading 3

Prerequisite: RDG010 with a grade of "B" or better or mandatory placement for students who have a COMPASS reading score between 45-61. Students with no ACT score or those testing below 18 on the ACT reading placement test must take the COMPASS reading placement test. The ACT measures college-level achievement only, so it cannot place for remedial courses.

Introduction to Reading emphasizes reading techniques and an application of these techniques to a variety of texts, both fiction and non-fiction. This comprehensive reading program enhances reading rate, improves comprehension, expands vocabulary, and provides strategies for managing different types of reading materials. (F,S,Su)

RDG030 College Reading 3

Prerequisite: RDG020 with a grade of "C" or better or mandatory placement for students who have a COMPASS reading score between 62-80. Students with no ACT score or those testing below 18 on the ACT reading placement test must take the COMPASS reading placement test. The ACT measures college-level achievement only, so it cannot place for remedial courses.

College Reading emphasizes higher-level reading comprehension and retention with pre-, during-, and post-reading strategies in the study of a variety of texts, including multi-disciplinary textbooks, fiction and non-fiction. This is a comprehensive reading program that also enhances critical thinking skills and advanced vocabulary strategies. (F,S,Su)

**RDG031 College Reading:
Contextualized Studies in _____ 3**

Prerequisite: RDG020 with a grade of "C" or better or mandatory placement for students who have a COMPASS reading score between 62-80. Students with no ACT score or those testing below 18 on the ACT reading placement test must take the COMPASS reading placement test. The ACT measures college-level achievement only, so it cannot place for remedial courses. This section of College Reading is reserved for students who are interested in a field of study in _____, and they may be co-enrolled in courses in that field. College Reading emphasizes higher-level reading comprehension and retention with pre-, during-, and post-reading strategies in the study of a variety of texts, including multi-disciplinary textbooks, fiction and non-fiction. This is a comprehensive reading program that also enhances critical thinking skills and advanced vocabulary strategies. Fifty percent of the reading and vocabulary materials in this contextualized section will be related to the specified area of interest. (F,S,Su)

RNR225 Psychiatric Nursing 5

Prerequisites: BIO113, RNR233, RNR256, and RNR268 (all courses must be completed with a grade of "C" or better), reading proficiency, and current Missouri LPN license
Psychiatric Nursing teaches students knowledge and skills to meet the nursing needs of the mentally ill patient. Psychiatric facilities are used for observation and practice focusing on primary, secondary, and tertiary intervention. (S)

**RNR233 Nursing of Adults and
Children IV 10**

Prerequisites: PNE141, PNE162, PNE171, PNE172, PNE174, and PNE175 (all courses must be completed with a grade of "B" or better) and reading proficiency
Corequisite: RNR256
Nursing of Adults and Children IV explores the change in role from LPN to RN. In addition, the student acquires knowledge and skill in meeting the nursing needs of adults and children with alterations in selective body systems. General hospitals, clinics, pediatric facilities, and community agencies are utilized for pediatric and adult medical-surgical patients. (F)

RNR256 Nursing Trends 1

Prerequisites: PNE141, PNE162, PNE171, PNE172, PNE174, and PNE175 (all courses must be completed with a grade of "B" or better) and reading proficiency
Corequisite: RNR233
Nursing Trends explores selected topics related to the development of nursing practice and education, professional organizations, ethical and legal aspects, current issues and trends, and professional conduct. (F)

RNR268 Nursing of Adults and Children V 9

Prerequisites: BIO113, RNR233, and RNR256 (all courses must be completed with a grade of "C" or better), reading proficiency, and current Missouri LPN license
Nursing of Adults and Children V is a continuation of Nursing of Adults and Children IV and will provide knowledge and skills in meeting the nursing needs of adults and children with alterations in selective body systems. General hospitals, clinics, and community agencies are used for observation and practice for adult medical-surgical patients. (S)

SOC101 General Sociology 3

Prerequisite: Reading proficiency
General Sociology deals with the scientific study of group behavior. (F,S,Su,O)

SOC105 Introduction to Social Work 3

Prerequisite: Reading proficiency
Introduction to Social Work is designed for students who aspire to gain understanding of the social welfare system. The profession of social work, its value base, field of practice, and societal role will be examined. The history and development of the social work profession and current fields of social work practice will be introduced and explored. The obligation of professional social workers to promote social and economic justice on behalf of populations vulnerable to or oppressed by ethnocentrism, racism, sexual orientation, disability, ageism, or religious/spiritual affiliations is emphasized. (F,S,O)

SOC210 Alcohol, Drugs, and Society 3

Prerequisite: Reading proficiency
Alcohol, Drugs, and Society examines the medical, legal, and social aspects of alcohol and drug use. Medical aspects considered include treatment approaches and the role of physicians in controlling such behavior. In the legal realm, past and present alcohol and drug laws are explored. Cultural and social influences on alcohol and drug use are discussed. (F,S,O)

SOC240 Marriage and Family 3

Prerequisite: Reading proficiency
Marriage and Family explores the scientific developments (empirical, theoretical, and applied) which have occurred in the sociological research on courtship, mate selection, marriage, parenthood, family disorganization, divorce, and remarriage. (F,S,O)

SOC250 Social Disorganization 3

Prerequisite: Reading proficiency
Social Disorganization explores the scientific developments (empirical, theoretical, and applied) which have occurred in the sociological research on deviant behavior. (F,S,O)

SPD105 Oral Communication 3

Prerequisite: Reading proficiency
Oral Communication involves the student in both interpersonal (one-to-one) communication and public speaking. This course will require tests and activities demonstrating understanding of principles of interpersonal communication and speeches demonstrating skill in both informative and persuasive speaking. (F,S,O)

SPD105H Honors Oral Communication 3

Prerequisites: Honors Program admission and reading proficiency
Honors Oral Communication explores interpersonal, small, group, computer mediated, and public communication through a combination of collaborative learning strategies. Students will demonstrate understanding of personal communication concepts through Internet exploration, class discussions, and group projects and presentations. Students will learn to analyze personal communication competencies, identify challenges to effective communication, and devise strategies to manage the challenges. Public communication concepts will be demonstrated through informative and persuasive speech presentations. Honors Oral Communication fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both SPD105 and SPD105H toward graduation. (F)

SPD120 Theatre Appreciation 3

Prerequisite: Reading proficiency
Theatre Appreciation exposes the student to virtually all aspects of theatre, including theatre history, acting, directing, stagecraft, and play analysis. This course is required for speech and drama majors. (F,S,O)

SPD120H Honors Theatre Appreciation 3

Prerequisites: Honors Program admission and reading proficiency
Honors Theatre Appreciation uses a seminar format to study the history of theatre as seen through representative plays and playwrights and involves practical application of theatre conventions to allow students the opportunity to learn by doing. This course fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both SPD120 and SPD120H toward graduation. (S)

SPD130 Beginning Acting 3

Prerequisite: Reading proficiency
Beginning Acting provides the student with training in the elements of stage performance. This course will include exercises, discussion, performance, and critique in such areas as movement, improvisation, voice, ensemble acting, and character analysis. Beginning Acting is required for all theatre majors. (F)

SPD140 Stagecraft 2

Prerequisite: Reading proficiency
Stagecraft students learn, through laboratory experiences and lectures, the technical aspects of theatre, including scene design and construction, painting, rigging, lighting, sound, and property construction. Stagecraft may be repeated for a maximum of four credit hours. (F,S)

SPD175 Public Speaking 3

Prerequisite: Reading proficiency
Public Speaking develops the student's ability in the construction and delivery of informative, persuasive, and special occasion platform speeches. This is a preferred course for those going into teacher education. (F,S)

SPD186 Introduction to Television Production 3

Prerequisite: Reading proficiency
Introduction to Television Production is a survey of all the basic skills and disciplines necessary for television production. This course includes experience with studio and remote cameras, lighting, audio, producing, directing, video continuity, interviewing, and news. Introduction to Television students produce a 10-minute final project which combines the use of all skills of television production. Laboratory time is required. (F,S)

SPD198 Television Production Practicum 1

Prerequisites: SPD186 and reading proficiency
Television Production Practicum provides hands-on experience in TV production work for JCTV, Cable Channel 13. Television Production Practicum students, through practical experience, will apply the knowledge and skills learned in Introduction to Television Production. This course requires a minimum of three hours per week and may be repeated for a maximum of four credit hours. Laboratory time is required. (F,S)

SPD199 Theatre Practicum 1

Prerequisite: Reading proficiency
Theatre Practicum provides practical experience in performance or technical aspects of play production. This course may be repeated for a maximum of four credit hours. (F,S)

SPD286 Television Production II 3

Prerequisites: SPD186 and reading proficiency
Television Production II emphasizes individual production of short television features through the production techniques of planning, shooting, and editing. This course includes news packages, news features, commercials, and control room post production editing. (F,S)

SPD299 Broadcasting Internship 1

Prerequisites: SPD186 and reading proficiency
Broadcasting Internship allows students to pursue their own actual broadcast station experience to work and encounter techniques, disciplines, procedures, and operations of commercial television and radio stations in the metro area. (F,S)

SPN101 Beginning Spanish 5

Prerequisite: Reading proficiency
Beginning Spanish students develop fundamental Spanish oral and written skills. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (F,S,Su)

SPN102 Intermediate Spanish 5

Prerequisites: SPN101 or equivalent skills and reading proficiency
Intermediate Spanish students learn how to express themselves and communicate more effectively in Spanish. Labs are conducted online. Students who complete this course with a "C" or higher as their first Spanish course at Jefferson College will be eligible to receive five hours retroactive credit for the course bypassed (Beginning Spanish). Students who have completed two to four years of high school Spanish should inquire with the foreign language instructor for further details. Note: Many transfer institutions require three semesters of foreign language. (F,S)

SPN201 Spanish Grammar and Composition 3

Prerequisites: SPN102 or equivalent skills and reading proficiency
Spanish Grammar and Composition consists of a progressive review of grammatical constructions. The students will continue to develop their linguistic skills through both oral and written exercises. Note: Many transfer institutions require three semesters of foreign language. (D)

SPN253 Spanish Reading 3

Prerequisites: SPN201 or equivalent skills and reading proficiency
Spanish Reading students expand their reading skills and vocabulary and will be introduced to Hispanic literature. Note: Many transfer institutions require three semesters of foreign language. (D)

VAT101 Introduction to Veterinary Technology 3

Prerequisite: Admission to Veterinary Technology program
Pre-/corequisite: Reading proficiency
Introduction to Veterinary Technology orients students to career management as veterinary technicians and provides comprehensive instruction in professional ethics, electronic communications, business management, and public health interest. (F)

VAT102 The Veterinary Profession 5

Prerequisite: Reading proficiency
Corequisite: VAT103
The Veterinary Profession is designed to provide instruction in the functions of all members of the veterinary health care team and familiarize the student with the legal issues involved in these functions and in the veterinary practice. Also included is information about the serious safety topics facing veterinary professionals. Students are also instructed in basic communication and reception skills that are required in a small animal veterinary practice. A laboratory session provides experience in concepts taught in the classroom. (F)

VAT103 Animal Care 5

Prerequisite: Reading proficiency
Corequisite: VAT102
Animal Care introduces the student to techniques in basic handling and restraint needed to assist the veterinarian or veterinary technician in various clinical situations. The student is instructed in recognition of vital signs of animals and infectious diseases that cause deviation of these signs. Also included are tasks specific to veterinary assistants that include bathing and grooming, wound care, prescription filling, and basic nutrition. A laboratory session provides hands-on animal experience and practice of various techniques relevant to the profession of veterinary assistant. (F)

VAT106 Applied Pharmacology 3

Prerequisites: VAT101 and VAT113 (both courses must be completed with a grade of "C" or better) and reading proficiency
Applied Pharmacology provides the principles of pharmacy management, record keeping, and classification of drugs. This course also covers pharmacological concepts applicable to veterinary medicine, prescriptions, preparation of medication for dispensing, administration of medication, and interaction of drugs within various animal species. (S)

VAT107 Hospital Care 5

Prerequisites: VAT102 and VAT103 (both courses must be completed with a grade of "C" or better) and reading proficiency

Hospital Care instructs the veterinary assistant student in basic maintenance and disinfection of all facets of a small animal veterinary hospital and care of veterinary medical equipment. Included are the instruction of use of practice logs, and identification and sterilization of instruments used in a practice. A laboratory session provides practice of the various techniques taught in the classroom. (S)

VAT108 Clinical Applications 5

Prerequisites: VAT102 and VAT103 (both courses must be completed with a grade of "C" or better) and reading proficiency

Clinical Applications prepares the veterinary assistant student for actual duties involved in specific areas in the hospital. Included are instruction in sample collection, laboratory testing, radiology, administration of medication, and other tasks specific for nursing care and the surgical patient. A laboratory session is included to allow the student hands-on practice of techniques with live animals. (S)

VAT113 Principles of Clinical Medicine I 4

Prerequisite: Admission to Veterinary Technology program

Pre-/corequisite: Reading proficiency

Principles of Clinical Medicine I provides the student with a focus on practical veterinary nursing. Topics include medical terminology, elementary animal care, small animal and avian nutrition, medical math, and animal behavior. A laboratory session for this course provides hands-on animal experience. (F)

VAT114 Principles of Clinical Medicine II 4

Prerequisites: VAT101 and VAT113 (both courses must be completed with a grade of "C" or better) and reading proficiency

Principles of Clinical Medicine II further prepares the student for employment as a veterinary technician intern by providing the basics in medical and surgical nursing. Also introduced are areas of clinical pathology that include basic parasitology, hematology, and urinalysis. A laboratory session is included to provide practice for techniques learned in the classroom. (S)

VAT199 Veterinary Technology Internship 5

Prerequisites: VAT101, VAT106, VAT113, and VAT114 (all courses must be completed with a grade of "C" or better) and reading proficiency

Veterinary Technology Internship is a summer course that enables students to become acquainted with and more proficient in day-to-day clinical experiences under the direct supervision of cooperating veterinarians. A total of 420 clock hours is required for the technician internship. (Su)



VAT250 Veterinary Hospital Technology I 5

Prerequisites: VAT101, VAT106, VAT113, and VAT114 (all courses must be completed with a grade of "C" or better) and reading proficiency

Veterinary Hospital Technology I involves practical applications in preventative medicine and medical and surgical nursing, including pre-surgical preparation and post-surgical care of animals, induction and monitoring of anesthesia, and surgical assistance. An extensive laboratory session is included to practice techniques learned in the classroom. (F)

VAT252 Applied Radiology 2

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT263 (all courses must be completed with a grade of "C" or better) and reading proficiency

Applied Radiology is a lecture/laboratory course covering basic principles of radiation safety, preparing technique charts, positioning and radiographing domestic animal species, and processing films. Also included are the identification and solution of problems common in veterinary radiology. (S)

VAT256 Veterinary Hospital Technology II 5

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT263 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisites: VAT252 and VAT264

Veterinary Hospital Technology II is a lecture/laboratory course and is a continuation of Veterinary Hospital Technology I with concentration on general hospital skills, surgical technology, management practices, record keeping, and practical clinical experience. (S)

VAT258 Clinical Pathological Techniques 5

Prerequisites: VAT101, VAT106, VAT113, and VAT114 (all courses must be completed with a grade of "C" or better) and reading proficiency

Clinical Pathological Techniques is a lecture/laboratory course and continues those techniques taught previously with emphasis on hematology, clinical chemistry, and diagnostic procedures for body fluids, scrapings, and excretory samples. Parasite life cycles are also covered. (F)

VAT263 Equine Technology 2

Prerequisites: VAT101, VAT106, VAT113, and VAT114 (all courses must be completed with a grade of "C" or better) and reading proficiency

Equine Technology familiarizes the student with equine anatomy, physiology, nutrition, diseases, restraint, surgical procedures, nursing, clinical pathology, radiography, and grooming. A laboratory session is included to allow students practice of techniques learned in the classroom. (F)

VAT264 Laboratory Animal Technology 3

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT263 (all courses must be completed with a grade of "C" or better) and reading proficiency

Laboratory Animal Technology covers the care, anatomy, physiology, and common disease problems of laboratory and non-domestic animals and includes a laboratory session to cover the handling and common procedures in common species. Also covered is the consideration of the ethics of using animals as experimental models in the research laboratory. (S)

VAT265 Food Animal Technology 3

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT263 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisites: VAT252 and VAT264

Food Animal Technology is a lecture/laboratory course and familiarizes students with techniques employed in practices where domestic food animals are concerned. Topics include breed identification of various species, anatomy and physiology, nutrition, restraint, disease prevention, and medical and surgical nursing. (S)

WLD141 Gas and Beginning Arc Welding 5

Pre-/corequisite: Reading proficiency

Gas and Beginning Arc Welding deals with the oxyacetylene, brazing, and beginning shielded metal arc welding processes. (F,S)

WLD142 Advanced Arc Welding 5

Prerequisite: WLD141

Pre-/corequisite: Reading proficiency

Advanced Arc Welding deals with the practice of shielded metal arc welding in all positions and welding joint design. (F,S)

**WLD243 Gas Metal Arc Welding (MIG) 5**

Prerequisites: WLD142 and reading proficiency
Gas Metal Arc Welding (MIG) deals with the practice of gas metal arc welding in all positions as well as inspection and testing procedures. Plasma arc cutting is also included. (F,S)

WLD244 Gas Tungsten Arc Welding (TIG) 5

Prerequisites: WLD243 and reading proficiency
Gas Tungsten Arc Welding (TIG) deals with TIG principles and develops skill in inert gas-arc welding. Included are tungsten inert gas welding (TIG) as well as inspection and testing of welded joints. (F,S)

WLD245 Advanced Welding Techniques I 5

Prerequisites: WLD244 and reading proficiency
Advanced Welding Techniques I deals with the practice of oxyacetylene welding and shielded metal arc welding of black pipe. This course also includes joint preparation and joint design. (F,S)

WLD246 Advanced Welding Techniques II 5

Prerequisites: WLD245 and reading proficiency
Advanced Welding Techniques II deals with the practice of gas metal arc welding (MIG) and gas tungsten arc welding (TIG) of pipe. This course also includes joint preparation and joint design. (F,S)

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Coursework
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M.S., Kennedy-Western University
Coursework
University of Missouri-Kansas City

Maryanne Angliongto

Physical Science Lab Instructor
A.S., ITT Technical Institute
B.S., University of California-Los Angeles
M.S., California State University-Los Angeles

Vivian Aubuchon

Instructor of Biology
B.S., Southern Illinois University-Edwardsville
M.S., Southern Illinois University-Edwardsville

Nicole Bach

Associate Professor of Spanish
M.A., Saint Louis University
Coursework
University of Missouri-St. Louis

Joyce A. Banjac

Vice President of Academic Affairs &
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Ph.D., The University of Akron

Mary Baricevic

Professor of Business
B.S.B.A., Saint Louis University
B.A., Saint Louis University
Master of Prof Accounting, Saint Louis University
Ph.D., Saint Louis University

Roger A. Barrentine

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A.A., Jefferson College
B.A., Mississippi State University

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B.S., Missouri Baptist University
M.S.Ed., Missouri Baptist University

Steven Berkel

Associate Professor of Culinary Arts/
Chef Training in Area Technical School
The Culinary Institute of America

Sean Birke

Professor of Chemistry
B.A., Occidental College
M.S., University of Wisconsin
Coursework
University of Missouri-Columbia

Janie Love Blum

Professor of Business Information Technology
B.S., Southeast Missouri State University
Coursework
Southeast Missouri State University

Timothy Boehme

Associate Professor of English
B.A., Southeast Missouri State University
M.A., Southeast Missouri State University
Ph.D., Southern Illinois University-Carbondale

Brian Bolle

Director of Administrative Computing
B.S., Southeast Missouri State University

Kenneth Boning

Associate Professor of Teacher Education
Ph.D., Saint Louis University

Michael Booker

Professor of Philosophy
M.A., University of Tennessee
Ph.D., University of Tennessee

Gary Boyher

Professor of Automotive Technology
B.S., Southwest Missouri State University
Master Automobile Technician, National
Institute for Automotive Service Excellence
Advance Level Specialist, National Institute for
Automotive Service Excellence

Victoria Brown

Professor of Level I Nursing/LPN Coordinator
B.S.N., Loretto Heights College
M.S.N., University of Texas-El Paso
Adult Nurse Practitioner, Jewish Hospital
College of Nursing & Allied Health

Leslie Buck

Associate Professor of Psychology
B.S., Southeast Missouri State University
M.Ed., University of Oklahoma

Mark Byington

Associate Professor of Criminal Justice
A.A., Mineral Area College
B.S., Southeast Missouri State University
M.P.A., City University

Amy Call

Instructor of English
M.A., Southern Illinois University-Carbondale

Joseph Candela

Assistant Professor of Welding
A.A.S., St. Louis Community College-
Florissant Valley
A.A., St. Louis Community College-
Florissant Valley
B.A., National Labor College
M.Ed., Lindenwood University

Samuel Carel

Head Coach of Baseball
Associate Professor of Physical Education
B.S., Missouri State University
M.Ed., Missouri State University

Blake Carroll

Professor of Art
B.F.A., Kansas City Art Institute
M.F.A., Boston University

Clifton W. Castle

Professor of Physics
B.A., Augustana College
M.S., Drake University

Scott Cazadd

Instructor of Business
M.B.A., University of Missouri-St Louis
CPA

Elizabeth Check

Dean of Career & Technical Education
B.A., Southwest Minnesota State College
M.P.A., University of Wisconsin Oshkosh

Glenn Coats

Professor of Residential Carpentry in
Area Technical School
Journeyman's Certificate, United Brotherhood of
Carpenters & Joiners of America
B.S., Western Illinois University
M.Ed., The University of Idaho
Coursework
Central Missouri State University
Murray State University

Anthony Cook

Head Coach of Softball
Assistant Professor of Building Repair in
Area Technical School
A.A., Jefferson College
B.S., Southeast Missouri State University

Norma Cooper

Respiratory Therapy Program Director
A.A.S., Jefferson College
B.H.S., University of Missouri-Columbia
 Coursework
University of Missouri-St. Louis

Christy Cornelius

Professor of Child Care/
 Early Childhood Education
B.S., Iowa State University
M.A., Webster University
 Coursework
Central Missouri State University
Southeast Missouri State University

Raymond V. Cummiskey

President
B.A., Park College
M.A., University of Missouri-Kansas City
Ed.S., University of Missouri-Kansas City
Ph.D., University of Missouri-Kansas City

Melissa Curfman-Falvey

Biology Science Lab Instructor
B.S., Southern Illinois University-Carbondale

Rhonda Dahlberg

Director of Nursing
B.S.N., Bradley University
M.A., Lindenwood University
M.S.N., Maryville University-St. Louis
 Coursework
Texas Woman's University

Shirley Davenport

Division Chair of Communication & Fine Arts
B.A., Southeast Missouri State University
M.A., Southeast Missouri State University
 Coursework
Southeast Missouri State University
Southern Illinois University-Carbondale
University of Missouri-Columbia
University of Missouri-St. Louis
University of Nebraska-Lincoln

Christopher DeGeare

Instructor of Computer Information Systems
A.A.S., Jefferson College
B.S., ITT Technical
M.E.D., University of Missouri-Columbia

Charlotte Dunn

Professor of Level II Nursing
B.S.N., Webster University
M.S.N., Webster University

Robin Duntze

Professor of Veterinary Technology
D.V.M., University of Missouri-Columbia

Robert Duy

Nursing Clinical Coordinator
B.S., Southeast Missouri State University
B.S.N., Southeast Missouri State University

Jacalyn Eberhart

Professor of Health Services in
 Area Technical School
A.A.S., Eastern Iowa Community College
B.S.N., University of Dubuque
M.S.N., University of Missouri-St. Louis
 Coursework
Central Missouri State University
Lindenwood University
University of Missouri-St. Louis

Elizabeth Ebert

Instructor of Reading
M.A., University of Missouri-St. Louis

Rebecca Ellison

Associate Professor of Speech & Drama
B.S., Southern Illinois University-Carbondale
M.A., Indiana University
Ph.D., University of Missouri-St. Louis
 Coursework
University of Missouri-St. Louis

Gabrielle Everett

Professor of History
B.A., Lyon College
M.A., Arkansas State University
S.C.C.T., Arkansas State University
 Coursework
University of Mississippi

Anna Fabatz-Emerick

Director of Residential & Student Life
B.S., Montana State University-Northern
M.A., Southeast Missouri State University

Kimberleigh Foster

Biology/Chemistry Lab Instructor
B.S., Southeast Missouri State University
M.N.S., Southeast Missouri State University

Julie Fraser

Dean of Student Services
B.S., Iowa State University
M.S., Iowa State University

Stuart Frew

Radiologic Technology Program Director

Sandra Frey

Division Chair of Social Science
B.S.Ed., University of Missouri-Columbia
M.Ed., University of Missouri-St. Louis
 Coursework
University of Missouri-St. Louis

LeAnn Glass

Instructor of Nursing

Ryan Groeneman

Professor of Chemistry
B.S., Southern Illinois University-Edwardsville
Ph.D., University of Missouri-Columbia

Richard H. Hardin, Jr.

Controller
B.S., Southeast Missouri State University
 CPA

Kimberly Harvey

Director of Admissions & Student Records
A.A., St. Louis Community College-Meramec
B.S., Southern Illinois University-Carbondale
M.B.A., Southern Illinois University-Carbondale
Ph.D., University of Missouri-St. Louis
 Coursework
University of Nebraska-Lincoln

B. Ray Henry

President Emeritus
B.A., Southeast Missouri State University
M.A., University of Missouri-Columbia
Ed.D., University of Missouri-Columbia

Bryan Herrick

Director of Business & Community Development
B.S., Southwest Missouri State University
M.Ed., University of Missouri-Columbia

Deb Higginbotham

Director of Payroll Services
A.A., Jefferson College
B.S., Maryville College

Elizabeth Hollander

Professor of History
B.A., University of Denver
M.A., Columbia University
Diploma, London School of Economics
 Coursework
University of Wyoming

Scott Holzer

Professor of History
M.A., University of Mississippi
Ph.D., University of Mississippi

Linda Hoppe

Professor of Mathematics
B.A., Webster University
M.A.T., Webster University
M.S., Southern Illinois University-Edwardsville
Coursework
Saint Louis University

Ron Hovis

Professor of Applied Communications in
 Area Technical School
M.A., University of Missouri-St. Louis

Tracy James

Director of Information Technology
A.A.S., Computer Information Systems,
Jefferson College
A.A.S., Electronics, Jefferson College

Kathy Johnston

Director of Advising & Retention Center
B.S., Missouri Baptist University
M.S., Missouri Baptist University
M.A., Southern Illinois University-Edwardsville

John Johnny

Associate Professor of Mathematics
B.S., University of Kerala, Kerala, India
M.A. Webster University
M.S., University of Kerala, Kerala, India
Certificate of Specialization-Web Development,
St. Louis Community College
Coursework
Converse College
Missouri Baptist University

Deborah Jokerst

Academic Fieldwork Coordinator/
 Assistant Professor of Occupational Therapy
 Assistant Program
B.A., Maryville University
B.O.T., Maryville University
M.H.S., University of Indianapolis

William Kaune

Instructor of Heating, Refrigeration, and
 Air Conditioning Technology
A.A., Jefferson College

Amy Kausler

Professor of Psychology
A.A., Jefferson College
B.A., Saint Louis University
M.A., University of Missouri-St. Louis
Ph.D., University of Missouri-St. Louis

Terry Kite

Assistant Professor of Teacher Education
A.A., Jefferson College
B.S.Ed., Central Methodist University
M.E., University of Missouri-St. Louis
Coursework
Lincoln University
Lindenwood University
Southwest Baptist University
University of Missouri-St. Louis

Constance Kuchar

Associate Professor of Mathematics
B.S.Ed., University of Missouri-St. Louis
M.A., Saint Louis University
Coursework
Central Missouri State University
Converse College
Saint Louis University
University of Nebraska-Lincoln

Kathy Kuhlmann

Director of Financial Records
B.S., University of Missouri-St. Louis
CPA

Shanie Latham

Instructor of English
B.A., University of Houston-Clear Lake
M.F.A., Southern Illinois University-Carbondale
Coursework
University of Houston

Dedric Lee

Associate Professor of Political Science
A.A.S., Jones County Junior College
B.S., The University of Southern Mississippi
M.A., History, Arkansas State University
M.A., Political Science, Arkansas State University

Betty Linneman

Director of Learning Services
B.S., University of Missouri-St. Louis
M.A., University of Missouri-St. Louis
Coursework
St. Louis Community College

Janet Loida

Academic Coordinator of Clinical Education/
 Assistant Professor of Physical Therapist Assistant
 Program
B.S., Physical Therapy, Saint Louis University

Diane Marquart

Assistant Professor of Mathematics
B.A., Old Dominion University
B.S.Ed., Old Dominion University
M.S., Old Dominion University

Lisa Martin

Occupational Therapy Assistant Program
 Director/Instructor
M.S.O.T., Washington University

Richard Marty

Instructor of Law Enforcement Academy
B.A., Webster University

Dena McCaffrey

Director of Outreach & Education Sites
B.S., Fontbonne University
M.B.A., Saint Louis University
Coursework
Saint Louis University

Charles McClain

President Emeritus
B.A., Southwest Missouri State University
M.A., University of Missouri-Columbia
Ed.D., University of Missouri-Columbia

Matthew A. McCready

Professor of Instrumental Music
B.M.E., Ohio State University
M.Mus., University of Michigan
D.Mus., Indiana University

John McDaniel

Instructor of Automation & Electrical
 Control Systems
A.A.S., Jefferson College
B.S., Bellevue University

Patricia McDaniel

Associate Professor of Biology
B.S., Southeast Missouri State University
M.S., Southeast Missouri State University
Ph.D., Saint Louis University

Michael McKinney

Instructor of Computer Integrated
 Manufacturing
Certificate, Machine Tool Technology,
Jefferson College
Coursework
Southeast Missouri State University

David McNair

Assistant Professor of Computer
 Information Systems
B.A., Wichita State University
M.M., Wichita State University
M.Ed., Instructional Technology-American
Intercontinental University
Coursework
St. Louis Community College
The Metropolitan Community College

Beverly Meyers

Professor of Mathematics
Certificate, St. Louis Community College
A.A.S., St. Louis Community College
B.A., University of Missouri-St. Louis
M.Ed., University of Missouri-St. Louis
M.A.T., Webster University
Coursework
Fontbonne College
Harris-Stowe
Washington University

Leah Miley

Professor of Level I Nursing
B.S.N., Union College
M.S.N., University of Missouri-Kansas City
Coursework
Southeast Missouri State University
University of Missouri-St. Louis

Dora Mitchell

Professor of Biology
A.A., Mineral Area College
B.S., Southwest Missouri State University
M.S., Southwest Missouri State University
Coursework
University of Missouri-St. Louis

Earl Neal

Instructor of EMT/Paramedic
Coursework
Fontbonne University

Dana Ann Nevois

Director of Veterinary Technology
A.A., Jefferson College
A.A.S., Jefferson College
B.S., Missouri Baptist University
M.B.A., Missouri Baptist University
Coursework
Central Missouri State University

Nicholas M. Nihira

Assistant Professor of Art
B.F.A., Columbus College of Art and Design
M.F.A., Washington University-St. Louis

Chuck Nitsch

Assistant Professor of Building Trades in
Area Technical School
A.A.S., St. Louis Community College
Coursework
Southeast Missouri State University

Sheba Nitsch

Associate Professor of Applied Communications/
English in Area Technical School
B.S.Ed., Southeast Missouri State University
M.A., Southeast Missouri State University
Coursework
Central Missouri State University
University of Missouri-St. Louis

Mary Beth Ottinger

Division Chair of Business &
Technical Education
M.Ed., University of Missouri-St. Louis
Ph.D., University of Missouri-St. Louis

Natalie Palmer

Instructor of Level II Nursing/RN Program
Coordinator
A.S.N., Barnes-Jewish College
B.S.N., Barnes-Jewish College
M.S.N., University of Missouri-St. Louis

John Pleimann

Professor of English
B.A., University of Missouri-St. Louis
M.A., University of Missouri-St. Louis
M.F.A., University of Missouri-St. Louis
Coursework
Southern Illinois University-Edwardsville

Tamela Reaves

Assistant Professor of Teacher Education
M.S., Southwest Baptist University

Carleen Roberts

Veterinary Technology Lab Assistant
A.A.S., Jefferson College
B.P.S., Missouri Baptist University
Coursework
University of Central Missouri

Robert Rodden

Assistant Professor of Metal Fabrication in
Area Technical School
Certificate, Welding, Jefferson College
A.A.S., Jefferson College

Skyler Ross

Associate Professor of Mathematics
B.S., The University of Maine
M.A., The University of Maine
Coursework
Converse College
Missouri Baptist University
University of Missouri-St. Louis

Cindy Rossi

Professor of Business Management
M.B.A., Fontbonne College
Ph.D., Saint Louis University
Coursework
Central Missouri State University
Lindenwood University
Saint Louis University
University of Missouri-Columbia
University of Missouri-St. Louis

Brandon Russell

Director of Area Technical School
M.S., University of Central Missouri
Ed.S., University of Central Missouri

Diane Scanga

Director of Public Safety Programs
A.A.S., St. Louis Community College
B.A., Columbia College
M.B.A., University of Phoenix
Coursework
F.B.I. Academy-Quantico, VA
University of Missouri-St. Louis
University of Virginia

Thomas Schuessler

Professor of Physical Science
B.S., Washington University
M.A.T., Webster University
Coursework
Webster University

Melinda Selsor

Dean of Arts and Science Education
B.S.Ed., Southeast Missouri State University
M.A., Southeast Missouri State University
Ph.D., University of Missouri-St. Louis

Imran Shah

Instructor of Mathematics
B.S.Ed., Hogeschool van Utrecht, Netherlands
M.S.Ed., Hogeschool van Utrecht, Netherlands

Maryann Shrader

Associate Professor of Level I Nursing
M.S.N., University of Missouri-Kansas City
Coursework
DePaul School of Nursing
Saint Louis University

Gregory Simos

Instructor of Computer Information Systems in
Area Technical School
B.S., Saint Louis University

Mark Smreker

Manager of Web Development
B.S., Missouri Western State College
M.S., The University of Texas at Austin

Marialana Speidel

Assistant Professor of Biology
A.A., Jefferson College
B.S., University of Missouri-St. Louis
M.S., University of Missouri-St. Louis
Coursework
Missouri Baptist University

Andrea St. John

Professor of English
A.B., University of Missouri-Columbia
M.A., University of Missouri-Columbia
M.A.S., The Johns Hopkins University
Ph.D., University of Miami

Aida Steiger

Head Coach of Volleyball
Instructor of Health & Physical Education
A.A., Jefferson College
B.A., Saint Louis University
M.S.Ed., Missouri Baptist University
Coursework
United States Sports Academy

Douglas Stotler

Director of Athletics
B.A., Maryville University
M.S., Southern Illinois University-Edwardsville

Tom Struckhoff

Station Manager
B.J., University of Missouri-Columbia

Roger Tackette

Assistant Professor of Speech & Drama
M.F.A., Lindenwood University

Susan Todd

Professor of English
B.A., Saint Louis University
M.A., University of Missouri-St. Louis
Coursework
Indiana Wesleyan University
Jefferson College
University of Missouri-Columbia
University of Missouri-St. Louis

Edward Tomaszekiewicz

Director of Buildings & Grounds

Rick Turley

Vice President of Finance & Administration
B.A., University of Missouri-St. Louis
M.S., University of Missouri-Columbia
Ph.D., University of Missouri-St. Louis

Gerard Uhls

Associate Professor of Automotive Technology
A.A., St. Louis Community College
B.S., Southern Illinois University-Edwardsville
Master Automobile Technician, National
Institute for Automotive Service Excellence

Joel Vanderheyden

Associate Professor of Music
B.A., University of Minnesota-Morris
M.Mus., University of Maryland-College Park
D.Mus., University of Iowa

Niki Vogelsang

Program Director of Health Information
Technology/Instructor
B.H.I.M., Saint Louis University

Laniece Wagner

Associate Professor of Early Childhood
Education
B.S.Ed., Southwest Missouri State University
M.Ed., University of Missouri-St. Louis
Coursework
East Central College
Missouri Baptist University
Southeast Missouri State University

Allan Wamsley

Director of JC Online & Instructional
Technology
B.S., Culver-Stockton College
M.Ed., University of Missouri-Columbia

Jeffery Watson

Director of Clinical Education/Assistant
Professor of Respiratory Therapy Program
B.S., University of Central Arkansas

Bridget Webb

Physical Therapist Assistant Program Director
B.E.S., Saint Louis University
M.P.T., Saint Louis University

Susan Welch

Instructor of Sociology
M.S.W., Saint Louis University
L.C.S.W., State of Missouri

Tasha Welsh

Director of Human Resources
A.A., Jefferson College
B.A., University of Missouri-St. Louis
M.B.A., Missouri Baptist University

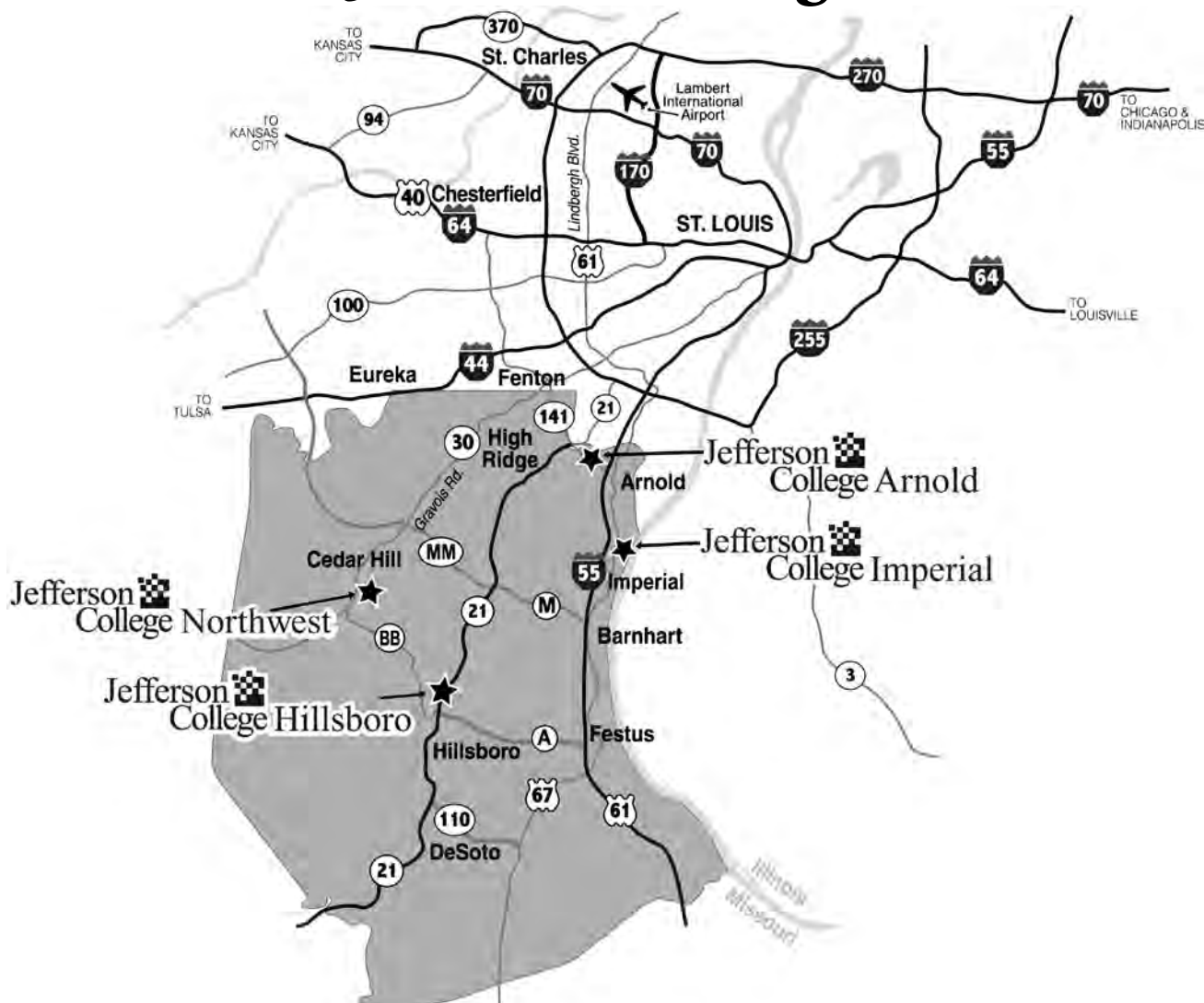
Wesley Whitfield

Instructor of Chemistry
M.S., Florida State University

Lisa Wolfe

Director of Library Services
B.F.A., Maryville University
M.A., University of Missouri-Columbia

Where is Jefferson College located?



HILLSBORO (1000 Viking Drive)

Directions from I-270:

Take Tesson Ferry (Highway 21) (Exit 2) south approximately 23 miles (toward Hillsboro) to campus on right. Turn right on Hayden Road & then left on Jefferson College Drive. The college will be on the right within one quarter mile.

OR from I-55:

Take Exit 175 at Festus & go west on Highway A for approximately 11 miles. Travel through the intersection at Highway 21 to Jefferson College Drive and turn right. The College will be on the left within one quarter mile.

NORTHWEST (6471 Cedar Hill Road)

Directions from I-270:

Take Highway 30 west 19 miles, turn left on Missouri Route BB, and go one-half mile to Cedar Hill Rd. on the left. Half mile to school on the left.

ARNOLD (1687 Missouri State Road)

Directions from I-270:

Take I-55 south to Hwy 141 (exit 191). Go right on Hwy 141 to second stoplight (Astra Way). Turn left at Astra Way to stop sign. Go across Missouri State Road onto the campus of the Jefferson County Library and the Arnold Recreation Center. Follow the winding road past the Library and Recreation Center, continuing to the right past the stop sign, around to the College at the top of the hill.

IMPERIAL (4400 Jeffco Boulevard)

Directions from I-55:

Take the Richardson Road/Vogel Road exit and travel east to the intersection of Jeffco Blvd. Turn right (south) and Jefferson College Imperial will be on your left within 1.2 miles.

Facilities – Hillsboro Campus

The **Library-Administration Building** offers classrooms, offices, and computer labs. In the original two-story portion of the building are the Library, Learning Center, Testing Center,



Disability Support Services, the Faculty Center for Teaching and Learning, Institutional Research and Planning, and the Jefferson County History Center. The north wing has offices for the President, Institutional

Advancement, Business and Community Development, Public Relations and Marketing, Human Resources, Learning Resources, Continuing Education, and the Business Office.

The sprawling **Career & Technical Education Building** contains 75,246 square feet of classrooms, offices, and laboratories. Equipment representing the latest advancements in technology is available to students.



The **Field House** complex provides facilities for physical education and intramural and intercollegiate sports, including an Olympic-size indoor pool. The building is also used for cultural and social programs throughout the year.



Many cultural activities are held in the **Fine Arts Building** with its unique indoor-outdoor stage. The outdoor theater is the site of full-scale musical theater productions and concerts, and the beautiful indoor theater is busy year-round with plays, concerts, meetings, and festivals. The building also houses two small amphitheatres and practice rooms for the music department, art studios, and a handsome two-story gallery for displays by residents and visiting artists.



The **Technology Center**, a 43,000 square foot, three-level structure featuring a center atrium design, houses state-of-the-art facilities, Math and Writing Labs, and equipment for several high-tech programs.

The majority of liberal arts classes are held in the **Arts and Sciences I Building**. Comfortable, well-lighted classrooms and fully-equipped science and language laboratories are located there as well as a student lounge. Lecture halls accommodate larger groups, and the intimate Little Theatre is often used for studio theater productions, musical programs, films, and lectures.



Arts and Sciences II includes the Instructional Support Center, a microcomputer laboratory, a greenhouse, JCTV studios, general purpose classrooms, faculty offices, and a student lounge.

When students attend classes, their second home is the **Student Center**. From registration to Commencement, Student Services provides educational information and

guidance on everything from financial aid to career choices. The main floor is the “one-stop shop” for student needs. The cafeteria provides great food and refreshments, a giant screen TV, wireless Internet, and plenty of room for socializing.

The cafeteria is located on Level I with the Viking Room and the College Bookstore. The top floor of the building is occupied by the Advising and Retention Center, Student Development, and Student Support Services. Student Senate also has an office on the top floor.

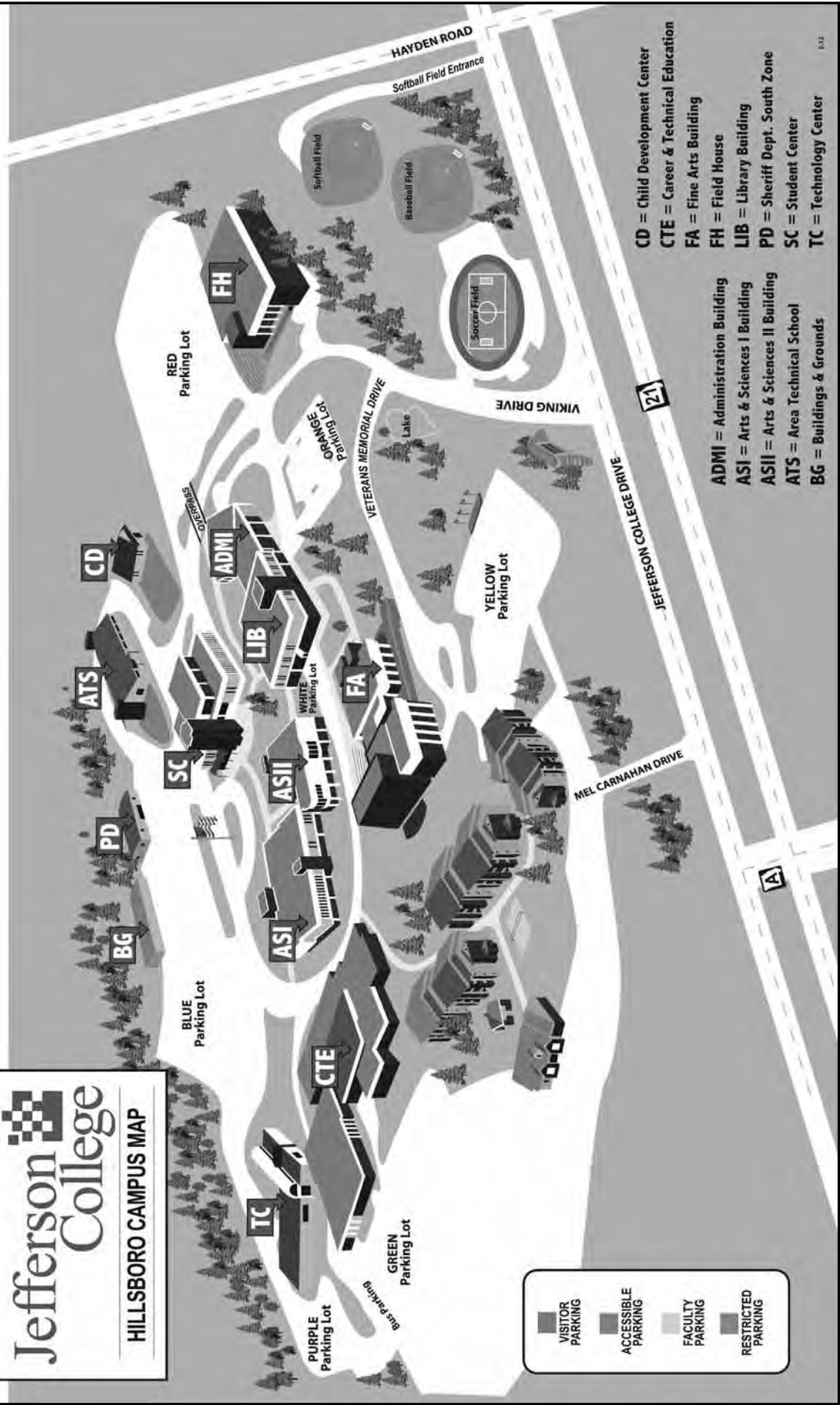


Many of the high school students enrolled in the **Area Technical School** at the College attend classes in the Area Technical School building. The Area Technical School building, completed in the summer of 1999, consists of



32,709 square feet on two levels and includes classrooms, laboratories, and offices for several technical programs available to area high school students enrolled through 11 public high schools in Jefferson College's service area.

Hillsboro Campus Map

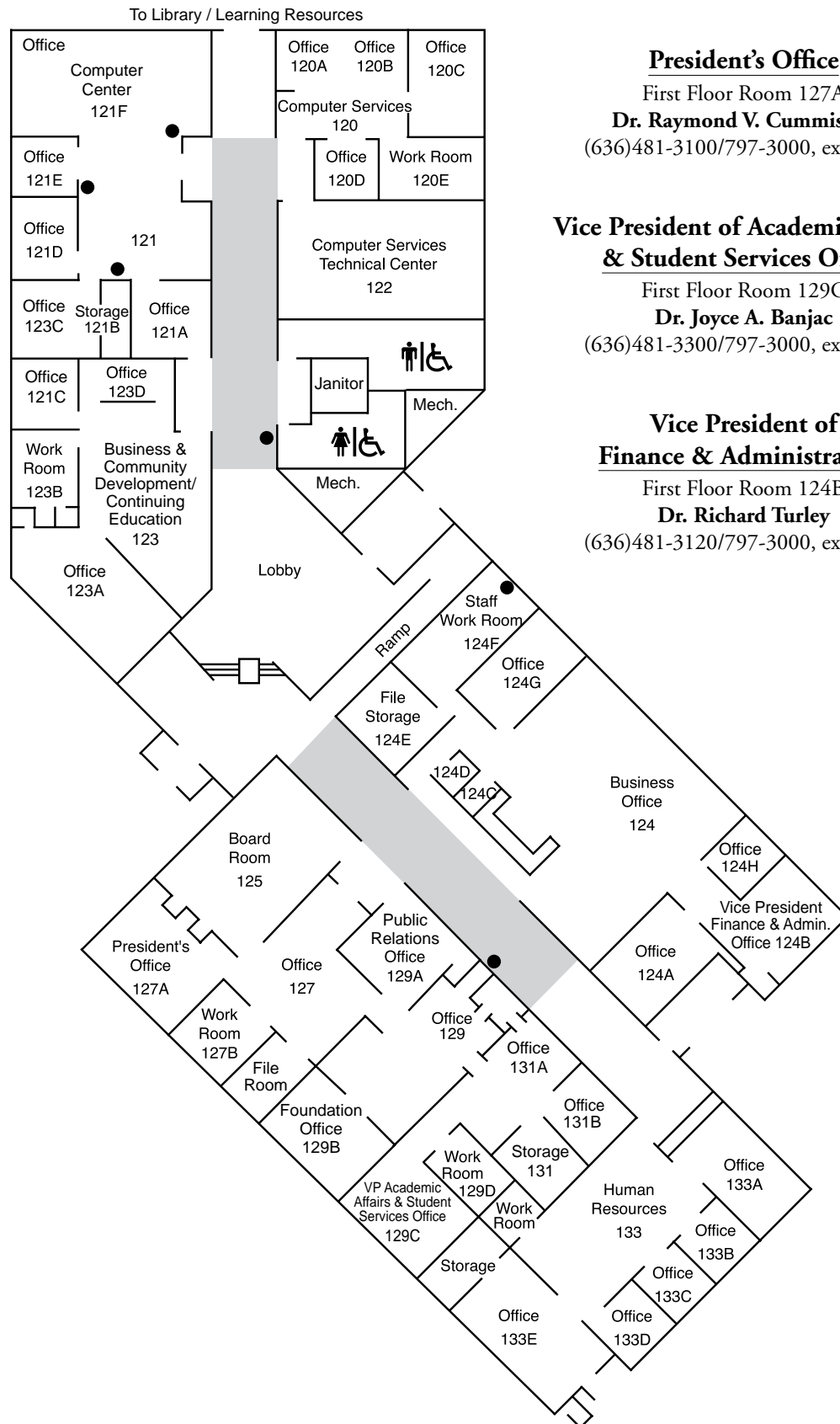


- CD = Child Development Center
- CTE = Career & Technical Education
- FA = Fine Arts Building
- FH = Field House
- LIB = Library Building
- PD = Sheriff Dept. South Zone
- SC = Student Center
- TC = Technology Center
- ADMI = Administration Building
- ASI = Arts & Sciences I Building
- ASII = Arts & Sciences II Building
- ATS = Area Technical School
- BG = Buildings & Grounds

Administration Building (ADM)

Storm Safe Area Shaded

● = Fire Extinguisher



President's Office

First Floor Room 127A

Dr. Raymond V. Cumiskey

(636)481-3100/797-3000, ext. 3100

Vice President of Academic Affairs & Student Services Office

First Floor Room 129C

Dr. Joyce A. Banjac

(636)481-3300/797-3000, ext. 3300

Vice President of Finance & Administration

First Floor Room 124B

Dr. Richard Turley

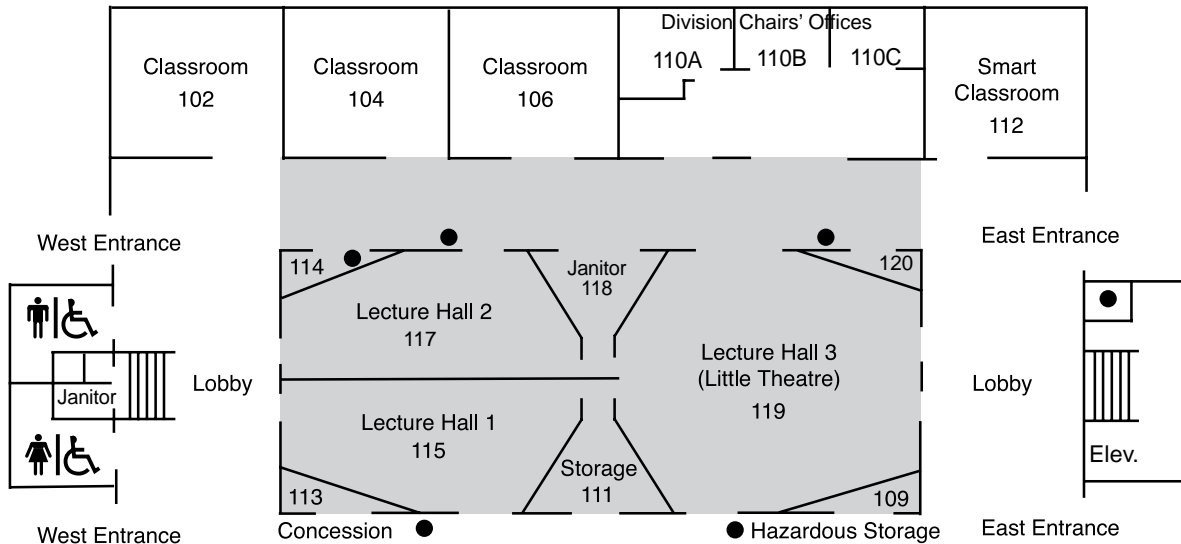
(636)481-3120/797-3000, ext. 3120

Arts & Sciences I (ASI)

Storm Safe Area Shaded

● = Fire Extinguisher

First Floor



Division Chairs' Offices

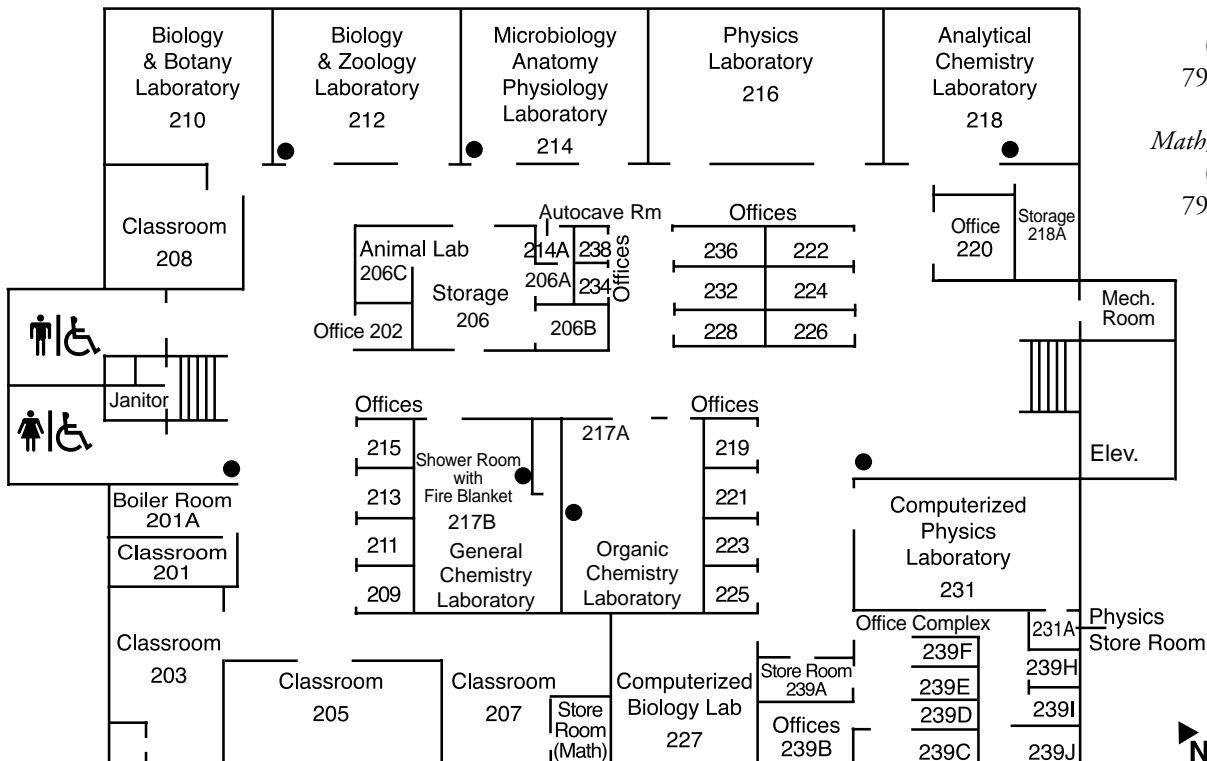
First Floor Room 110

Ms. Shirley Davenport
Communication and Fine Arts
 (636)481-3333/
 797-3000, ext. 3333

Ms. Sandy Frey
Social Science
 (636)481-3348/
 797-3000, ext. 3348

Math, Science, and Business
 (636)481-3337/
 797-3000, ext. 3337

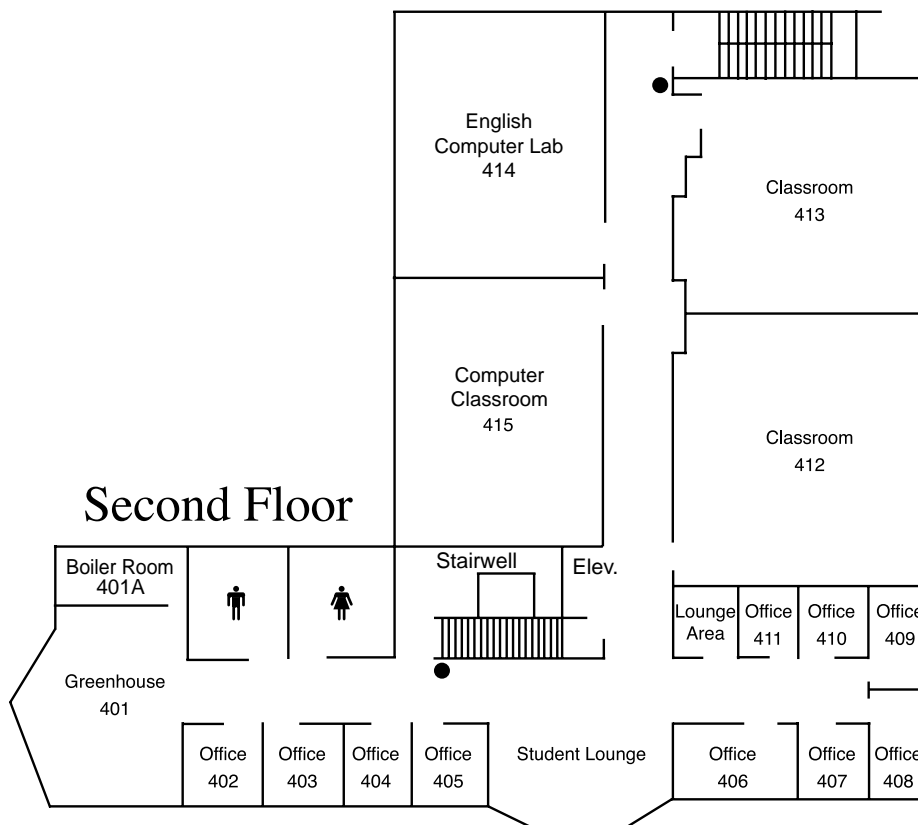
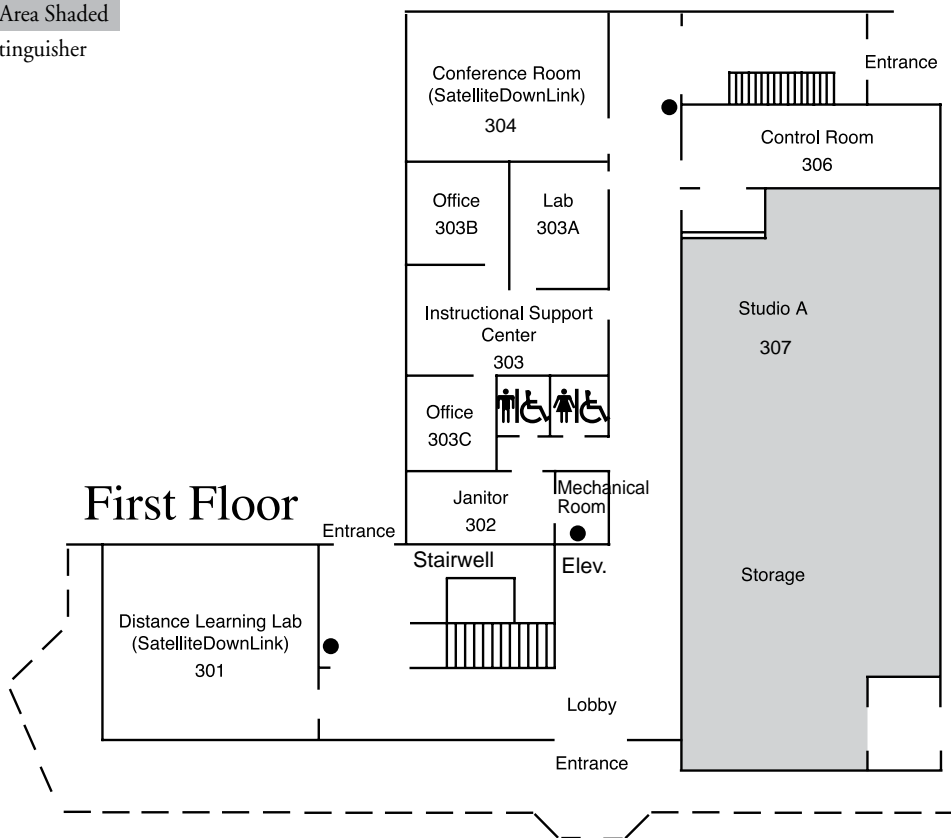
Second Floor



Arts & Sciences II (ASII)

Storm Safe Area Shaded

● = Fire Extinguisher

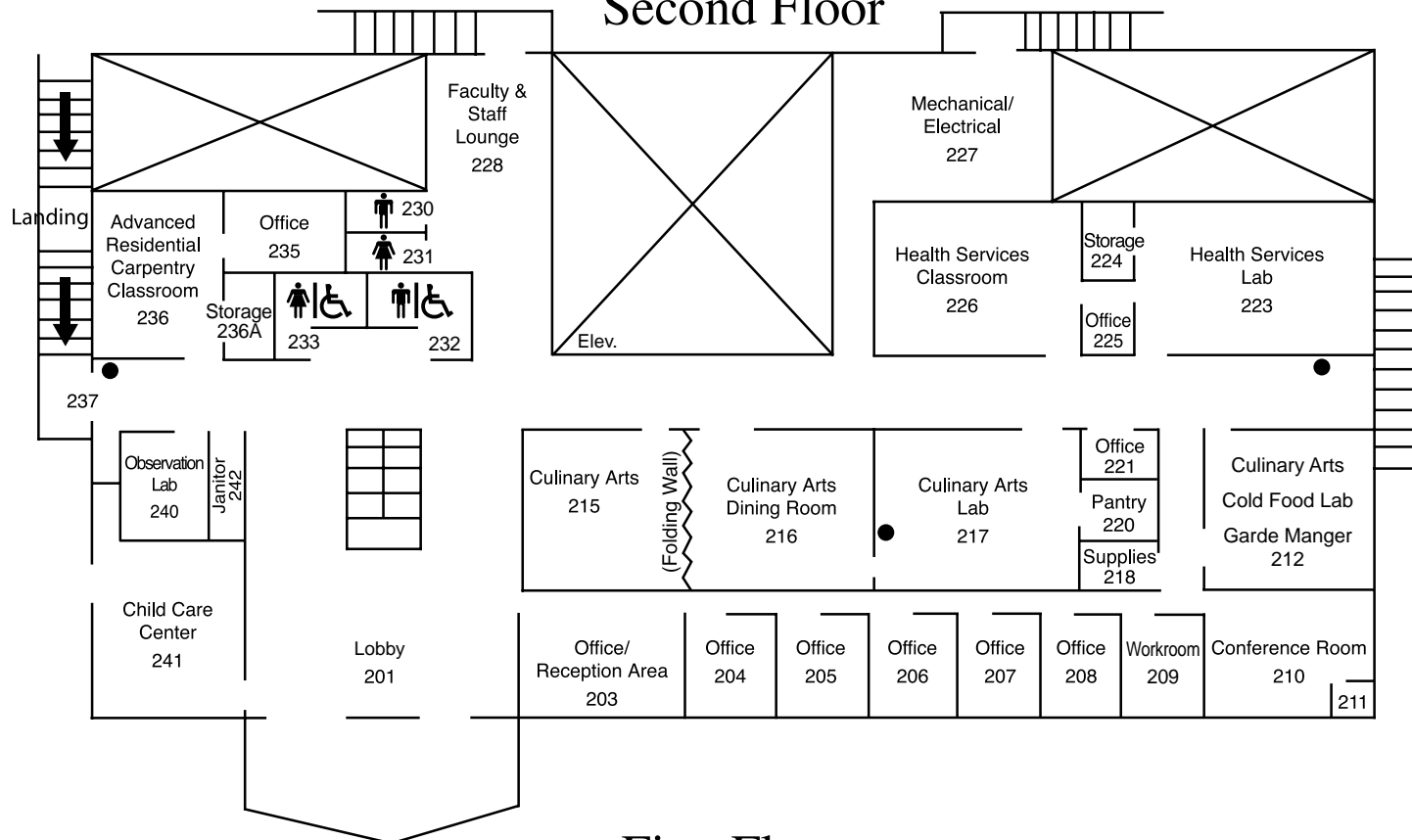


Area Technical School (ATS)

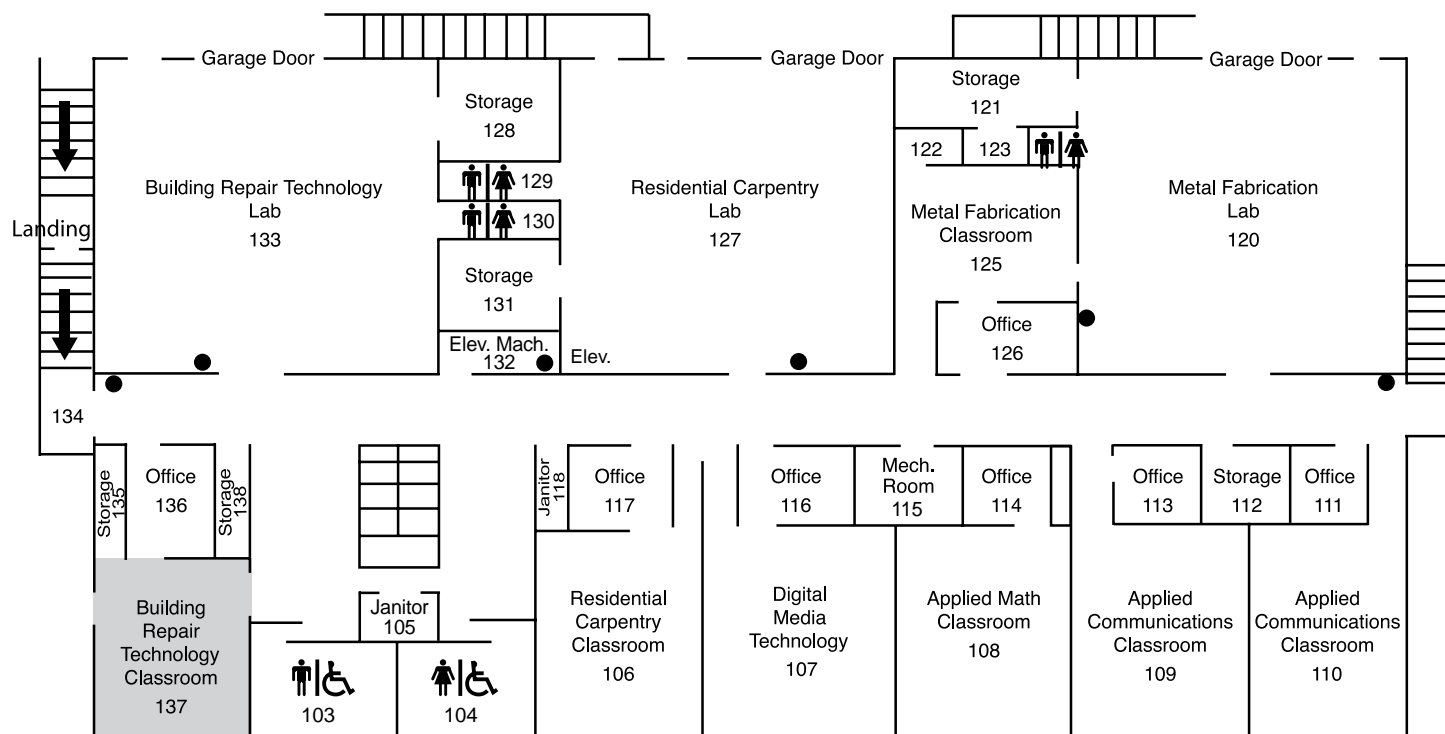
Storm Safe Area Shaded

● = Fire Extinguisher

Second Floor



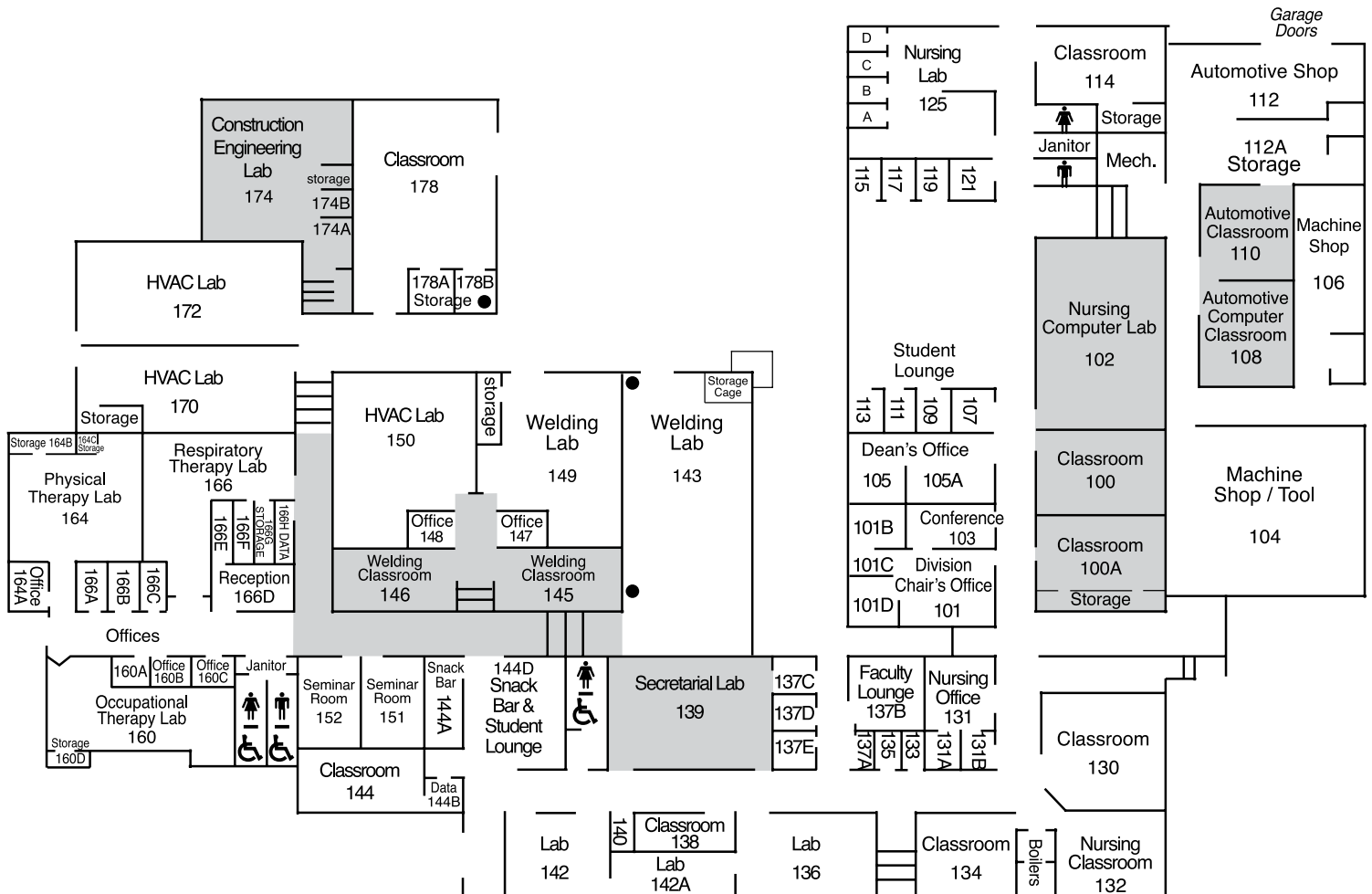
First Floor



Career & Technical Education (CTE)

Storm Safe Area Shaded

● = Fire Extinguisher



Dean's Office

First Floor Room 105

Ms. Elizabeth Check

Dean of Career and Technical Education

(636)481-3400/797-3000, ext. 3400

Division Chair's Office

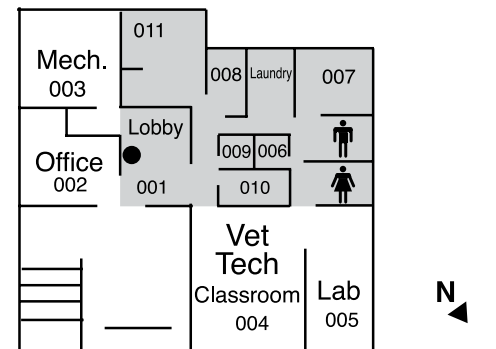
First Floor Room 101

Dr. Mary Beth Ottinger

Business and Technical Education

(636)481-3467/797-3000, ext. 3467

Lower Level

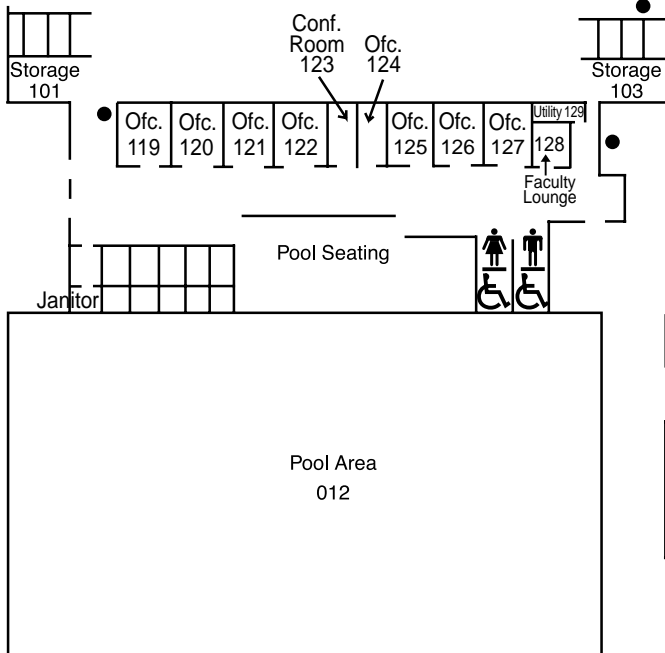
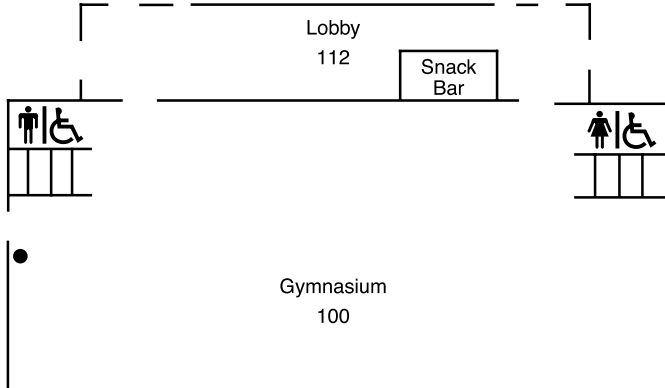


Field House (FH)

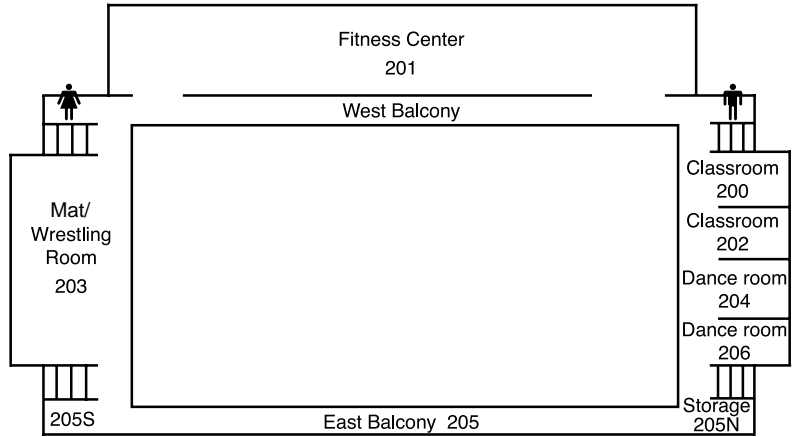
Storm Safe Area Shaded

● = Fire Extinguisher

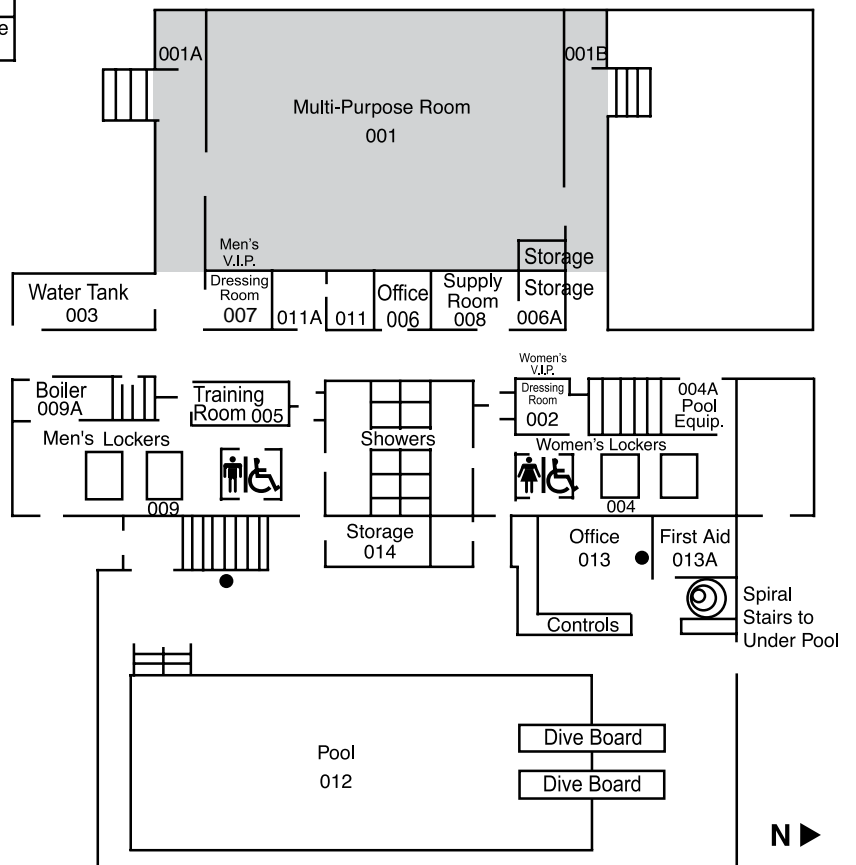
Main Floor



Balcony Level



Lower Level

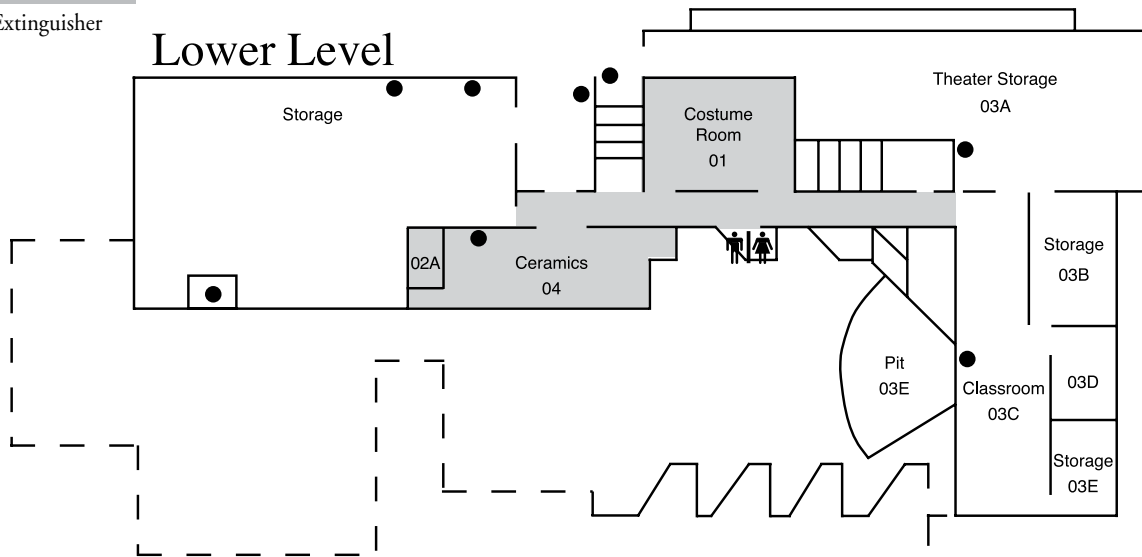


Fine Arts (FA)

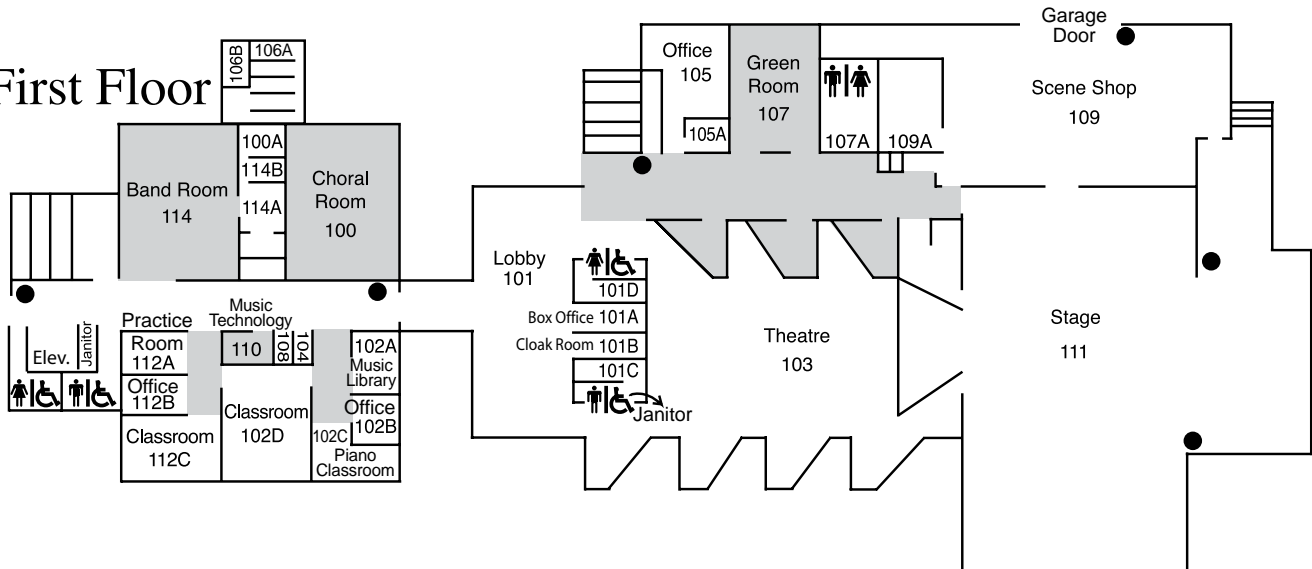
Storm Safe Area Shaded

● = Fire Extinguisher

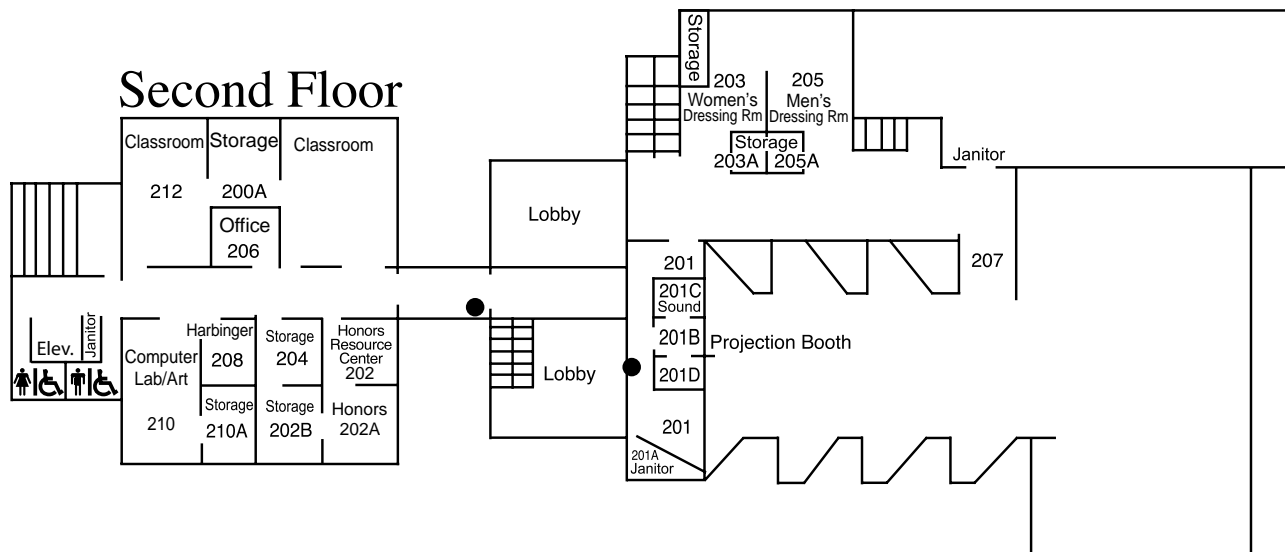
Lower Level



First Floor



Second Floor

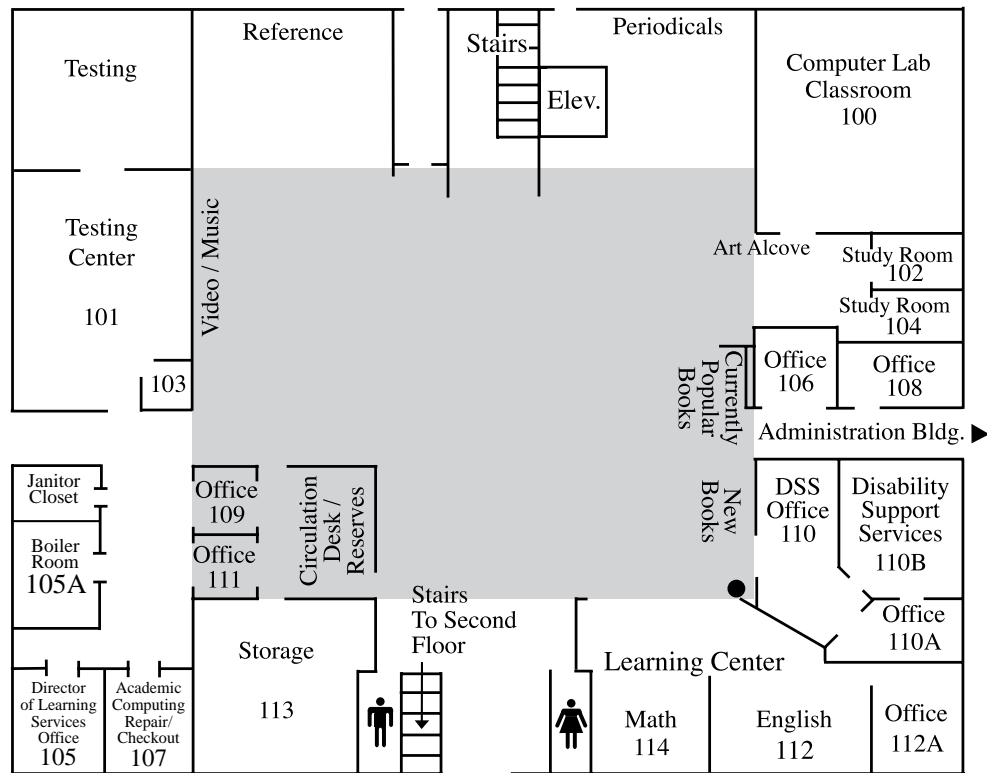


Library (LIB)

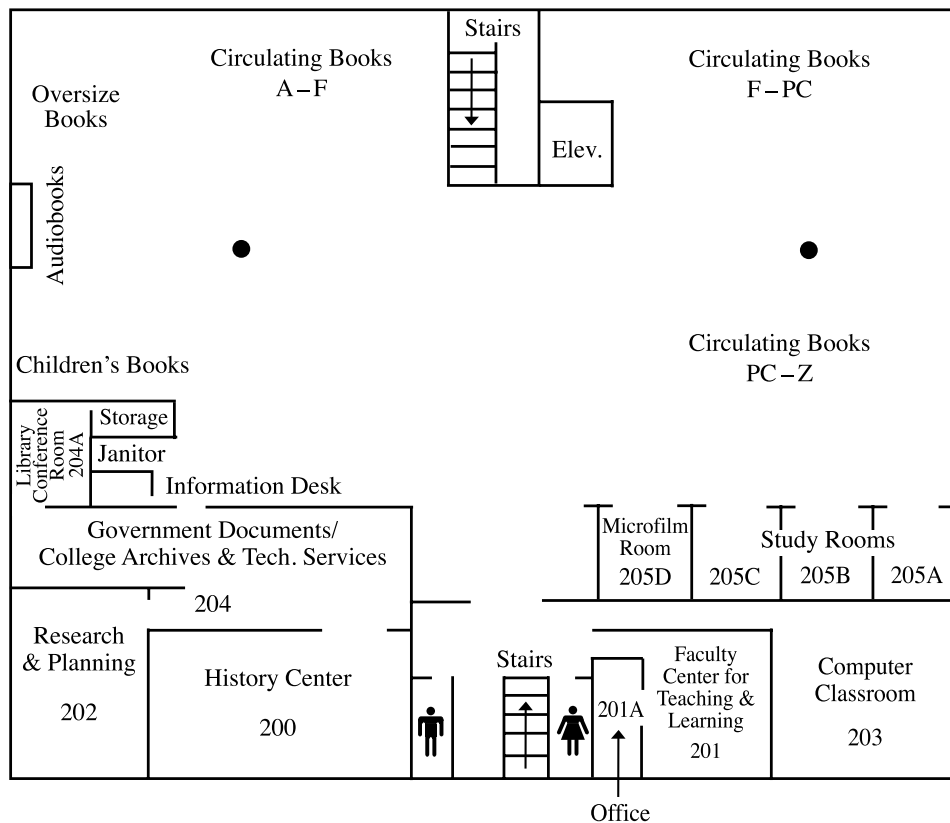
Storm Safe Area Shaded

● = Fire Extinguisher

First Floor



Second Floor



Student Center (SC)

Storm Safe Area Shaded

● = Fire Extinguisher

Dean's Office

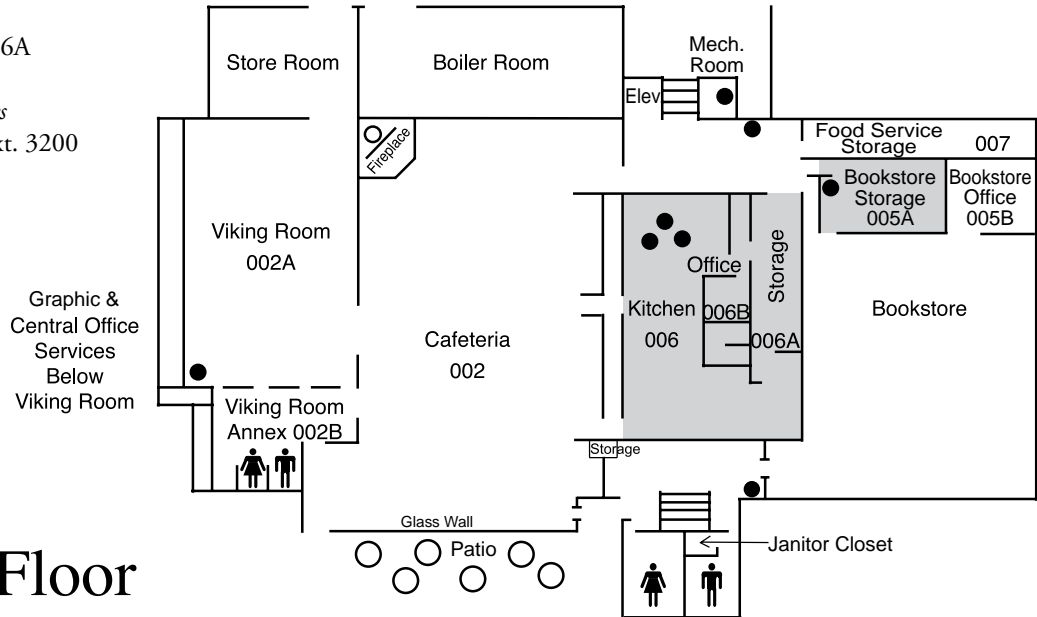
First Floor Room 106/106A

Ms. Julie Fraser

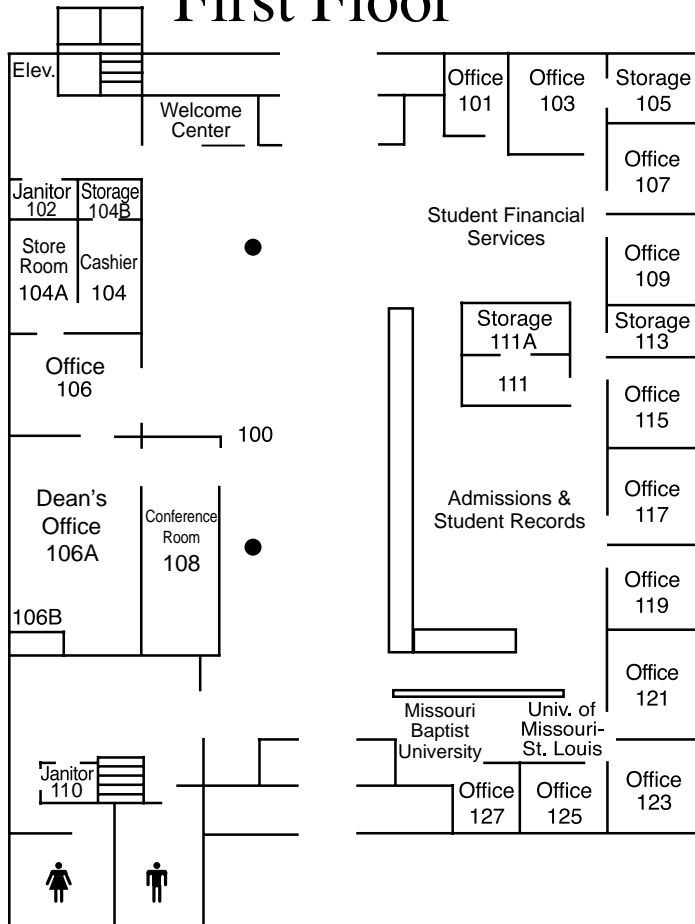
Dean of Student Services

(636) 481-3200/797-3000, ext. 3200

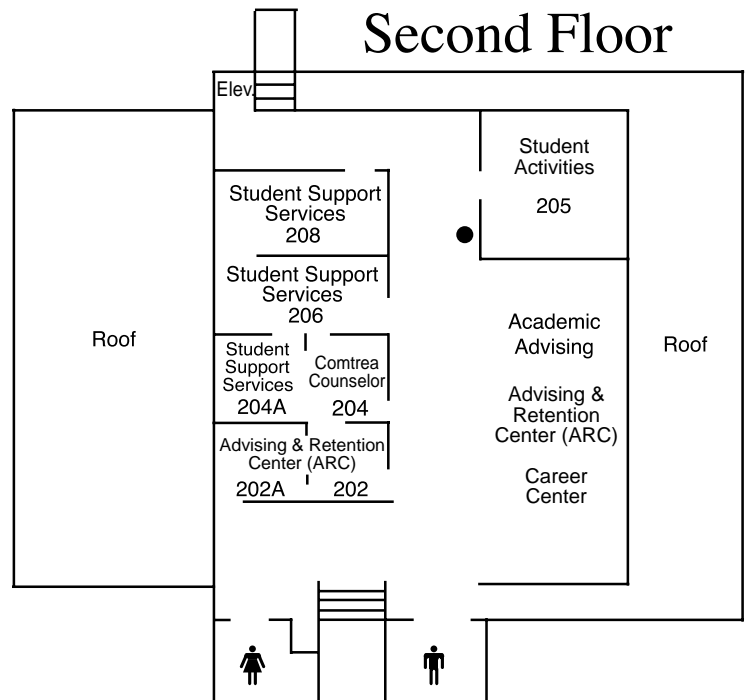
Lower Level



First Floor



Second Floor

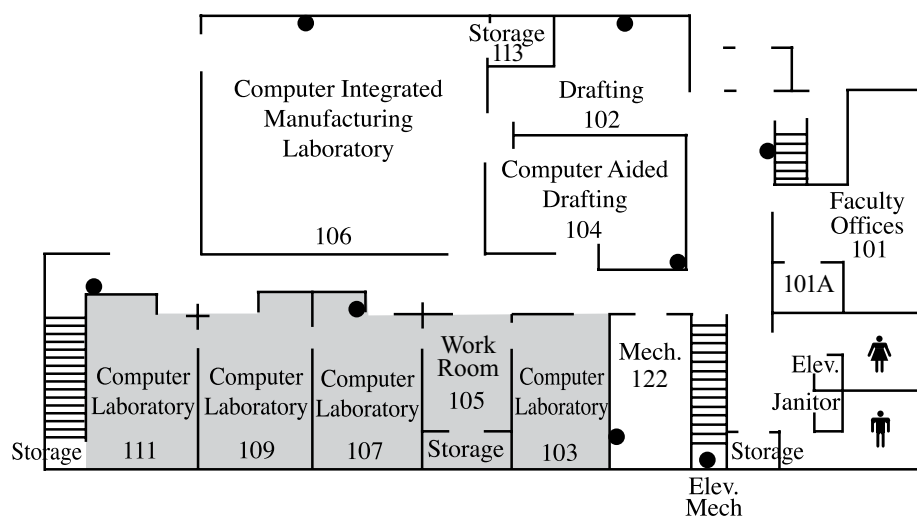


Technology Center (TC)

Storm Safe Area Shaded

● = Fire Extinguisher

First Floor



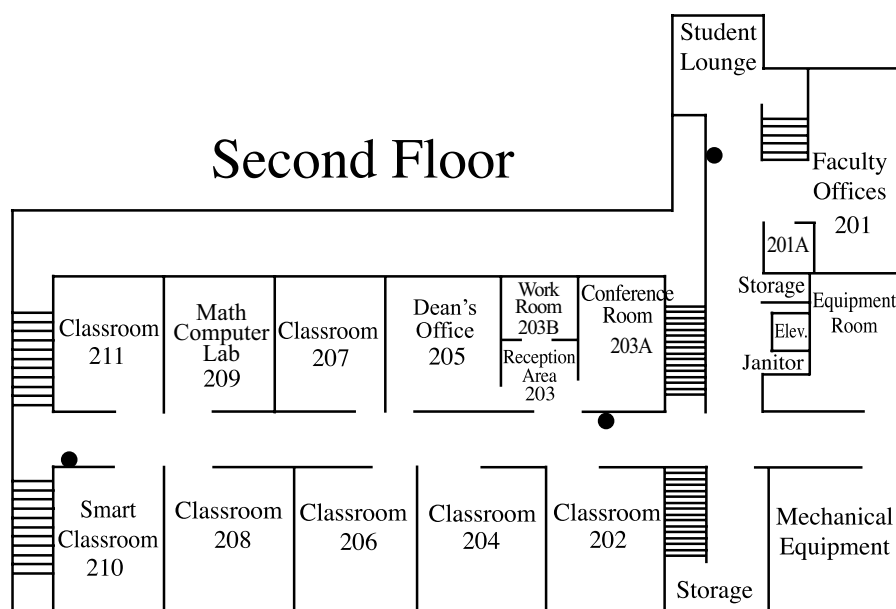
Dean's Office

Second Floor Room 205

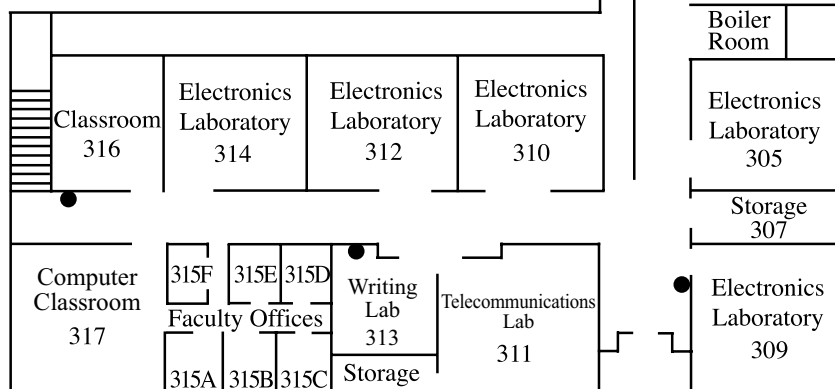
Dr. Mindy Selsor

Dean of Arts & Science Education
(636)481-3329/797-3000, ext. 3329

Second Floor



Third Floor



Jefferson College Arnold (JCA)

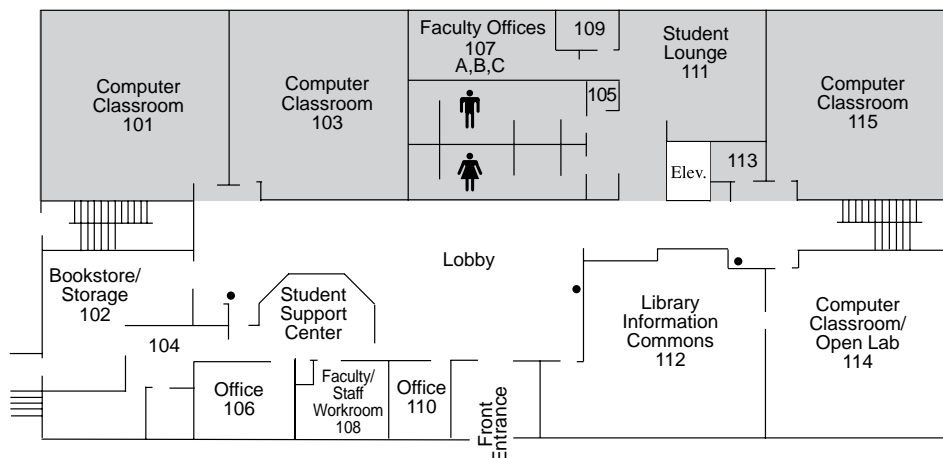
Storm Safe Area Shaded

● = Fire Extinguisher

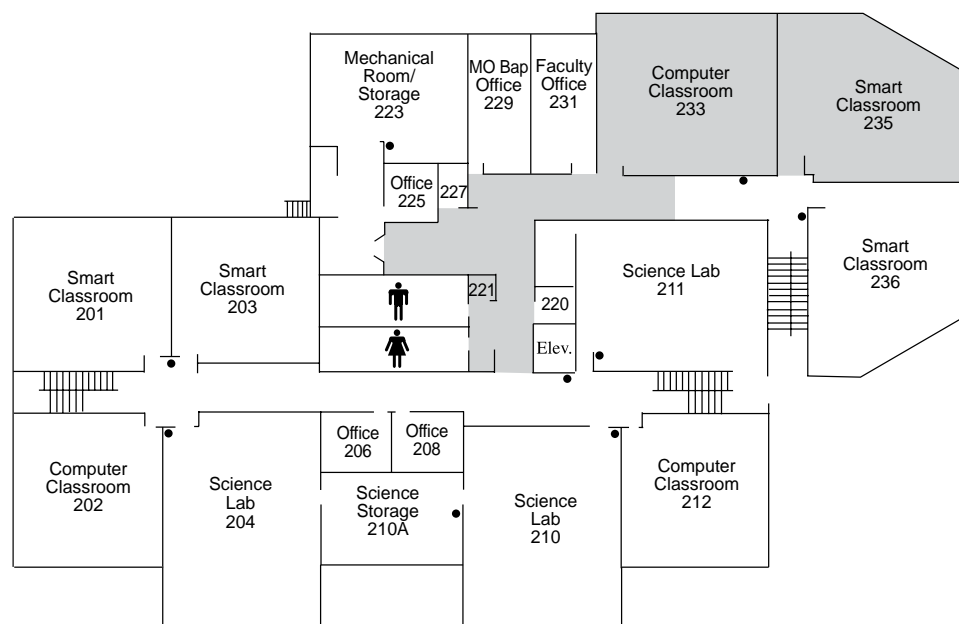
First Floor

Jefferson College - Arnold
is located at the intersection of
Highway 141 and Astra Way.

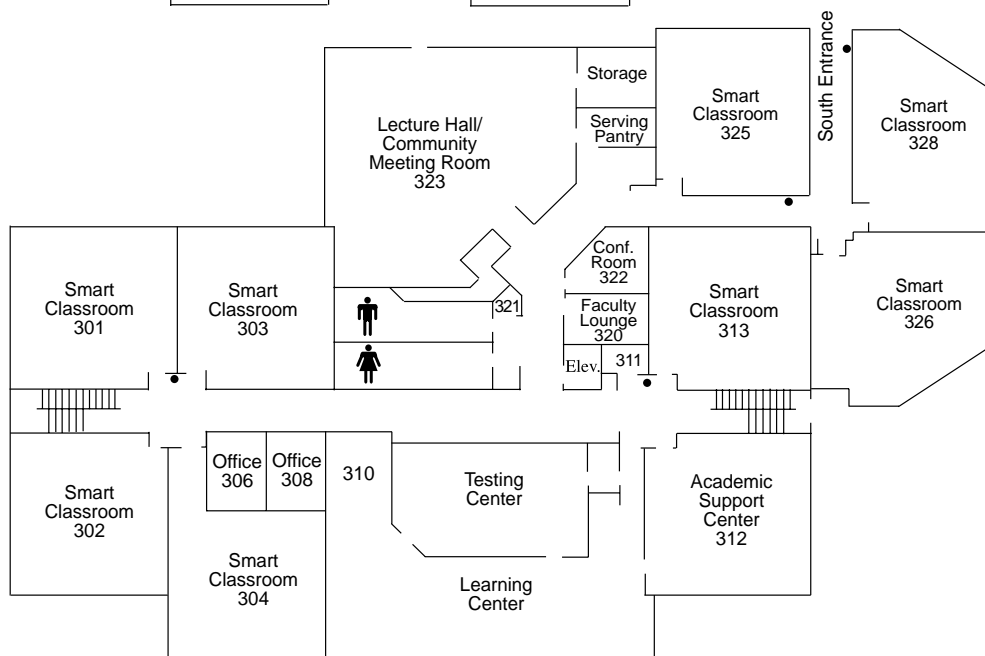
For more information, call
(636)481-3597/
797-3000, ext. 3597



Second Floor



Third Floor

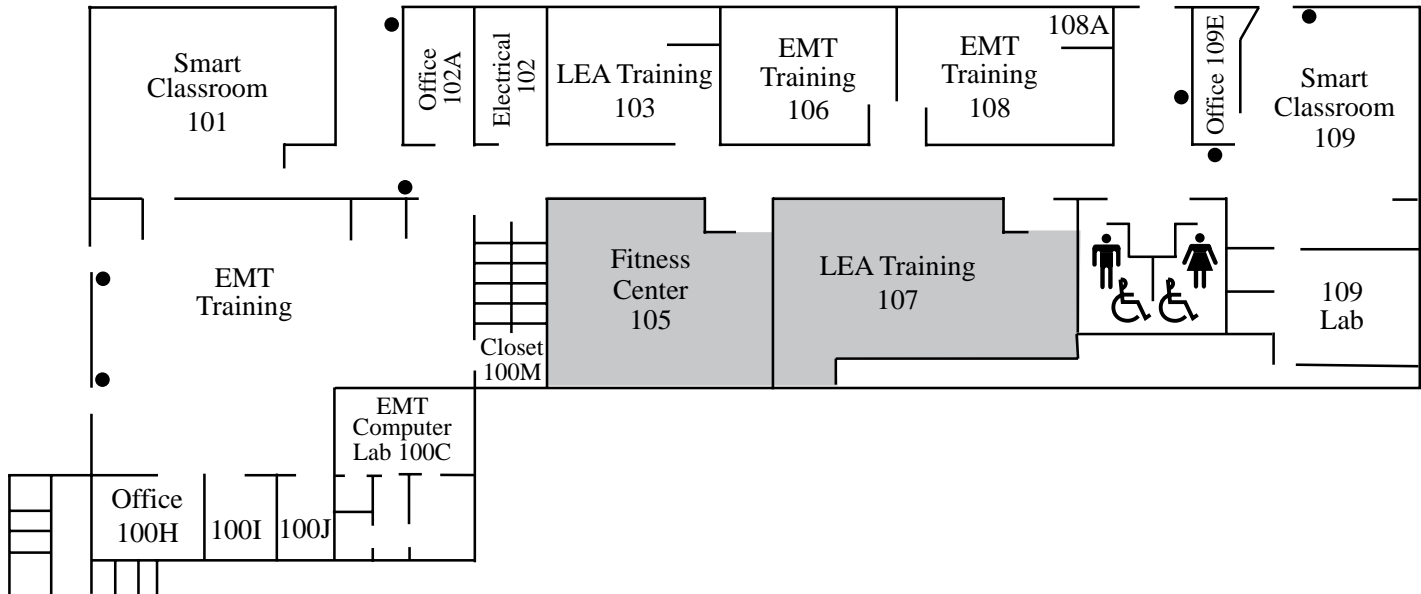


Jefferson College Imperial (JCI)

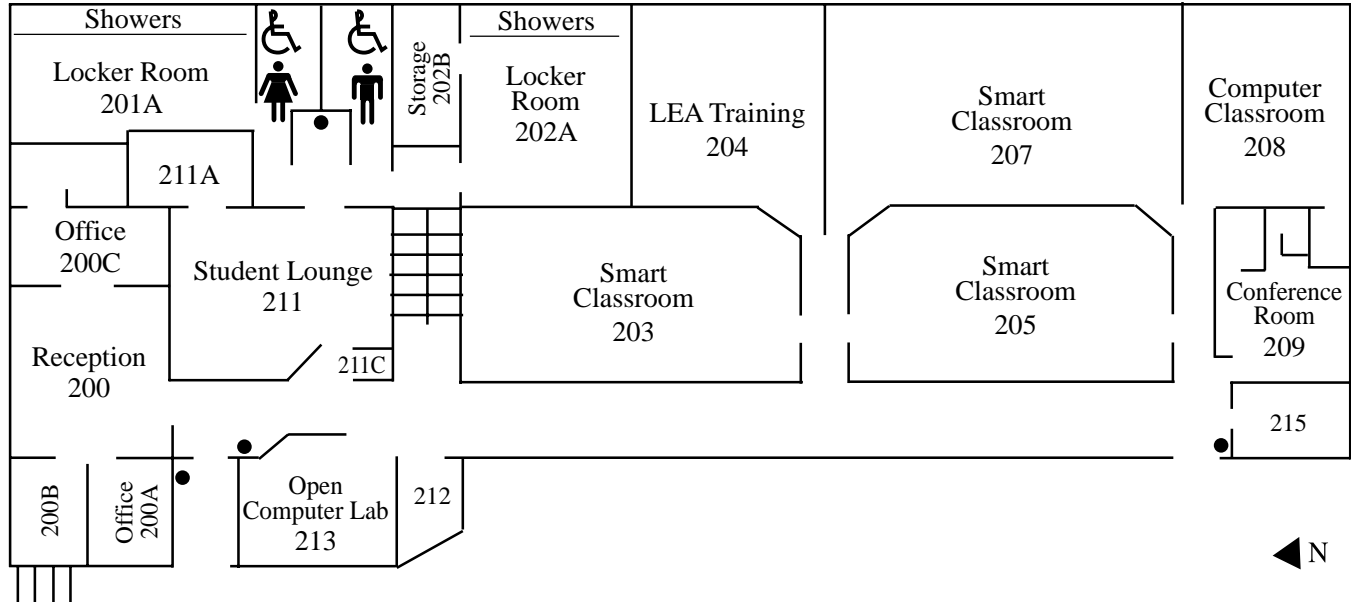
Storm Safe Area Shaded

● = Fire Extinguisher

Lower Level



Upper Level



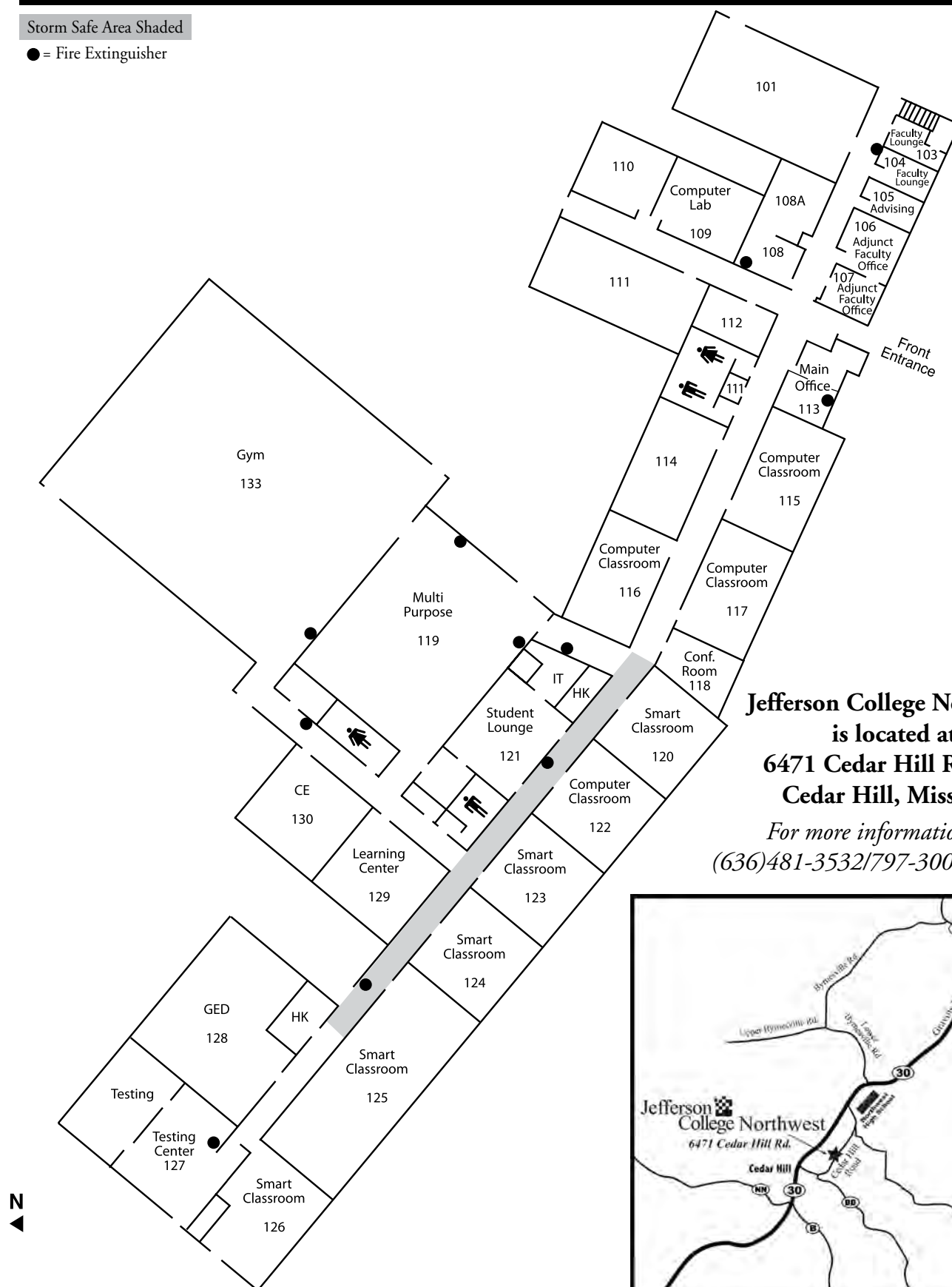
**Jefferson College Imperial is located at
4400 Jeffco Blvd. near Imperial, Missouri,
approximately 5 miles south of St. Louis County.**

*For more information, call
(636)481-3481/797-3000, ext. 3481*

Jefferson College Northwest (JCNW)

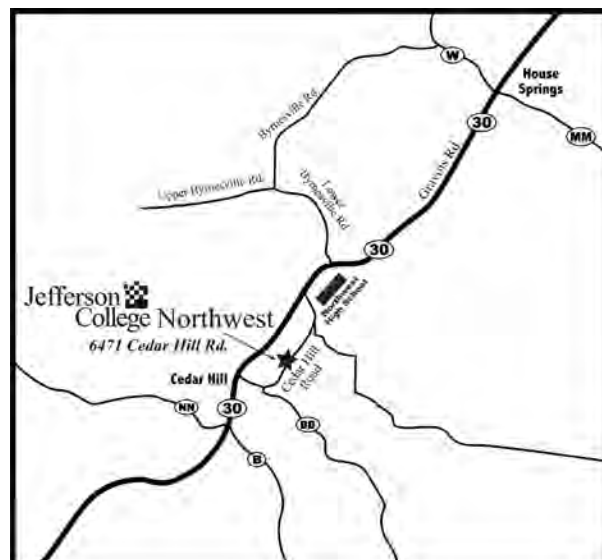
Storm Safe Area Shaded

● = Fire Extinguisher



**Jefferson College Northwest
is located at
6471 Cedar Hill Road in
Cedar Hill, Missouri.**

*For more information, call
(636)481-3532/797-3000, ext. 3532*





STARS is a powerful collection of web-based tools that has become the primary communication highway utilized by Jefferson College to relay important information. STARS users receive login information when they apply for admission and have access to features such as e-mail even after graduation or leaving the College.

HOW TO LOG IN....

1. Launch your Internet browser*.
2. Go to the College website at www.jeffco.edu and click the STARS logo.
3. Enter your user name and password and click on Login.
4. If you have entered the correct user name and password, you will be on the STARS tab.
5. It's important to enter a security question into the system should you ever need assistance with your password. Information on the Help Desk tab in STARS can assist with this process, or you may visit any registration site or call the Help Desk (see below).

* **AOL users** should log in to AOL first; then minimize it. Next, bring up Internet Explorer or Firefox and continue to follow the steps above.

* **SBC users** must access the Internet directly through Internet Explorer or Firefox (look for this symbol on the desktop or in the START menu) in order to successfully log on to STARS.

If you experience difficulties logging on, please contact:

HELP DESK	
Call (636) 481-3234/797-3000, ext. 3234 Prompt 1: E-mail assistance Prompt 2: Login problems, Blackboard, or other issues <i>(Security Question required to assist with login problems)</i>	Help Desk Hours <i>(when College is open)</i> Monday - Thursday: 8:00 a.m. - 9:00 p.m. Friday: 8:00 a.m. - 4:00 p.m. Saturday: 9:00 a.m. - 5:00 p.m.

WINDOWS	MACINTOSH
Firefox 3.0.5 Internet Explorer 5.5 SP2 or better	Internet Explorer 5.1 Safari 3.1

To see what browser and version your computer is using, connect to the Internet, click on Help in the top toolbar, and then click on 'About.'

You will see the name and version of the browser in the lower part of the drop down box.

COL 101 — Introduction to College: Strategies for Success

When entering a new situation, it is common to feel confused, frustrated, even overwhelmed. First-year college students face many challenges. To help make your transition to Jefferson College more successful, we offer COL 101, Introduction to College: Strategies for Success.

The purpose of this course is to help students acquire academic skills, understand expectations and behaviors, and navigate the processes and procedures of Jefferson College. The course will specifically address:

- * Orientation to College
- * Adjusting to College Life
- * Academic Skills
- * Jefferson College Resources
- * College/Workplace Issues

It is the mission of Jefferson College to aid students in the accomplishment of their goals. This class is but one initiative to do just that.

Your success is our goal!

COL 101 is required for all degree or certificate seeking students at Jefferson College.

Jefferson College



For more information,
call Dr. Andrea St. John at
(636) 481-3316 /
797-3000, ext. 3316

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THE PROGRAM:

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✓ You can transfer easily into a four-year college or university teacher education program.

✓ If you are not sure whether you would like to teach or not, you can find out what teaching involves before you make your career decision.

✓ You will have the opportunity to experience the classroom from a teacher's perspective.

✓ If you wish to become a paraprofessional or teacher's aide, the AAT is also the degree for you!

✓ Classes are available at Jefferson College Hillsboro, Jefferson College Arnold, and Jefferson College Northwest.

For more information about the Associate of Arts in Teaching degree, contact Dr. Ken Boning at (636) 481-3344 / 797-3000, ext. 3344.

Shape the future....make a difference...do you have what it takes?

ΦΘΚ

Jefferson College

PHI THETA KAPPA



- Phi Theta Kappa is the International Honors Society of the two-year college.
- Phi Theta Kappa is the largest Academic Honors Society in the world.
- Xi Zeta is Jefferson College's Chapter of Phi Theta Kappa.
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Membership is by invitation only. Membership invitations are mailed each semester to students, full or part-time, who have completed 12 degree-seeking credit hours with a cumulative GPA of at least a 3.5.



Questions?

Contact Dr. Rebecca Ellison at
(636) 481-3367 / 797-3000, ext. 3367,
or Lynn Hoff at (636) 481-3302 / 797-3000, ext. 3302

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ARC

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JEFFERSON COLLEGE

The Advising & Retention Center (ARC) facilitates student success by providing a safety net for students, faculty, and staff. The ARC offers academic advising services, services to help improve student success, and job search assistance.

What the ARC can do for students:

- Provide academic advising at all Jefferson College sites
- Establish academic and career goals
- Provide academic and personal support, career counseling, and transfer assistance
- Coordinate job search opportunities
- Provide referrals to campus and community resources
- Assist students to change their majors or advisors
- Monitor academic progress
- Provide workshops in areas such as: note-taking, test taking strategies, and study skills
- Provide immediate help-line assistance through telephone and on-line hotline

Look on STARS for the following programs:

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Strategies for Test Taking

CARZ: Commuter Appreciation and Recognition Zone

Transfer Workshops

Stress Busters!

Employer Visits

Study Skills: Short Cuts to Smart Studying

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"Storm the Dorms was a great program to let the residents of Viking Woods know that they have a support group on campus. When they visit the ARC they always feel like the staff wants to make time for them, regardless of how lousy they may be."

Johanna Kraljic
Assistant Director Student Housing

"This being my first semester here at JeffCo, I was a little lost in the beginning. The ARC has helped me a lot. Through them I was connected with Project SUCCESS, who helps make sure I'm on the right track. At Jefferson College I've received help from advisors in selecting the right classes based on my major. I've learned all I have to do is ask for help."

Joan Lettnecker, Freshman
Student Ambassador

About CARZ: Commuter Appreciation and Recognition Zone

"I had fun doing it! It was great greeting students early in the morning. Be sure to let me know when you want us to do something like this again."

Erica Renee Hornburg, Freshman
Student Ambassador

For more information, or to set up an appointment with an advisor, call the ARC at (636) 481-3209 / 797-3000, ext. 3209



NEW Healthcare Professions

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

Respiratory Therapy

JOB DESCRIPTION: Respiratory Therapists evaluate, treat, and care for patients with breathing or other cardiopulmonary disorders. Practicing under the direction of a physician, they assess, treat, and care for patients in many environments such as hospital ICUs, E.D.s, sleep labs, PFT labs, and hyperbaric chambers.

SKILLS: Therapists should enjoy working with people and be sensitive to a patient's physical and psychological needs. Respiratory care practitioners must pay attention to detail, follow instructions, and work as part of a team.

CAREER OUTLOOK: Job opportunities are expected to be very good, and those with cardiopulmonary care skills or experience working with infants will have even greater options. The vast majority of job openings will continue to be in hospitals. Employment of respiratory therapists is expected to grow by 21 percent from 2008 to 2018.

CALL (636) 481-3466 or 797-3000, ext. 3466



Physical Therapist Assistant

JOB DESCRIPTION: A PTA is a member of a team to provide physical therapy services under the direction and supervision of a physical therapist. PTAs implement selected components of treatment, obtain data related to the interventions provided, and make modifications in selected intervention either to progress the patient or ensure patient comfort and safety.

SKILLS: Physical therapist assistants provide a safe progression of a patient's plan of care, strong communication and interpersonal skills, and a caring personality.

CAREER OUTLOOK: Employment of physical therapist assistants is expected to grow by 35 percent from 2008 through 2018, much faster than the average for all occupations. PTAs can work in hospitals, home care, skilled nursing facilities, outpatient facilities, sports and fitness facilities, work settings, and school settings.

CALL (636) 481-3466 or 797-3000, ext. 3466

The Physical Therapist Assistant Program at Jefferson College is seeking accreditation by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA 22314; phone 703-706-3245; accreditation@apta.org). The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional/technical phase of the physical therapy program; therefore, no students may be enrolled in professional or technical courses until Candidate for Accreditation status has been achieved. Further, achievement of Candidate for Accreditation status does not assure that the program will be granted Accreditation.



Occupational Therapy Assistant

JOB DESCRIPTION: Occupational therapy assistants work under the supervision of occupational therapists to provide rehabilitative services to persons with mental, physical, emotional, or developmental impairments. OTAs help others to achieve their goals for participation and quality of life.

SKILLS: People who choose occupational therapy as a career are those who enjoy helping and working with others. Occupational therapy practitioners need to have strong communication skills, as well as strong interpersonal skills to inspire trust and respect in their clients. Creativity, flexibility and problem-solving skills are assets.

CAREER OUTLOOK: Occupational therapist assistants in 2008 held about 26,600 jobs. About 28 percent of jobs for assistants were in offices of other health practitioners, 27 percent were in hospitals, and 20 percent were in nursing care facilities, family services, and government agencies.

CALL (636) 481-3466 or 797-3000, ext. 3466

Jefferson College's OTA Program has been granted Developing Program Status by ACOTE. For information contact: ACOTE c/o AOTA, 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, 301-652-2682



Health Information Technology

JOB DESCRIPTION: Health Information Technicians assemble patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. In addition, technicians specialize in codifying patients' medical information for reimbursement purposes.

WORK ENVIRONMENT: Health information technicians work in offices, hospitals, and health care facilities as well as outpatient care centers and home healthcare services with no direct hands-on patient care.

SKILLS: Most employers prefer to hire credentialed medical record and health information technicians. A number of organizations offer credentials typically based on passing a credentialing exam.

CAREER OUTLOOK: Employment of health information technicians is expected to increase by 20 percent, much faster than the average for all occupations through 2018.

CALL (636) 481-3419 or 797-3000, ext. 3419



RESPIRATORY THERAPY • PHYSICAL THERAPIST ASSISTANT
OCCUPATIONAL THERAPY ASSISTANT • RADIOLOGIC TECHNICIAN
HEALTH INFORMATION TECHNOLOGY • EMT/PARAMEDICS
CERTIFIED NURSE ASSISTANT (CNA) • NURSING (LPN/RN)

Certified Nurse Assistant (CNA)

JOB DESCRIPTION: CNAs provide hands-on care and perform routine tasks under the supervision of nursing and medical staff. They often help patients to eat, dress, and bathe. Sometimes they are responsible for taking a patient's temperature, pulse rate, respiration rate, or blood pressure.

WORK ENVIRONMENT: Most full-time aides work about 40 hours per week. CNAs may spend considerable time walking, lifting, bending, stretching, and standing. Patients in hospitals and nursing care facilities require 24-hour care; consequently, aides in these institutions may work nights, weekends, and holidays.

EDUCATION: CNAs must complete a state-approved training program to be eligible for certification. Most training programs are available from technical and vocational schools or community colleges. Most eight-week certified nursing programs include both classroom study and supervised clinical practice (patient care).

CAREER OUTLOOK: Employment of CNAs is expected to grow by 19 percent between 2008 and 2018, faster than the average for all occupations.

CALL (636) 481-3461 or 797-3000, ext. 3461

EMT and Paramedics

JOB DESCRIPTION: EMTs and paramedics are typically dispatched by a 911 operator to the scene, where they often work with police and fire fighters. Following protocols and guidelines, they provide emergency care and transport the patient to a medical facility.

WORK ENVIRONMENT: These workers generally work in teams. During the transport of a patient, one EMT or paramedic drives, while the other monitors the patient's vital signs and gives additional care, as needed. Some paramedics work as part of a helicopter's flight crew to quickly transport critically ill or injured patients to hospital trauma centers.

SKILLS: Beyond these general duties, the specific responsibilities of EMTs and paramedics depend on their level of qualification and training. The National Registry of Emergency Medical Technicians (NREMT) certifies emergency medical service providers at the following levels: First Responder, EMT-Basic, EMT-Intermediate, and Paramedic.

CALL (636) 481-3403 or 797-3000, ext. 3403

Nursing — LPN to RN

JOB DESCRIPTION: LPNs care for patients in many ways. Often, they provide basic bedside care. Registered nurses (RNs), regardless of specialty or work setting, treat patients as well as educate patients and the public about various medical conditions.

WORK ENVIRONMENT: Home health and public health nurses travel to patients' homes, schools, community centers, and other sites. LPNs and RNs may spend considerable time walking, bending, stretching, and standing.

SKILLS: The National Council Licensure Examination, or NCLEX-PN, is required in order to obtain licensure as an LPN & NCLEX-RN, in order to obtain licensure as an RN.

EDUCATION: LPNs must complete a State-approved training program available from technical and vocational schools or community colleges. For RNs the three typical educational paths to registered nursing are a bachelor's degree, an associate degree, and a diploma from an approved nursing program.

CAREER OUTLOOK: Employment of LPNs is expected to grow by 21 percent between 2008 and 2018. Registered nurses (RNs) constitute the largest healthcare occupation, with 2.6 million jobs.

CALL (636) 481-3406 or 797-3000, ext. 3406

Radiologic Technician

JOB DESCRIPTION: Radiologic Technicians perform diagnostic imaging examinations like x rays, computed tomography, magnetic resonance imaging, and mammography.

WORK ENVIRONMENT: Physical stamina is important in this occupation because technicians are on their feet for long periods and may lift or turn disabled patients. Technicians work at diagnostic machines but also may perform some procedures at patients' bedsides.

CAREER OUTLOOK: Although hospitals will remain the principal employer of radiologic technicians, a number of new jobs will be found in offices of physicians and diagnostic imaging centers.

CALL (636) 481-3466 or 797-3000, ext. 3466

References:
www.apta.org/AboutPTAs/
www.bls.gov/
www.missourieconomy.org/

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